

MURRAY

STATE COLLEGE

From Here...Go Anywhere.

TO: President's Office
Financial Aid Office
Academic Advisement Office
Business Office
Student Support Services
Vice President of Academic Affairs
Director of Resident Life

FROM: Michaëlle Gray
Vice President for Student Affairs

DATE: December 10, 2014

SUBJECT: Biennial Review: Drug and Alcohol Policy & Drug Free Campus Policy

Please file the enclosed Biennial Review of the Drug and Alcohol Policy & Drug Free Campus Policy in your Offices, in order to meet the Department of Education Guidelines.

MURRAY STATE COLLEGE

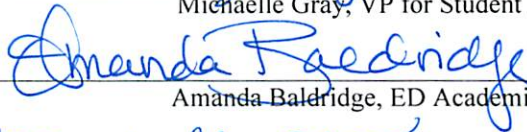
BIENNIAL REVIEW 2014

DRUG AND ALCOHOL POLICY
DRUG-FREE CAMPUS POLICY

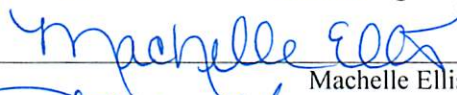
The committee completed the Biennial Review December 10, 2014



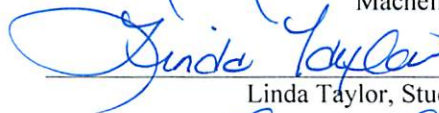
Michaelle Gray, VP for Student Affairs, Chair



Amanda Baldrige, ED Academic Advisement



Machelle Ellis, Financial Aid Director



Linda Taylor, Student Support Services Director



Sara Sherman, Director of Resident Life

MURRAY STATE COLLEGE

BIENNIAL REVIEW: DRUG AND ALCOHOL POLICY & DRUG-FREE CAMPUS POLICY

Committee Members:

Michaëlle Gray, VP Student Affairs, Chair
Sara Sherman, Director of Resident Life
Amanda Baldrige, ED Academic Advisement

Machelle Ellis, Financial Aid Director
Linda Taylor, SSS Director

Required Program Elements:

1. Standards of conduct clearly prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus property or as part of any campus activities.
2. Legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
3. Description of health risks associated with the use or abuse of alcohol and illicit drugs.
4. Drug and alcohol programs available to employees and students.
5. Disciplinary sanctions that Murray State College imposes on students and employees for violations of the standards of conduct.

Alcohol and Other Drug Policy Goals:

1. To prevent the use and abuse of illicit drugs and alcohol on our campus or at campus sponsored activities.
2. To provide students and employees with a safe and conducive learning/working environment.

Program Strengths and Weaknesses:

Strengths:

- a. Standards of conduct were clearly defined.
- b. The institution had improved the methods for distributing the policy to students, faculty, and staff.
- c. The institution tracks the number of drug and alcohol related incidents.
- d. The Policy is kept on file in all administrative offices.
- e. Legal sanctions, health risks, and available drug and alcohol programs have been clearly defined.
- f. Heightened awareness of the policy by including it in the MSC Policy and Procedures manual and on the website.
- g. Policy accessible to students on MSC website and included in the Student Handbook/Academic Planner.
- h. Policy to be emailed after the semester add/drop period to ensure delivery to late enrollees, off-campus students, concurrent students, and students enrolled in internet and other types of telecourses.
- i. Improved implementation and monitoring of the distribution of policy annually to all full-time and part-time employees and adjunct faculty.

Opportunities/Weaknesses

- a. Recommendation to include the following statement on the MSC Personnel Action Form and the MSC Student Appointment Form:
"By signing this official document you are accepting the responsibility of reviewing all operating policies and procedures established by Murray State College"

Recommendations for Revising Drug and Alcohol Policy:

The Committee thoroughly reviewed the prior biennial review, the existing policy and the requirements of the Drug-Free Campus Act. We recommend to continue the following:

- Annually update the treatment center information.
- Continue to monitor the Dept. of Education website to ensure compliance with regulations.
- Place the policy and procedures on the commons, making the information accessible to any employee.

Recommended Distribution Methods:

The institution must 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, a copy of the Drug and Alcohol prevention policy.

- Replace and update annually the MSC Policy and Procedures Manual with the revised document.

- Student Affairs will e-mail the policy to all students and employees each semester. This email will include notification to access the MSC website, to view the Drug and Alcohol policy.
- Annually update the policy in the Student Handbook/Academic Planner.
- Annually update the policy on the MSC webpage, include its own link.
- A paper copy of the policy can be downloaded from the MSC website by any employee or student for immediate review.
- Recommendation to include the following statement on the MSC Personnel Action Form and the MSC Student Appointment Form: "By signing this official document you are accepting the responsibility of reviewing all operating policies and procedures established by Murray State College"

January 1, 2015
Tasks related to: BIENNIAL REVIEW for 2014

DRUG AND ALCOHOL POLICY
DRUG-FREE CAMPUS POLICY

Verification of requirements for Michaelle Gray
Posting/Revisions/Policy & Procedure Changes, etc.

Recommendations for Revising Drug and Alcohol Policy:

The Committee thoroughly reviewed the prior biennial review, the existing policy and the requirements of the Drug-Free Campus Act. We recommend the following revisions to the policy:

- Annually update the treatment center information. (Mgray)
- Continue to monitor the Dept. of Education website to ensure compliance with regulations and place in the consumer information section on the MSC website. (Mgray)
- Place the policy and procedures on the commons, making the information accessible to any employee. (Mgray)

Recommended Distribution Methods:

The institution must 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, a copy of the Drug and Alcohol prevention policy.

- Replace and update annually the MSC Policy and Procedures Manual with the revised document. (Mgray)
- Student Affairs will send via e-mail the policy to all students and employees each semester and track distribution. This email will include notification to access the MSC website, to view the Drug and Alcohol policy. (Mgray)
- Annually update the policy in the Student Handbook/Academic Planner. (Mgray)
- Annually update the policy on the MSC webpage, include its own link. (Mgray)
- A paper copy of the policy can be downloaded from the MSC website by any employee or student for immediate review. A printed copy can be obtained from the MSC Library, Office of Human Resources, or by contacting any Academic Advisor in Tishomingo or Ardmore. (Mgray)

Updates 9/03/2013: Publication of Text Alert System; Publication of Advertising and Recruitment materials and Other Public Information; Publication of Student's Right to Know; Publication of Transfer Policies; Publication of Required Information for Student's and the Public
09/09/2013: Organization Chart Update
11/03/2013: Notice of Non-Discrimination Update
01/28/2014: Student Appeal of Course Grade Procedure
07/30/2014 Student Disciplinary with Direct Threat Assessment
07/30/2014 Athletic Insurance and Risk Management
08/01/2014 Clery Act Reporting; VAWA-Violence Against Women Act; Campus SaVE Act
08/01/2014 Student Code of Conduct
08/01/2014 Title IX
08/01/2014 Sex Offenders

MURRAY

STATE COLLEGE

INSTITUTIONAL POLICIES AND PROCEDURES MANUAL

Latest Update: January 28, 2014

Mission

Murray State College Provides Opportunities for Student Learning,
Personal Growth, Professional Success, and Community Enhancement.

MURRAY STATE COLLEGE NOTICE OF NON-DISCRIMINATION:

Murray State College, in compliance with Title VI of the civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sex, age, religion, handicap, or status as veteran in any of its policies, practices, procedures, education programs, or activities. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Compliance responsibilities regarding Section 504 and Title IX of the Education Amendments Act of 1972 are assigned to and maintained by:

Michaëlle Gray-Vice President for Student Affairs/Title IX Coordinator
MURRAY STATE COLLEGE
One Murray Campus
Tishomingo, OK 73460 580.387.7131 mgray@mscok.edu

FORMS REFERENCED IN THIS MANUAL:

The forms referenced in this manual are available on the MSC network under Common on Enterprise MSC Forms. (NOTE: Hyperlinks to the forms referenced in this manual are being created. The manual will be updated to add the hyperlinks as soon as they are completed.)

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G. DRUG-FREE CAMPUS/WORKPLACE (DRUG AND ALCOHOL ABUSE PREVENTION)

Policy Statement (Board Approval Date: 03/22/11)

All Students and Employees Regarding the Drug-Free School and Communities Act: The Board, recognizing that the illegal possession, use, or distribution of drugs and alcohol by students or employees is not only harmful to one's health, but also subjects the individual to civil and criminal litigation, accepts and supports the Drug-Free Schools and Communities Act and Amendments of 1989 (Public Law 101-226). Murray State College is committed to providing an alcohol- and drug-free environment in which to learn and work. Therefore, employees and students of MSC are expected to abide by all applicable local, state, and federal laws prohibiting use of alcohol and illegal drugs.

Procedure

1. **Standards of Conduct:** The illegal possession and/or illegal use of alcoholic beverages or illicit drugs on College property, in College housing, or at any College-sponsored activity by students and/or employees of the College are forbidden.
2. **Sanctions:**
 - a. **College Sanctions for Students:** The following sanctions may be imposed by any of the following: Director of Resident Life, chief student affairs officer, the Student Conduct/Appeals Committee, or by the President. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include probation, suspension, expulsion, loss of institutional aid, and/or restriction of student's activities or privileges. Students will be charged for all damages or misappropriation of property, which occurs in the violation of a rule or regulation. Restitution may be monetary compensation, replacement, or repair. Community service hours will be performed in an area of the College or a community agency for a specified number of hours. Professional counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.
 - b. **College Sanctions for Employees:** The Board has adopted a Drug-Free Workplace Policy that the MSC workplace is to be free from illegal manufacture, distribution, dispensation, possession, or use of any controlled substance. Such actions are grounds for disciplinary action up to and including dismissal of employment. A workplace is defined as any place an employee functions within the scope of his/her job responsibilities. Employees convicted of any workplace-related drug offense, which does not result in discharge or forfeiture of position, may be required to successfully complete a recognized drug treatment or rehabilitation program. A video is available for checkout in the MSC Library/Learning Resource Center. All employees must notify the employer of any criminal drug statute conviction for a violation occurring while performing within the role and scope of their respective responsibilities.

Any employee or student found to be in violation of the federal and/or state laws pertaining to the use or abuse of alcohol and/or illicit drugs may be referred to the legal system for prosecution.

3. **Legal Sanctions – Drugs:** Federal and state laws impose grave penalties on those who illegally possess, use, or distribute drugs or alcohol. According to the Oklahoma Criminal Laws, a person found in possession of a controlled, dangerous substance within this state, such as marijuana, cannabis, or methamphetamine, and/or drug paraphernalia (pipes, roach clips, cocaine spoons, etc.) will be placed under arrest. All vehicles or any other means of transportation used to transport a controlled, dangerous substance and money, weapons, or devices therein, are subject to forfeiture. Upon conviction, penalties range from fines to a year in the county jail, to life in the state penitentiary, and/or both. The Uniform Controlled Substance Act sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances, except in accordance with the Act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from not less than 5 years imprisonment and fines of not more than \$250,000 or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to 40 years or \$10 million or both for the manufacture or delivery of a Schedule I or II narcotic. (Marijuana is a Schedule I controlled substance.) Second offense penalties range from not more than 10 years imprisonment and fines of \$500,000 to not less than 10 years imprisonment and fines of not more than \$10 million, or both, to not less than 20 years imprisonment and fines of not more than \$20 million, or both.

ALCOHOL AND DRUG POLICY

No Alcohol/Drug or Alcohol/Drug Paraphernalia is allowed on the MSC Campus. Residents found drinking, possessing, or in the presence of alcohol/drugs are subject to disciplinary action. Paraphernalia includes, but is not limited to: bottles, caps, shot glasses and boxes (packing for containers), and any drug related items. All items will be confiscated and thrown away. Any type of alcohol/drug violation will result in immediate disciplinary actions up to and including suspension or possible expulsion.

Conviction under Federal or State Law involving the possession of, or sale of a controlled substance shall make a student ineligible to receive any grant, loans, or work assistance, beginning with the date of conviction and ending as follows:

1. Conviction for possession of a controlled substance 1st Offense-1 year; 2nd offense-2 years; 3rd offense-indefinite.
2. Sale of controlled substance 1st Offense-2 years; 2nd offense-indefinite. Students may regain eligibility earlier than specified by completing a rehabilitation program or other requirement as specified in the regulations.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Policy Statement For All Students And Employees Regarding The Drug-Free School And Communities Act

The Board of Regents for Murray State College, recognizing that the illegal possession, use or distribution of drugs and alcohol by students or employees is not only harmful to one's health, but also subjects the individual to civil and criminal litigation, accepts and supports the Drug-Free Schools and Communities Act and Amendments of 1989(Public Law 101-226).

STANDARDS OF CONDUCT

The illegal possession and/or use of alcoholic beverages or of illicit drugs on college property, in college housing, or at any college sponsored activity by students and /or employees of the College, is forbidden.

SANCTIONS

College Sanctions for Students: The following sanctions may be imposed by the Director of Resident Life. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include probation, suspension, expulsion, loss of institutional aid, restriction of student's activities or privileges. Students will be charged for all damages or misappropriation of property, which occurs in the violation of a rule or regulation. Restitution may be monetary compensation, replacement or repair. Community service hours will be performed in an area of the College or a community agency for a specified number of hours. Professional counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

College Sanctions for Employees: The Board of Regents has adopted a Drug-Free Workplace Policy that the Murray State College workplace is to be free from illegal manufacture, distribution, dispensation, possession or use of any controlled substance. Such actions are grounds for disciplinary action up to and including termination of employment. A workplace is defined as any place an employee functions within the scope of his/her job responsibilities. Employees convicted of any workplace related drug offense, which does not result in discharge, or forfeiture of position may be required to successfully complete a recognized drug treatment or rehabilitation program. A video is available for checkout in the Murray State College Library. All employees must notify the employer of any criminal drug statute conviction for a violation occurring while performing within the role and scope of their respective responsibilities.

Any employee or student found to be in violation of the federal and/or state laws pertaining to the use or abuse of alcohol and/or illicit drugs may be referred to the legal system for prosecution.

LEGAL SANCTIONS – DRUGS

Federal and state laws impose grave penalties on those who illegally possess, use, or distribute drugs or alcohol. According to the Criminal Laws in the State of Oklahoma, a person found in possession of a controlled, dangerous substance, within this State, such as marijuana, cannabis, or methamphetamine, and/or drug paraphernalia (pipes, roach clips, cocaine spoons, etc.,) shall be placed under arrest. All vehicles, or any other means of transportation used to transport a controlled, dangerous substance and money, weapons, or devices therein, are subject to forfeiture. Upon conviction, penalties range from fines, to a year in the County Jail, to life in the State Penitentiary, and/or both.

The Uniform Controlled Substance Act sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from not less than five years imprisonment and fines of not more than \$250,000 or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to forty years or \$10 million or both for the manufacture or delivery of a Schedule I or II narcotic. (Marijuana is a Schedule I Controlled
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Substance.) Second offense penalties range from not more than 10 years imprisonment and fines of \$500,000, to not less than ten years imprisonment and fines of not more than \$10 million or both, to not less than twenty years imprisonment and fines of not more than \$20 million or both.

This is only a summary of legal sanctions. Additional federal and state penalties may apply.

OTHER FEDERAL SANCTIONS

In addition to fines and prison terms, federal sanctions for the possession or distribution of illicit drugs may include the forfeiture of federal Financial Aid eligibility for a period of one or more years. If the conviction occurs while the student is enrolled and receiving aid, the student may be required to repay all federal aid received. Eligibility may be regained by completing an acceptable drug rehabilitation program.

OTHER LESS UNDERSTOOD OFFENSES

Misdemeanors (M) are punishable by imprisonment in county jail for not more than one year and/or a fine not exceeding \$500 unless a different amount is specified for the Offense. Felonies (F) are punishable by imprisonment in the state corrections system for up to two years and/or a fine not exceeding \$1,000 unless a different amount is specified for the offense.

- **Unlawfully selling/delivering alcoholic beverages (M):** Knowingly sell, deliver or furnish alcoholic beverages to any person under age 21.
- **Unlawful possession of (drug) paraphernalia (M/F):** Deliver/use/possession/manufacture of drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a dangerous substance. Delivery by a person age 18 or over to a person under 18 at least three years his junior is a felony. Otherwise, violation is a misdemeanor.
- **Driving while impaired/intoxicated (M/F):** Any person operating a motor vehicle shall be deemed to have given consent to a test for alcohol concentration and/or presence and concentration of any other intoxicating substance. Any person may refuse a test, but refusal shall result in revocation of driving privileges for 180 days. Test results showing an alcohol concentration of .10 or greater shall result in revocation of driving privileges for 90 days. An alcohol concentration of more than .05 but less than .10 is relevant evidence that driving ability is impaired. An alcohol concentration of .10 or more is prima facie evidence that the person was under the influence of alcohol. First offense is a misdemeanor. Second and subsequent offenses may be felonies and may result in suspension of driving privileges for six months.
- **Unlawful use of driver license (M):** Loan to or knowingly permitting the use of a driver license by another. Display/cause to be displayed/possession of a driver license that bears altered information.
- **Unlawful use of driver license (F):** Create/publish/manufacture Oklahoma or other state license, identification or facsimile thereof OR create/manufacture/possess device for the printing of an Oklahoma or other state license. Display/cause to be displayed/possess any state counterfeit/fictitious license. Display/cause to be displayed/possess any state license bearing the photograph of a person other than the one named thereon. Display/represent as one's own any license not issued to him for the purpose of misleading a peace officer.

Conviction of a felony can render person ineligible for licensure/certification/employment in their career profession; examples are law, medicine, engineering, architecture, accounting, teaching, law enforcement/public safety and military. It can also prevent acquisition of a security clearance necessary to many other jobs.

HEALTH RISKS

Use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

- **Alcohol** produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

- **Amphetamines/stimulants** (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions, and death due to a stroke or heart failure.
- **Anabolic steroids** seriously affect the liver, cardiovascular and reproductive systems. Anabolic steroids can cause sterility in males and females as well as impotency in males.
- **Barbiturates/depressants** (downers, Quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.
- **Cocaine/crack** stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.
- **Hallucinogens** (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.
- **Cannabis** (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation, may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.
- **Narcotics** (heroin, morphine, Demerol, Percodan, etc.) initially produces feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.
- **Tobacco/nicotine** causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas, and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers. Smokeless tobacco has been associated with other types of cancers, as well as heart disease. It can speed tooth decay, may cause your gums to recede, stain your teeth, and give you bad breath. In addition, high nicotine levels (higher than cigarettes) make this kind of tobacco extremely addictive.

Referral Services for MSC employees and students: **TREATMENT PROGRAMS AND HELP AGENCIES**

Ada Area Chemical Dependency Center Out-Patient Services Ada 580-332-3001

Alcoholics Anonymous 405-949-0910 (OKC) 405-524-1100 (Hotline)

Advisement Inc. Family/Youth Services Tishomingo: 580-371-3551 or 580-371-3576

Brief Interventions (Madill) 580-677-9013 Substance Abuse Advisement, Evaluations, DUI School and Assessments

Broadway Safe House for Men Half-Way House for Drug/Alcohol Ardmore 580-226-3252

Bryan County Advisement Center Durant 580-924-0564

Carter County Health Department 580-223-9705 - Tuesday, Thursday, and Friday

Center for Substance Abuse 1-800-662-HELP M-F 8:30-4:30

C/Sara Foundation: Crisis Support & Resource Association Ardmore 580-226-7283 or 580-226-7291

Crisis Control Center (Durant) 580-924-3030 Physical, Emotional, Sexual Abuse

Dai Center Ardmore 580-226-9222

Department of Human Services Tishomingo 580-371-4000 Ardmore 580-490-3600

Family Crisis Center, Inc.: Domestic Violence & Sexual Assault Services Ada 580-436-3504
Drug Recovery (Inpatient/Outpatient Adults/Youth) OKC 405-424-4347

Families First Inc. (Out-Patient Advisement Services) Ardmore 580-226-9388 Ada 580-310-9000

Family Shelter of Southern Oklahoma Ardmore 580-226-6424 (Crisis hotline-24 hours/7 days a week)

Helen Holliday House for Women Lawton 580-357-8114

Johnston County Health Department 580-371-2470

Mental Health Services of Southern Oklahoma

Ada 580-436-2690 (Acceptance contingent upon application)

Ardmore 580-223-5636 (Acceptance contingent upon application)

Atoka 580-889-6459

Durant 580-924-7330 (Accepting only severely mentally ill)

Madill 580-795-5564

Marietta 580-276-3323 (Residential services only)

Tishomingo 580-371-3019

Hotline 1-800-522-1090

Mercy Memorial Health Center (Ardmore) 580-220-6700

National Council on Alcoholism 1-415-296-9900

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