



Biennial Review

Academic Years 2016-2017

Drug-Free Schools and Campuses Regulations

[Edgar Part 86]

December 2018

INTELLITEC COLLEGE | 2504 E. PIKES PEAK COLORADO SPRINGS, CO 80909

TABLE OF CONTENTS

| | |
|---|----|
| Introduction/Overview | 2 |
| Biennial Review Process..... | 2 |
| Annual Policy Notification Process | 3 |
| Policy Enforcement & Compliance..... | 4 |
| Campus Incidents..... | 5 |
| AOD Comprehensive Program & Processes..... | 6 |
| Previous Program Goals and Objectives..... | 7 |
| Recommendations for next Biennium | 8 |
| Conclusion..... | 9 |
| Appendix A: 2016-2017 Drug & Alcohol Policy..... | 11 |
| Appendix B: Additional Policies & Forms..... | 18 |
| Student Catalog Excerpt..... | 18 |
| New Employee Orientation Powerpoint..... | 20 |
| Amnesty Protocol Policies..... | 23 |
| Employee Handbook Policy Excerpts..... | 23 |
| Campus Crime Handout and Acknowledgement –new Student | 24 |
| Appendix C: Focus Group Meeting | 26 |
| Appendix D: Edgar Part 86 Supplemental Checklist | 29 |

INTRODUCTION/OVERVIEW

Part 86 regulations require an institution of higher education that receives federal funding or aid to 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” on campus and during school related activities, in order to comply with the Drug-Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B).

IntelliTec College is committed to providing a drug and alcohol free environment for students to receive an education. The college’s goal with this biennial review is to:

- Determine its effectiveness and implement changes to the policy if they are needed;
- Review campus awareness events and their successfulness;
- Ensure that the disciplinary sanctions described in the policy are consistently enforced;
- Determine the number of drug and alcohol related violations and fatalities; and
- Identify the number and type of sanctions imposed.

BIENNIAL REVIEW PROCESS

The biennial review process occurred September through December 2018 with the objective of reviewing the last two years of data and updating and revising the Drug and Alcohol Abuse Prevention policy currently in place for students and employees if needed.

The Biennial Review Focus Group was assembled on September 19, 2018 to meet and discuss the current policy, and to answer a list of questions developed by Documents and Compliance. The focus group consisted of the below Safety Committee members and the President of the college. The group reviewed questions regarding the current drug and alcohol policy and provided suggested changes going forward (*See appendix A for the approved 2016 policy*).

| Function | Title | Location / Phone Number |
|---|--|---|
| Safety Committee Chair/Plan Administrator | VP, Shared Services | Corporate Office Work phone: (719) 632-8116 |
| Safety Committee Member | Documents & Compliance Manager/ Clery Act Compliance Officer | Corporate Office Work phone: (719) 632-8116 |
| Safety Committee Member | Maintenance | Corporate Office Work phone: (719) 632-8116 |
| Safety Committee Member | Enrollment Coordinator | Grand Junction Campus Work phone: (970) 245-8101 |
| Safety Committee Member | Director of Education | Colorado Springs Campus Work phone: (719) 632-7626 |
| Safety Committee Member | Director of Education | Pueblo Campus Work phone: (719) 542-3181 |
| Safety Committee Member | Campus Director | Albuquerque Campus Work Phone: (505) 508-5225 |

The focus group reviewed and answered the following questions:

1. How is your campus distributing the Drug and Alcohol Prevention Policy to students?

2. How are you ensuring all students receive it?
3. How many drug or alcohol incidents have occurred on campus within the last 2 years?
4. Who oversees the policy at your campus including administration, monitoring and discipline?
5. What sanctions and how many have been administered for violations of the policy?
6. Has alcohol been served on or off premises for any faculty events?
7. Has your campus offered any programs or campus activities to discourage the use of alcohol/drugs? (students or faculty) *This can include awareness campaigns, events, guest speakers, webinars, etc.*
8. What are the strengths of your prevention program?
9. What are the weaknesses of your prevention program?
10. What recommendations do you have in regards to this policy/ program?
11. Did your campus complete the goals developed during the last review? (*see below*)
12. What goals and objectives should be focused on in regards to this policy/prevention over the next two years?

In addition, the below goals set during the 2016 Biennial review were discussed and it was determined whether or not they were met and if new goals needed to be established.

1. Launch an Awareness Month campaign for Alcohol and/or drugs aimed at students/staff.
2. Increased student and staff training to cover the following areas.
 - a. How does the Drug and Alcohol Abuse Prevention Policy integrate with other school policies; specifically, campus crime and security. (staff)
 - b. Student training on the relationship of safety to drug and alcohol impairment in the classroom and in the workplace. Particularly as it relates to operating machinery such as auto lifts, exercise equipment, and electrical panels.
 - c. Clear guidance and education in regards to Amendment 21 & 64 regulations and the establishment of clear consequences as related to medical and recreational marijuana for students and staff.
3. Launch of updated Drug and Alcohol Abuse Prevention Policy and consistent distribution via an annual email notification.
4. Increased awareness of IntelliTec Colleges' policy and assurance that incidents are being recorded and reported appropriately.

ANNUAL POLICY NOTIFICATION PROCESS

Students

The Drug and Alcohol Abuse Prevention Policy is distributed to students on an annual basis. The policy must be distributed to all new and currently enrolled students in the following manner:

The Drug and Alcohol Policy will be published on IntelliTec's Internet website at the following url:
http://www.intelliteccollege.com/your-right-to-know/healthSafety_DrugsAlcohol.pdf

As part of the Title IX Annual Training, a current copy of the policy is distributed to all students. It is included in the Title IX information packet and students sign an acknowledgement that they have received a copy of the policy. The amnesty policy associated with the Drug and Alcohol Prevention policy is then discussed during the Title IX Training presentation. In addition, throughout the year, the Drug and Alcohol Prevention policies are discussed as needed via email, notifications, general course policies, and during Student New Term Updates (NTUs).

For all new enrolling students, the policy is included in the enrollment packet and is discussed during the enrollment process with them. The student then receives the paper copy of the policy and signs that they have reviewed and acknowledge the policy. New students then attend Career Training Kickoff (CTK) in the week prior to the start of classes. During CTK, the Drug and Alcohol Prevention Policies are discussed as well as Title IX and amnesty policies.

Each year, IntelliTec publishes the Annual Security Report for each campus, which also provides students and employees' information on company Drug and Alcohol Prevention policies and amnesty policies that correspond with safety, and security. The URL for the policy is provided and information regarding incidents at each campus are published to ensure students and staff remain informed. This report is also available on the IntelliTec public website (www.intellitec.edu/asr) and prospective employees are notified via email during the hiring process.

Employees

New employees are required to review and acknowledge receipt of a copy of the current policy through the company HRIS software, Paycom, at the time of hire. During the new employee orientation, the Drug and Alcohol Prevention policy is discussed with the new employee to ensure understanding.

Annually, the Drug and Alcohol Prevention Policy is re-assigned to all employees for review and acknowledgement. In addition, when there is an updated version of the policy, it is posted in Paycom and employees will be prompted to acknowledge the new version.

Prospective Students and Employees

The Drug and Alcohol Prevention Policy is available to prospective students and prospective employees upon request and will be maintained at the above URL. *See Appendix A for a copy of the policy.* The Biennial Review Reports are maintained at the Corporate Office of IntelliTec College and may be requested through the Registrar office located at each campus location.

The report is also accessible online at the following URL: <http://www.intelliteccollege.com/consumer-information.php>. Reports are maintained for a minimum of three (3) years at the corporate office and are available upon request. Please see the Records Policy and Procedure for additional information.

POLICY ENFORCEMENT & COMPLIANCE

Students and employees are notified through a variety of policies regarding the campuses' stance on alcohol and drugs. The following policies and forms are distributed:

- Drug and Alcohol Abuse Prevention Policy
- Student Responsibilities (Catalog)

- New Employee Orientation PowerPoint
- Amnesty Protocol Policies – Sexual Misconduct & Discrimination Policy
- Employee Handbook Policy
- Student Campus Safety Handout and Acknowledgement
- Annual Security Report

See Appendix B for a sample of the above policies and forms.

Each individual's approved manager, the Director of Education, and the Campus Director complete policy oversight for employees. The Corporate Human Resources department who assists in policy training, interpretation and enforcement provides additional oversight.

Policy oversight for students is monitored by all faculty and staff and reported to campus management as appropriate. Campus management includes the Director of Education and the Campus Director. The campus management oversees and administers disciplinary sanctions for employees and students. The below list of actions is not progressive and may be used in any order, or in conjunction with each other, as determined appropriate for the violation.

Employee Sanctions:

1. Written Warning
2. Referral to a mandatory substance abuse evaluation and any subsequently recommended treatment based upon the results of the evaluation
3. Suspension of Employment
4. Termination of Employment

Student Sanctions:

1. Written warning
2. Referral to a mandatory substance abuse evaluation and any subsequently recommended treatment based upon the results of the evaluation
3. Suspension of Enrollment
4. Expulsion

IntelliTec College may report violations of this policy, which also result in a violation of any applicable laws, to the appropriate law enforcement agencies. Determination will be made in consultation with legal counsel as to which policy violations will be reported to law enforcement.

CAMPUS INCIDENTS

Over the two-year period, drug and alcohol-related student incidents remained low although more were reported during this two-year period. The additional reports are attributed to better reporting options and the focus on ensuring management is aware of situations involving drugs and alcohol, not an increase in incidents. The Pueblo campus reported no incidents. The Grand Junction campus reported three (3) incidents involving students. One student overdosed on prescription drugs and emergency services were called. The other two incidents involved marijuana and alcohol use respectively. These incidents resulted in one student suspension and one warning issued. Reminders were given to students regarding the school policy and expectations regarding drugs and alcohol. The Albuquerque campus had one incident that involved sending a student home but no specific sanction or response was issued. The Colorado Springs campus had three (3) incidents. One

student arrived at an extern site under the influence of drugs and admitted to use. The student was expelled due to the severity of the incident. Two other students arrived at school and were intoxicated. In both incidents, the students made suicidal threats and appropriate emergency responders were called. These students were properly recommended for treatment and returned to school after the incidents were resolved. Overall, the campuses saw little activity that warranted significant repercussions such as suspensions or expulsions of students.

Prospective employees are required to complete a pre-employment drug test. At the corporate level, three employees for the Colorado Springs campus did not pass appropriate drug and alcohol screenings. These prospective employees were given substance abuse referrals. The Pueblo campus only had one employee who did not pass appropriate screenings and was referred for counseling. In all cases, these employees completed appropriate referrals, were retested, and passed appropriate screenings. In addition, Pueblo did recommend an employee for substance abuse counseling which the employee did successfully complete.

While incidents remained low, several campuses experience issues with consistently finding drug and alcohol paraphernalia on campus property. Both Colorado Springs and Albuquerque are located in lower income neighborhoods and the campuses are easily accessible to anyone in the area. Any materials found are immediately disposed of and reported to appropriate law enforcement when necessary. However, both campuses recommend additional efforts to curb the use of both drug and alcohol paraphernalia on the campus property to further efforts in ensuring students and staff do not have continued exposure to these items.

Finally, at the Pueblo and Colorado Springs campuses, alcohol was approved for the employee Christmas parties but as a cash bar only. Only employees were involved in the function, were monitored by appropriate campus management, and the event occurred off campus and students were not allowed as part of the function.

AOD COMPREHENSIVE PROGRAM & PROCESSES

IntelliTec College's focus is to provide a drug and alcohol-free campus to all students and staff. The company policy for employees and students specifically states, "This policy prohibits, the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including alcohol; illegal drugs; legal drugs used or to be used illegally; or medicinal or recreational marijuana."

IntelliTec campuses offer day and night programs that are monitored by campus management and there is no housing, residences, or fraternity/sorority houses to oversee. Students are provided areas to work and relax including the Learning Resource Centers (LRC) and Tec Cafes. Student Ambassador Programs provide an outlet for students to participate and make an impact on the campus. In addition, the school offers student workshops and lab hours to provide students additional education and alternative activities.

In addition to general campus management of drug and alcohol policy violations, IntelliTec College's Safety Committee is responsible for tracking Near Misses and Safety violations that happen on campus. When and if, a safety violation or near miss is caused by impairment the incident is recorded and addressed appropriately.

The school is also committed to community and student outreach activities. Students can participate in local events sponsored by IntelliTec that are alcohol and drug free campaigns including Health Fairs and fundraisers

such as cut-a-thons or expos. On-campus activities include student appreciation days, National Technical Honor Society recognitions and opportunities for students to gain additional experience through student run clinics.

Over the last two years, IntelliTec has been committed to offering a minimum of two campus-wide awareness events for both students and staff to participate in. These have included Sexual Assault Awareness Month, Domestic Violence Awareness Month, Alcohol Awareness Month, and National Campus Safety Awareness Month. All of these events have included a variety of options including literature availability, campus posters and awareness information, fundraisers, and guest speakers. In addition, all campaigns included a social media component that included information and awareness for students and staff via Instagram, Twitter, and Facebook. During the Alcohol Awareness Month in April of 2017, all of the campuses had a guest speaker for students and staff to discuss the effects of alcohol and drug abuse. The Colorado Springs campus also offered a separate faculty service session regarding Drugs and Alcohol.

Finally, IntelliTec College offers an Employee and Student Assistance Program (LifeWorks). This plan provides confidential assistance with work, school and life issues for students and employees including legal consultation, financial planning, grief counseling, mental health issues, significant life changes, adapting to civilian life after military service and much more. There is no limit to the amount of times that a student or employee may contact LifeWorks for assistance. Students and employees are able to receive 3 face-to-face counseling sessions or up to 30 minutes for legal consultation for each individual issue. All of these services are provided at no cost and in the event that the covered services are exhausted, they are eligible for additional services at a discounted rate. In addition, this service is available for all members of the person's household and immediate family members not living in the person's household. Individuals in the household do not need to be related to the student or employee in order to have access to this service. Substance abuse counseling available as part of this program and has been used to assist employees and students.

PREVIOUS PROGRAM GOALS AND OBJECTIVES

The previous program goals and objectives established during the last biennial review are listed below:

1. Launch an Awareness Month campaign for Alcohol and/or drugs aimed at students/staff.
2. Increased student and staff training to cover the following areas.
 - a. How does the Drug and Alcohol Abuse Prevention Policy integrate with other school policies; specifically, campus crime and security. (staff)
 - b. Student training on the relationship of safety to drug and alcohol impairment in the classroom and in the workplace. Particularly as it relates to operating machinery such as auto lifts, exercise equipment, and electrical panels.
 - c. Clear guidance and education in regards to Amendment 21 & 64 regulations and the establishment of clear consequences as related to medical and recreational marijuana for students and staff.
3. Launch of updated Drug and Alcohol Abuse Prevention Policy and consistent distribution via an annual email notification.

4. Increased awareness of IntelliTec Colleges' policy and assurance that incidents are being recorded and reported appropriately.

During 2016-2017, many of these goals were addressed and completed. Awareness campaigns were launched to provide information to students and staff including guest speakers being available with information about alcohol and drug abuse. In addition to the awareness campaigns, the focus group felt that in general training and processes regarding drug and alcohol abuse are well laid out, providing specific processes and local information. Counseling options have improved the hiring process as evidenced by the three referrals that sought treatment through the EAP and this has reduced the number of employees simply terminated instead of provided treatment. There were some recommendation regarding additional training and some areas that were missed; these are outlined below in the recommendations section. However, the updated Drug and Alcohol Abuse Prevention Policy was launched in 2016 and distribution of the policy has improved over the last two years. Finally, the introduction of a new system of reporting incidents began in 2017. This has helped to improve the reporting of incidents and ensuring that they are properly recorded.

While not a previous goal, it was discovered during the last biennium that drug tests for new hires were taking weeks to get back and leading to issues with hires. The Human Resources department recognized the issue and switched providers. By addressing this problem quickly, new hire drug testing is being completed quickly and efficiently with it taking as little as 12 hours to get test results back.

RECOMMENDATIONS FOR NEXT BIENNIIUM

General Recommendations

The focus groups had several general recommendations for the next biennium. The first recommendation was to focus on additional awareness events for employees and students. The Campus Directors recommended putting these events together in advance by planning them during budgeting each year and making them part of the event calendar. This ensures the campuses would have time to adequately plan for the awareness events including preparing appropriate resources and determining specific issues at each campus to focus on. Some specific issues that could be addressed are:

1. Veteran's population, PTSD, and drug abuse
2. Abuse of Prescription drugs
3. Marijuana use, state and federal laws, and the intersection with campus policy

The second recommendation was to focus on better incident reporting at the campuses. In 2018, a streamlined process for reporting incidents was developed and all campuses were trained on using the form. While the form has helped improve the reporting of incidents, drug and alcohol related issues are still not typically reported or are often dealt with at the campus level but never reported to management. In many cases, students are sent home and the incident is never reported and then tracked. It was recommended that employee training include ensuring that employees understand what happens next in incidents related to drug and alcohol and that these are reported consistently so that information can be tracked. It was also recommended that the campuses revisit training with staff and students regarding the relationship of safety to impairment in the classroom and workplace.

Policy Revision Recommendations

The current policy, version 2.0, was discussed and updates were suggested. The consensus was the current policy needs few revisions and provides a solid foundation for company policy. The following revisions were recommended to help clarify current processes and ensure the policy will be up-to-date:

1. Add information regarding marijuana use, the state and federal laws associated with marijuana use, and how IntelliTec policy relates to these laws.
2. Update the Annual Notification Process to reflect what is actually happening at the campus and to ensure that it is distributed properly each year.
3. Reference the Recruiting Policy's drug testing process for new employees.

Goals and objectives

The following goals and objectives have been established for the next biennium:

1. Update the current policy with the three recommendation above to launch in 2019 to students and staff.
2. Plan awareness campaign events a year in advance to ensure appropriate budgeting and so that specific issues such as prescription drug abuse and veterans populations can be addressed.
3. Additional focus on student and staff training to cover the following areas:
 - a. Student and staff training on the relationship of safety to drug and alcohol impairment in the classroom and in the workplace. Particularly as it relates to operating machinery such as auto lifts, exercise equipment, and electrical panels.
 - b. Training around state and federal marijuana laws and their relationship to the IntelliTec Drug and Alcohol Abuse Prevention Policy.
 - c. Additional incident reporting training, what happens when a student is impaired on campus, and how to properly record and track the incident. Focus on how to assess a student's impairment and what actions should be taken.
4. Address the clean up needed at both the Colorado Springs and Albuquerque campuses in regards to the drug and alcohol paraphernalia consistently found on campus. This may involve campus clean-up days or working with local law enforcement to reach MOUs for assistance.

CONCLUSION

Over the last two years, IntelliTec College has improved the availability of its policy, drug, and alcohol prevention information available to both students and staff. This has included efforts to improve drug testing, launch awareness campaigns, update policy information, and ensure consistent training and distribution.

Drug and alcohol incidents on campus have continued to remain low and improvement in the reporting process have helped to more accurately record the incidents that are occurring. Campuses feel that information is readily available and the policies around drugs and alcohol abuse are well rounded and adequate. Continued training to better assist staff in applying drug and alcohol abuse prevention policies and training to improve students understanding of those same policies will be of great benefit. Recommendations for the next two years will only continue to improve the drug and alcohol free campus that IntelliTec College promotes.

Appendix A: 2016-2017 Drug & Alcohol Policy

Drug and Alcohol Abuse Prevention Policy **Version 2**

Approved: April 7, 2016

Effective: April 18, 2016

Policy Statement

IntelliTec Colleges, in accordance with the Education Department General Administrative Regulations (EDGAR) Title 34 Part 86 Drug Prevention and Abuse and Section 120 of Title I of the Higher Education Act of 1965, has established the following Drug and Alcohol Abuse Prevention policy. This policy prohibits, the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including alcohol; illegal drugs; legal drugs used or to be used illegally; or medicinal or recreational marijuana.

Scope of Policy

This policy applies to all employees, students, contractors, consultants, or any third party on any property controlled by IntelliTec, at any IntelliTec event, or while representing IntelliTec in an official capacity.

Violation of Policy

Failure to comply with any aspect of this policy will result in disciplinary action, up to and including termination or expulsion. Types of disciplinary actions that can be taken for a violation of this policy are outlined below and are dependent upon the relationship with the college and the severity of the incident and any previous disciplinary actions. This list of actions is not progressive and may be used in any order, or in conjunction with each other, as determined appropriate for the violation.

Employee Sanctions:

1. Written Warning
2. Referral to a mandatory substance abuse evaluation and any subsequently recommended treatment based upon the results of the evaluation
3. Suspension of Employment
4. Termination of Employment

Student Sanctions:

1. Written warning
2. Referral to a mandatory substance abuse evaluation and any subsequently recommended treatment based upon the results of the evaluation
3. Suspension of Enrollment
4. Expulsion

IntelliTec Colleges may report violations of this policy, which also result in a violation of any applicable laws, to the appropriate law enforcement agencies. Determination will be made in consultation with legal counsel as to which policy violations will be reported to law enforcement.

Legal Sanctions:

Various Federal, State, and local laws apply to the use or transfer of illegal drugs and to the use or transfer of legal drugs used illegally. Violation of those laws may result in some or all of the following consequences:

- Conviction of Misdemeanors
- Conviction of Felonies
- Prison Sentences
- Tickets
- Revocation of Driver's License

For more information on the consequences of violating drug and alcohol laws please review the following websites:

Federal Drug Primer: http://www.ussc.gov/sites/default/files/pdf/training/primers/2015_Primer_Drug.pdf

DEA Drug Trafficking Penalties: <http://www.dea.gov/druginfo/ftp3.shtml>

State Drinking Laws: http://alcoholpolicy.niaaa.nih.gov/APIS_State_Profile.html?state=CO

Please see appendix A for specific sanction information.

Health Risks

There are many health risks associated with the use of alcohol, illegal drugs, or legal drugs used illegally.

Some of these risks include:

- Loss of memory
- Shrinking of the brain
- Liver disease
- Heart damage and heart attacks
- Increased risk of rape and other sexual assaults
- Increased risk of mouth, throat, lung, esophagus, liver, and colon cancer
- Stroke
- Increased risk of diseases such as HIV/AIDS, hepatitis, immune disorders, kidney failure, and sexually transmitted diseases
- Permanent and/or temporary loss of motor skills
- Tooth decay
- Weight loss
- Lesions

For more information on the risks associated with alcohol, illegal drugs, or legal drugs used illegally please review the following websites:

Center for Disease Control (Drug and Alcohol):

<http://www.cdc.gov/>

Teens Health (Drugs and Alcohol):

http://kidshealth.org/teen/drug_alcohol/

WebMD (Alcohol Abuse):

<http://www.webmd.com/mental-health/alcohol-abuse/features/12-health-risks-of-chronic-heavy-drinking>

WebMD (Drug Abuse):

<http://www.webmd.com/mental-health/features/rx-drug-abuse-common-dangerous>

Helpguide.org (Drug Abuse):

http://www.helpguide.org/mental/drug_substance_abuse_addiction_signs_effects_treatment.htm

Counseling and Treatment Programs

All employees and students have access to the confidential Employee and Student Assistance Program (ESAP) which provides substance abuse assessments and treatment. These assessments and treatments are provided at no cost to the employee or student.

In order to contact the ESAP provider LifeWorks:

1. Call 1-888-267-8126 and speak with a representative, or
2. Log onto www.lifeworks.com. Employees or students can either schedule a call with a counselor or seek information regarding substance abuse on the website.
 - a. Employee username: **IntelliTecStaff** Password: **lifeworks**
 - b. Student username: **IntelliTec** Password: **lifeworks**

Additional Local Resources are available for counseling, information, and treatment programs.

| | |
|---|--|
| Alcoholics Anonymous, Albuquerque | (505) 266-1900 www.albuquerqueaa.org |
| Oficina Intergrupal Hispana | (505) 266-3688 www.aaoficinahispanadealbuquerque.org |
| Alcoholics Anonymous, Colorado Springs | (719) 573-5020 www.coloradospringsaa.org |
| Alcoholics Anonymous, Grand Junction | (970) 245-9649 www.aa-westerncolorado.org |
| Alcoholics Anonymous, Pueblo | (719) 546-1173 www.puebloaa.org |
| <hr/> | |
| Narcotics Anonymous, Albuquerque | (505) 260-9889 http://www.riograndena.org/albq.php |
| Narcotics Anonymous, Colorado Springs & Pueblo | (719) 637-1580 http://nacolorado.org/cospgs/ |
| Narcotics Anonymous, Grand Junction | (970) 201-1133 http://nacolorado.org/serenityunlimited/ |
| Narcotics Anonymous, Pueblo | (719) 569-5955 |

Clery Crimes

Violations of this policy that result in arrests or disciplinary action that are also considered liquor law or drug abuse law violations may need to be reported under the Clery Act crime statistics. Refer all reports of incidents to the Clery Act Coordinator for determination of reporting.

Biennial Policy Review

This policy will be reviewed on a biennial basis to:

1. Determine its effectiveness and implement changes to the program if they are needed;
2. Ensure that the disciplinary sanctions described in this policy are consistently enforced;
3. Determine the number of drug and alcohol related violations and fatalities; and
4. Identify the number and type of sanctions imposed.

Records of the biennial review process will be kept for a minimum of 3 years and are available upon request.

Annual Distribution

The Drug and Alcohol Policy will be distributed to students and employees on an annual basis. The policy must be distributed to all currently enrolled students and all employees in the following manner:

The Drug and Alcohol Policy will be published on IntelliTec's Internet website at the following url:

http://www.intelliteccollege.com/your-right-to-know/healthSafety_DrugsAlcohol.pdf

An email will be sent to all current students and employees notifying of the availability of the policy. The notice will include: a statement of the report's availability; a list and brief description of the information contained in the policy; the exact address (URL) of the Internet or Intranet website at which the report is posted; and a statement that the school will provide a paper copy of the Drug and Alcohol Policy without fee upon request, written or otherwise.

The Drug and Alcohol Policy is available to prospective students and prospective employees upon request and will be maintained at the above url.

Employee Drug Testing

Employees of IntelliTec may be subjected to the following forms of drug testing.

Pre-Employment:

1. All persons seeking employment with IntelliTec Colleges shall undergo post-offer, pre-employment drug testing. Applicants will be informed that as a condition of employment they must pass a drug-screening test.
2. Applicants who test positive will be notified that they have not met the standards for employment and informed they can have the confirmed positive test re-tested by a government certified lab selected by the employee.

Reasonable Suspicion:

1. Reasonable suspicion testing may result from one of the following examples, but is not limited to the following:
 - a. Specific, personal, and articulable observations concerning the appearance, behavior, speech or performance of the employee which indicate impairment; or
 - b. Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) /manager(s) to believe that the employee's functioning is impaired; or
 - c. Other physical, circumstantial, or contemporaneous indicators of impairment.
2. When a supervisor/manager has reasonable suspicion to request testing, the supervisor/manager must first obtain approval from the Vice President, Shared Services prior to testing, and upon approval, will

- arrange to transport the employee to the collection site and arrange for the employee's transport home.
3. IntelliTec Colleges will place the employee on a paid leave pending the receipt of drug testing.

Post-Accident:

An employee may be required to submit to a drug and alcohol testing after an on the job accident.

1. An accident for purposes of this policy is defined as an incident or occurrence in which:
 - a. a person dies or requires medical treatment or
 - b. property damage is estimated at greater than \$250 or
 - c. the accident involves use of a Company vehicle or
 - d. the accident involves an employee in a personal vehicle accident while on the job.
2. An employee who is involved in an accident must immediately report the accident to his or her supervisor/manger.
3. Whenever a supervisor/manager observes or is notified of an accident as defined in #1 above, the supervisor/manager may initiate drug and alcohol testing after receiving approval from the Vice President, Shared Services. The supervisor/manager may order the employee to submit to a urine and/or breath test. The supervisor/manager may arrange to transport the employee to the collection site and will arrange for the employee's transport home.

Return to Duty/Follow-up Testing:

If the company elects to allow an employee to return to work following a positive test result, the employee must first pass a drug and alcohol test and subsequently submit to a program of unannounced testing for a period of not more than twelve (12) months from the date of return to duty and submit to a counseling or treatment program if recommended after evaluation by the company ESAP provider.

Exceptions to Policy

At certain preapproved events, the President of IntelliTec may allow alcohol to be served on campus. Any approval must be provided in writing and obtained prior to any such event. At no time will alcohol ever be made available in the presence of students.

Appendix A: Federal Trafficking Penalties

| Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana) | | | | |
|---|--|--|--|---|
| Sche | Substance/Quantity | Penalty | Substance/Quantity | Penalty |
| II | Cocaine 500-4999 grams mixture | First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. | Cocaine 5 kilograms or Cocaine Base 280 grams or more mixture | First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. |
| IV | Fentanyl | | Fentanyl | |
| I | Fentanyl Analogue 10-99 grams mixture | | Fentanyl Analogue 100 grams or more mixture | |

| | | | | |
|----|---|---|---|--|
| I | Heroin 100-999 grams mixture | Fine of not more than \$5 million if an individual, \$25 million if not an individual. | Heroin 1 kilogram or more mixture | Fine of not more than \$10 million if an individual, \$50 million if not an individual. |
| I | LSD | | LSD | |
| II | Methamphetamine 5-49 grams pure or 50-499 grams mixture | Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual. | Methamphetamine 50 grams or more pure or 500 grams or more mixture | Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |
| II | PCP 10-99 grams pure or 100-999 grams mixture | | PCP 100 grams or more pure or 1 kilogram or more mixture | 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. |

| Substance/Quantity | Penalty |
|--|--|
| Any Amount Of Other Schedule I & II Substances | First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. |
| Any Drug Product Containing Gamma Hydroxybutyric Acid | |
| Flunitrazepam (Schedule IV) 1 Gram | Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual. |
| Any Amount Of Other Schedule III Drugs | First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. |
| Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam) | First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. |

| | |
|------------------------------------|--|
| Any Amount Of All Schedule V Drugs | First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. |
|------------------------------------|--|

Appendix B: Additional Policies & Forms

STUDENT CATALOG EXCERPT

STUDENT RESPONSIBILITIES

Personal Behavior: The College expects the highest level of integrity from its students. Stealing, bullying, disruption including refusal to take directions from authority, will not be tolerated. Use of profanity, noisy or boisterous conduct, or dishonesty, will not be tolerated either. If an incident involving misconduct occurs, involved parties may face disciplinary action up to and including expulsion from training. Students may not disrupt the functions of IntelliTec or interfere with the faculty or staff in the performance of their duties. If any student or group of students violates these regulations, the responsible person or persons may be removed from class and may be required to meet with the College's management, for disciplinary action, up to and including, expulsion. If any damages occur, the responsible individual(s) may be required to pay associated costs.

IntelliTec Colleges views bullying as a form of violence and prohibits it on its' campuses. Bullying is repeated, or severe, health-harming mistreatment of one or more persons by one or more perpetrators.

Bullying includes:

- Threatening, humiliating, or intimidating behavior through verbal, social media or physical contact.
- Work interference or sabotage which prevents an individual from completing their job effectively.
- Social media posts regarding other students that either meet the definition of bullying or are violent in nature.

Civil Law: All students are expected to conform to all local, state, and federal laws.

Sexual Misconduct: IntelliTec will not tolerate any discrimination, harassment, or violence of any kind including, but not limited to, discrimination, harassment or violence based on sex/gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, nonconformity with sex stereotypes, age, national origin, disability, veteran status, or any other

category protected by federal, state, or local law. This policy applies to all members of the IntelliTec community, including students, faculty, and administration as well as third-parties. In addition, this policy applies to all conduct involving students, faculty, staff, and third parties that occurs on College controlled properties and at College sponsored events, as well as offsite conduct when that conduct can affect the College community. Please see Sexual Misconduct & Discrimination Policy located at: http://www.intelliteccollege.com/your-right-toknow/healthSafety_SexualMisconductDiscriminationPolicy.pdf.

Alcoholic Beverages or Drugs: The use of/or the possession of, or being under the influence of drugs or alcohol) on campus or at any function sponsored by or for a related organization is forbidden, and disciplinary action, up to and including expulsion, may be taken as outlined in the College's Drug and Alcohol Policy. Federal regulations require all students be advised, during and upon enrollment, of IntelliTec's Drug and Alcohol Abuse Prevention Program. The policy can also be viewed online at: http://www.intelliteccollege.com/your-right-toknow/healthSafety_DrugsAlcohol.pdf.

Academic Integrity: Any student who knowingly falsifies or is party to falsification of any official College record is subject to disciplinary action. Cheating and plagiarism will not be tolerated.

Telephone Calls: Students may not receive incoming calls at the front desk unless it is an emergency. Every effort will be made to locate the student if an emergency call is received.

Dress Code Policy and Personal Appearance: Students are being prepared for employment, and therefore are expected to dress appropriately. Attire must be neat and presentable and should conform to what is expected in the workplace. Students must maintain acceptable personal hygiene, be properly groomed at all times and maintain an acceptable appearance. Offensive, discriminatory, or

derogatory symbols are not tolerated. For additional guidelines see program specific dress code or the Program Supervisor.

Children: Children are not allowed in the classroom or lab areas when students are attending class. If students bring children to the campus they must be attended at all times and disruptive behavior will not be tolerated.

Food and Drink: Food and beverages are not allowed in the lab areas. Any beverages in class must have a lid. The Tec Café is available for students to purchase food and beverages.

Tobacco Use: Smoking, vaping, or tobacco use is not allowed in the buildings. Designated smoking areas are provided outside.

Equipment: Students are responsible for the care, proper use, and return of any equipment provided by the College. Students responsible for any damage or loss of the College's equipment or property may be held financially responsible for replacement.

Secure Areas: No student will be permitted to enter any secured areas or access protected information without the express permission of a College official.
Work Areas: Students are responsible for keeping their work areas clean and orderly. Proper disposal procedures of materials must be followed.

INFORMATION TECHNOLOGY: Use of IntelliTec College's computers for Internet access is limited to IntelliTec College educational purposes only. Use of the Internet may be monitored, including websites that are accessed. Students should not consider their use of the internet to be private or confidential. The downloading of pirated media or software, inappropriate, or offensive materials is not tolerated. For more detailed information regarding internet usage, refer to the Computer Acceptable Policy at classweb.intellitec.edu. Personal software or hardware is not permitted to be installed or used within the College campuses without approval from the College's Network Administrator. Laptop computers are permitted for academic use by the students.

NEW EMPLOYEE ORIENTATION POWERPOINT



Drug and Alcohol Policy

- IntelliTec maintains a drug & alcohol free campus.
- *IntelliTec prohibits the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including:*
 - Alcohol
 - Illegal drugs
 - Legal drugs used or to be used illegally
 - Medicinal or recreational marijuana

 NO DRUG

11/12/2018 24 



Drug and Alcohol Policy

- The policy applies to:
 - Employees
 - Contractors
 - Consultants
 - All IntelliTec property locations
 - IntelliTec Events
 - Operating in any official IntelliTec capacity
- Failure to comply with any aspect of this policy will result in disciplinary action, up to and including termination.

11/12/2018 25 



Drug and Alcohol Policy

- Drug and Alcohol use poses certain risks to the individuals using the substance.
- For detailed information visit:
 - <http://www.cdc.gov/>
 - http://kidshealth.org/teen/drug_alcohol/
 - <http://www.webmd.com/mental-health/alcohol-abuse/features/12-health-risks-of-chronic-heavy-drinking>
 - <http://www.webmd.com/mental-health/features/rx-drug-abuse-common-dangerous>



11/12/2018

26



Drug and Alcohol Policy

- All employees have access to the confidential Employee and Student Assistance Program (ESAP) which provides substance abuse assessments and treatment.

Lifeworks: see benefits



11/12/2018

27



Tobacco Use



- IntelliTec Colleges promotes a smoke & tobacco free environment.
- Tobacco use is strictly prohibited in all areas of all buildings.
- Employees & students are required to smoke outside of the building in designated areas only, at least 15 feet away from the entryway.



AMNESTY PROTOCOL POLICIES

Sexual Misconduct & Discrimination Policy Excerpt

Amnesty

In order to encourage reports of conduct prohibited under this policy, IntelliTec Colleges will offer amnesty to the alleged victim or reporting witness with respect to any alcohol and drug use violations as defined in IntelliTec's student conduct code. IntelliTec may also offer amnesty or leniency to the alleged victim or reporting witness with respect to other violations of campus policy which may be disclosed as a result of such reports, depending on the circumstances involved. IntelliTec may recommend alcohol or drug counseling/education services through LifeWorks to students violating IntelliTec's student conduct code or drug and alcohol policies.

EMPLOYEE HANDBOOK POLICY EXCERPTS

Drug and Alcohol Policy

IntelliTec Colleges maintains a Drug and Alcohol policy as required by Federal Regulations. IntelliTec does not allow the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including alcohol; illegal drugs; legal drugs used or to be used illegally; or medicinal or recreational marijuana. This policy applies to all employees, contractors, and consultants of IntelliTec on any property controlled by IntelliTec, at any IntelliTec event, or while representing IntelliTec in an official capacity.

Drug Testing

IntelliTec Colleges conducts several different types of drug testing to include pre-employment, reasonable suspicion and post-accident. Drug tests are a key part of the company efforts to provide a safe working environment. Failure to pass a drug test will result in disciplinary action up to, and including, termination.

CAMPUS CRIME HANDOUT AND ACKNOWLEDGEMENT -NEW STUDENT

Campus Safety

What is the IntelliTec College Annual Security Report?

IntelliTec College publishes an Annual Security Report. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. In addition, three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus. This report is available online at the below URL for each campus. You may also request a paper copy from the Campus Registrar at no charge.

<https://www.intelliteccollege.com/asr/>

What are Campus Security Authorities (CSA) and how do I report a crime?

They are defined by the Clery Act as individuals or offices designated to receive crime reports, individuals responsible for security, and/or officials with significant responsibility for student or campus activities. In general, instructors are not included in these categories. If you see something, report it. Let your Director of Education or Campus Director know immediately.

To ensure the accurate and prompt reporting of all crimes, CSA's will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of written report and such statements may be used by campus security personnel, local, and state law enforcement authorities for the purpose of criminal apprehension and/or prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

The enforcement authority of campus security personnel is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of campus security personnel are referred to and investigated by the local law enforcement agency (*if applicable.*)

In the event of an emergency, dial 911.

You may also contact your local police department at the below phone numbers:

| | |
|---|----------------------------------|
| Albuquerque Police Department | (505) 242-COPS or (505) 242-2677 |
| Colorado Springs Police Department | (719) 444-7000 |
| Grand Junction Police Department | (970) 549-5000 |
| Pueblo Police Department | (719) 553-2538 |

Rapid report of an incident and medical treatment of an injury is key to preserving evidence.

What are emergency notifications and timely warnings?

Certain situations may require the school to issue an Emergency notification or Timely Warning to students and employees. An Emergency Notification: is used when there is confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students and/or employees. A timely warning is used when any Clery Act crime represents an ongoing threat to the safety of students and/or employees. Please contact your Campus Registrar for notification information at your campus.

Remember, safety starts with you. Ensure that you are aware of your surroundings at all times and do not leave personal belongings unattended in public areas including classrooms and lounge facilities. Always lock your car and remove any valuables from sight. Campus staff and faculty are available at any time for assistance.

Student Name: _____

SSN: _____

Annual Security Report

I certify that I have been advised by IntelliTec Colleges of the availability of the Campus Annual Security Report, crime statistics, and the url where I can access the report. I understand that I may request a paper copy from the Campus Registrar at no charge.

Drug and Alcohol Abuse Prevention Policy

I certify that I have been advised of IntelliTec Colleges' Drug and Alcohol Abuse Prevention policy in accordance with the Education Department General Administrative Regulations (EDGAR) Title 34 Part 86 Drug Prevention and Abuse and Section 120 of Title I of the Higher Education Act of 1965. This policy prohibits, the manufacture; sale, purchase, distribution or other transfer; possession; or being impaired or under the influence, of any controlled substance including alcohol; illegal drugs; legal drugs used or to be used illegally; or medicinal or recreational marijuana.

I understand I must:

- Abide by the terms of the policies or be subject to immediate dismissal for use, possession, dispensing, manufacturing, distribution or sale of any controlled substance within or without the College's facilities.
- Notify the College of any criminal drug statute conviction or a violation occurring in the workplace no later than five (5) days after such conviction.
- Comply with the Act and IntelliTec College's policy regarding the drug-free campus as a condition of my attendance at the college.

Notification of Rights under FERPA (*Family Educational Rights & Privacy Act*)

I have received and read a copy of my rights under FERPA. I understand my rights regarding FERPA release of personally identifiable information and the release of Directory information.

I understand that my directory information will be used by the college unless I choose to restrict it. If I opt out of directory information release, IntelliTec will still use the data internally as needed for college purposes such as providing a diploma. IntelliTec will not release directory information in its directory or to any third party including, but not limited to, my parents, spouse, high school, potential employer, or externally contracted parties, except as FERPA allows.

Consumer Right-To-Know

I have received a copy of the Consumer Information form and understand that I can find applicable right-to-know information at www.intellitec.edu under the heading ***Consumer Information***.

I acknowledge the above statements, have been provided the corresponding disclosure paperwork, and understand that I can request additional information at any time.

Student Printed Name

Student Signature

Date

Appendix C: Focus Group Meeting

Biennial Review Meeting Notes

During Safety Committee Call

September 19, 2018 2:30pm

Objectives:

1. To review the effectiveness of the Drug and Alcohol Prevention Program
2. To discuss and determine any needed changes to the Drug and Alcohol Prevention Program

Questions for each Campus:

1. How is your campus distributing the Drug and Alcohol Prevention Policy to students?
Enrollment packets – students receive a copy. Annual copy distributed during Annual Title IX Training.
PB- distribute/discuss in Title IX. NTUs – policy discussed if needed. Course policies and such
GJ - CTK/ enrollment packet
ABQ –enrollment - CTK
CS –enrollment/CTK
2. How are you ensuring all students receive it?
Enrollment packet
3. How many drug or alcohol incidents have occurred on campus within the last 2 years?
PB – no incidents that she's aware
GJ – prescription drug incident; marijuana incident, influence of alcohol
CS — extern site student expelled; student's intoxicated – 2 times
ABQ – sent students home for impairment – has not been documented/reported
4. Who oversees the policy at your campus including administration, monitoring and discipline?
PB – all staff are aware – DOE previously/ Campus Director – DOE needs training
GJ – Campus Director/DOE
CS –Campus Director/DOE
ABQ – Campus Directors/ program supervisor – some involvement
5. What sanctions and how many have been administered for violations of the policy?
PB – none aware of
GJ - one suspension, one warning
CS – expulsion, two emergency contacts
ABQ – sent home but no specific sanctions
6. Has alcohol been served on or off premises for any faculty events?
Christmas party – cash bar for Christmas party only
7. Has your campus offered any programs or campus activities to discourage the use of

alcohol/drugs? (students or faculty) *This can include awareness campaigns, events, guest speakers, webinars, etc.*

PB - Drug and Alcohol Campaign Awareness . Employee completed 2 substance abuse counseling.

GJ – Guest speaker May 9, 2017 – DA Campaign Awareness

CS – Drug and alcohol campaign – had guest speaker. Faculty service session

ABQ – Guest speaker . Nothing else

8. What are the strengths of your prevention program?

PB – general knowledge and resources available. Employment – we do seek counseling options and has been successful. Everyone of the 3 referrals came back clean after treatment through EAP.

Used to send people away for drug tests – now referring.

CS – everything is laid out – specific processes and exact info for local information.

9. What are the weaknesses of your prevention program?

Buy-in issues – especially in Colorado (marijuana reference) – NM has medicinal.

Discrepancies between federal and state laws makes it difficult to enforce.

CS – 60% veteran population – lots of prescriptions / PTSD. Leads to more issues and incidents. Talking time and place; marijuana often prescribed.

Drug tests were taking weeks to get back for employees. Switched providers and is now as little as 12 hours to get drug testing back.

10. What recommendations do you have in regards to this policy/ program?

CS – statement regarding why is it legal in our state vs. federal. The discrepancies and what our policy is in relation to that.

PB – Yearly recognition awareness – resources available.

GJ – more notice to get it put together. Plan these in advance. Budgets / event calendar planning a year in advance.

11. Did your campus complete the goals developed during the last review? (*see below*)

12. What goals and objectives should be focused on in regards to this policy/prevention over the next two years?

At the corporate level – 3 employees Colorado springs -did not pass drug/alcohol screening - substance abuse referrals. 1 referral in Pueblo

Stress on veteran's populations / abuse of prescription drugs.

Better incident reporting – making sure these are getting reported and tracked.

Understanding what happens next – not just send the student home.

Springs/ Albuquerque consistently finds paraphernalia on campus – clean up – follow-up regarding these issues.

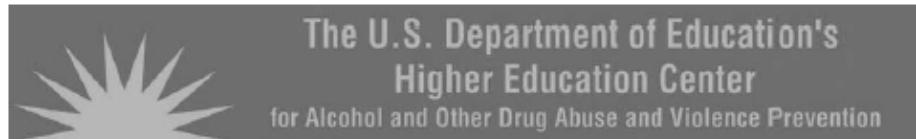
Last Biennial Review Goals:

1. Launch an Awareness Month campaign for Alcohol and/or drugs aimed at students/staff.
2. Increased student and staff training to cover the following areas.

- a. How does the Drug and Alcohol Abuse Prevention Policy integrate with other school policies; specifically, campus crime and security. (staff)
 - b. Student training on the relationship of safety to drug and alcohol impairment in the classroom and in the workplace. Particularly as it relates to operating machinery such as auto lifts, exercise equipment, and electrical panels. – ***Revisit – didn't necessarily get done and needs more training. Employees recognize but need to know how to handle it going forward – addressing it with the student. Not just sending them home but reporting it and talking about it. Better idea of what needs to happen when they are impaired.***
 - c. Clear guidance and education in regards to Amendment 21 & 64 regulations and the establishment of clear consequences as related to medical and recreational marijuana for students and staff. ***Add more information to the policy***
3. Launch of updated Drug and Alcohol Abuse Prevention Policy and consistent distribution via an annual email notification. – ***Added to Title IX annual training***
 4. Increased awareness of IntelliTec Colleges' policy and assurance that incidents are being recorded and reported appropriately. ***Discuss new incident reporting.***

Appendix D: Edgar Part 86 Supplemental Checklist

Appendix 6



SUPPLEMENTAL CHECKLIST¹ Drug-Free Schools and Campuses Regulations (EDGAR Part 86)

The Drug-Free Schools and Campuses Regulations require an institution of higher education (IHE) to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. **Failure to comply with the Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding.**

EDGAR Part 86 establishes a set of minimum requirements for college substance use programs. Colleges and universities may have additional obligations under state law, including recent court decisions in lawsuits brought against IHEs by college and university students and employees. Consultation with an attorney knowledgeable in this area is highly recommended.

A. Description of the AOD Program Elements

1. Alcohol-Free Options

How does your campus provide an environment with alcohol-free options? Please check all that apply:

- Alcohol-free events and activities are created and promoted.
- Student service learning or volunteer opportunities are created, publicized, and promoted.
- Community service work is required as part of the academic curriculum.
- The campus offers a student center, recreation center, coffeehouse, or other alcohol-free settings.
- The student center, fitness center, or other alcohol-free settings have expanded hours.
- Nonalcoholic beverages are promoted at events.
- Does not promote alcohol-free options.
- Other: _____

Examples of campuses that offer alcohol-free options can be found at www.higheredcenter.org/ideasamplers: Pennsylvania State University, Ohio State University, and University of North Carolina.

- Server training programs are mandatory.
- Guidelines for off-campus parties are disseminated.
- The number and concentration of alcohol outlets near campus are regulated.
- The costs of beer and liquor licenses are raised.
- The days or hours of alcohol sales are limited.

- The container size of alcoholic beverages is reduced.
 - Alcohol is regulated by quantity per sale.
 - Keg registration is required.
 - State alcohol taxes are increased.
 - Does not limit alcohol availability.
 - Other: _____
-
-
-

Examples of campuses that limit alcohol availability can be found at www.higheredcenter.org/ideasamplers: Lehigh University, Michigan State University, and University of Colorado.

4. Marketing and Promotion of Alcohol

How does your AOD prevention program limit marketing and promotion of alcohol on and off campus? Please check all that apply:

- Alcohol advertising on campus is banned or limited.
 - Alcohol industry sponsorship for on-campus events is banned or limited.
 - Content of party or event announcement is limited.
 - Alcohol advertising in the vicinity of campus is banned or limited.
 - Alcohol promotions with special appeal to underage drinkers is banned or limited.
 - Alcohol promotions that show drinking in high-risk contexts is banned or limited.
 - Pro-health messages that counterbalance alcohol advertising are required.
 - Cooperative agreements are endorsed to institute a minimum price for alcoholic drinks.
 - Cooperative agreements are endorsed to limit special drink promotions.
 - "Happy hours" is eliminated from bars in the area.
 - The sale of shot glasses, beer mugs, and wine glasses at campus bookstores is banned.
 - Does not restrict marketing and promotion of alcohol.
 - Other: _____
-
-
-

Examples of campuses that limit marketing and promotion of alcohol can be found at www.higheredcenter.org/ideasamplers: Baylor University; University of Minnesota; and University at Albany, State University of New York.

5. Policy Development and Enforcement

How does your AOD prevention program develop and enforce AOD policies on and off campus? Please check all that apply:

- On-campus functions must be registered.
- ID checks at on-campus functions are enforced.
- Undercover operations are used at campus pubs and on-campus functions.
- Patrols observe on-campus parties.
- Patrols observe off-campus parties.
- Disciplinary sanctions for violation of campus AOD policies are increased.
- Criminal prosecution of students for alcohol-related offenses is increased.
- Driver's licensing procedures and formats are changed.
- Driver's license penalties for minors violating alcohol laws are enforced.
- Sellers/servers are educated about potential legal liability.
- ID checks at off-campus bars and liquor stores are enforced.
- Penalties for sale of liquor to minors are enforced.
- Laws against buying alcohol for minors are enforced.
- Penalties for possessing fake IDs are enforced.
- Undercover operations are used at retail alcohol outlets.
- DUI laws are enforced.
- Roadblocks are implemented.
- Open house assemblies are restricted.
- Dram shop laws that apply legal action for serving intoxicated drinkers or minors are established.
- Does not develop or enforce AOD policies.
- Other: campus events are limited and all are alcohol free.

The school does not have sorority/fraternity events which limits the number of parties and on/off campus events.

Examples of campuses that increased enforcement of policies and laws can be found at www.higheredcenter.org/ idea samplers: Boston College, University of Oregon, and West Texas A&M University.

B. A Statement of AOD Program Goals and a Discussion of Goal Achievement

Please state your AOD program goals:

Ensure information is widely available and that the policies of IntelliTec are understood by staff and students.

Provide adequate training and information to students and staff to ensure they understand policies and procedures.

Campus awareness events to ensure that students/staff have access to the resources they need.

(Sample: The following AOD prevention goals were written in 1995 by the Substance Abuse Education Initiatives: (1) Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse. (2) Provide ongoing education for members of the campus community for the purpose of preventing alcohol abuse and other drug use. (3) Provide a reasonable level of care for substance abusers through counseling, treatment, and referral. (4) Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical, and physical well-being of the members. (5) Be vocal and visionary in combating the negative issues surrounding alcohol and other drug use and abuse on campus.

Please describe how the program's goals were achieved:

Awareness events were launched and more information has been made more available.

Have referred new hires and current employees/students for treatment programs and/or counseling when needed.

Enforced and provided training on the IntelliTec Drug and Abuse Prevention Policy

Examples of specific program goals are demonstrated by the latest awardees of the Alcohol and Other Drug Prevention Models on College Campuses Grant Competition; please see www.higheredcenter.org/grants.

C. Summaries of AOD Program Strengths and Weaknesses

What are the strengths and/or weaknesses of your AOD prevention program?

Buy-in issues – especially in Colorado (marijuana reference) – NM has medicinal.

CS – 60% veteran population – lots of prescriptions / PTSD. Leads to more issues and incidents. Talking time and place; marijuana often prescribed.

Discrepancies between federal and state laws makes it difficult to enforce.

D. AOD Policy*

1. Policy Contents

What information do you distribute to employees and students (taking one or more classes for academic credit, not including continuing education)? Please check all that apply:

- A description of the health risks associated with alcohol abuse and the use of illegal drugs.
- A description of applicable legal sanctions under local, state, and federal laws.
- A description of any treatment, counseling, rehabilitation, or re-entry programs available at your institution.
- A statement of the institution's disciplinary measures regarding alcohol and illegal drug use by students and employees.

Other AOD policy-related information: _____

We do not have an AOD policy.

2. Policy Distribution

Where does your institution publicize its alcohol or other drug policy? Please check all that apply:

- Student handbook
- Staff and faculty handbook
- Admissions materials
- Course catalogs
- Class schedules
- Employee paychecks
- Student's academic orientation
- Residence hall orientation
- Staff and faculty orientation
- Formal speaking engagements
- Other: Title IX Trainings
- We do not publicize our alcohol/drug policy.

Please see the publication *Setting and Improving Policies for Reducing Alcohol and Other Drug Problems on Campus* at the Web site of the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention at www.higheredcenter.org.

* Please attach copies of the policies distributed to students and employees.

E. Recommendations for Revising AOD Prevention Programs

Please offer any recommendations for revising AOD prevention programs and/or policies:

Stress on veteran's populations / abuse of prescription drugs.

Better incident reporting – making sure these are getting reported and tracked. Understanding what happens next – not just send the student home.

Spring/ Albuquerque consistently finds paraphernalia on campus – clean up – followup regarding these issues.

Policy language updates - notification process, reference to recruiting policy, and more information regarding marijuana