



Grace College and Grace Theological Seminary
Drug-Free Schools and Campuses Regulations [Edgar Part 86]
Biennial Report for Alcohol and Other Drug Abuse Prevention Program
Calendar Years 2023 - 2024

Prepared by Carrie Yocum, PhD
Vice President of Administration and Compliance
February 5, 2025

Table of Contents

Introduction.....	1
Biennial Review Process	2
Annual Policy Distribution	3
AOD Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data	4
AOD Policy, Enforcement and Compliance Inventory and Related Outcomes/Data	6
AOD Program Elements	8
Surveys.....	16
Collaboration with Law Enforcement.....	19
2023/2024 Goal Achievement.....	19
Summary of Strengths And Weaknesses.....	22
2025/2026 Goals	25
Conclusion	26
APPENDIX A: LEGISLATION	28
APPENDIX B: STUDENT POLICY	30
APPENDIX C: EMPLOYEE POLICY.....	36
APPENDIX D: COMMUNITY LIFESTYLE EXPECTATIONS.....	48
APPENDIX E: PRO-HEALTH PROGRAMMING	50
APPENDIX F: AOD COMPLIANCE CHECKLIST.....	53
APPENDIX G: SUPPLEMENTAL CHECKLIST	56

Certification Statement

Drug-Free Schools and Communities Act (DFSC)
Alcohol and Other Drug (AOD) Report
Biennial Program Review

I have reviewed the Grace College and Grace Theological Seminary *Biennial Report for Alcohol and Other Drug Abuse Prevention Program* as federally mandated by the Drug-Free Schools and Communities Act of 1989 and subsequent legislation for institutions of higher education that receive any form of financial assistance under any federal program, including the federally-funded or guaranteed student loan program.

Grace has adopted and implemented policies, a milieu, and lifestyle expectations to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol, or the irresponsible use of legal substances, by students and employees on the institution's premises or in conjunction with institution-related activities.

I certify that this review meets the federal mandates requiring notification of students and employees, communication of sanctions for violations, description of health risks and treatment programs, reliable methods to distribute annual notifications, and a biennial review of AOD programs and policies.



Dr. Drew Flamm, President
Grace College and Grace Theological Seminary

Date

INTRODUCTION

Grace College and Grace Theological Seminary, including all locations it operates, is an alcohol, tobacco, and substance abuse free institution.

The Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act of 1989 ([Appendix A](#)), requires that any institution of higher education receiving federal financial assistance adopt and implement a program to prevent the use of illicit drugs and alcohol abuse by its students and employees (20 U.S.C. 1145g—Drug and Alcohol Abuse Prevention).

Pursuant to this requirement, the Department of Education General Administrative Regulations (EDGAR) [34 C.F.R. Part 86.100](#) mandate that colleges and universities¹:

1. Annually distribute the following in writing to all students and employees:
 - a. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
 - b. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
 - c. A description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students.
 - d. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.
2. Conduct a biennial review of their drug and alcohol prevention programs to:
 - a. Determine the effectiveness of its policies and implement changes to its program if they are needed.
 - b. Ensure that the sanctions developed are enforced consistently.

Grace College and Grace Theological Seminary acknowledges its obligation to conduct a biennial review of compliance with this federal mandate. This review was used to determine whether the institution fulfilled this regulation by summarizing the initiatives, programs, and policies related to alcohol and drug prevention.

¹ These regulations were originally published in the Federal Register, Vol. 55, No. 159, Aug. 16, 1990, pp. 33580–33601. They are available [here](#).

BIENNIAL REVIEW PROCESS

Policy: In compliance with the Drug-Free Schools and Communities Act of 1989, Grace College and Grace Theological Seminary conducts a federally mandated biennial review of Grace Schools' alcohol and other drug (AOD) prevention program and publishes the results in odd numbered years for the two calendar years prior.

The following participants had the primary responsibility to review and provide information for this report:

- Norm Bakhit, Chief Human Resources Officer
- Chad Briscoe, Athletic Director
- Aaron Crabtree, Vice President and Dean of Students
- Glenn Goldsmith, Director of Campus Safety
- Laura Green, Nurse, Health Services
- Brooke Lengacher, Director of Health and Wellness
- Deb McEvoy, Director of Health and Counseling Services
- Brent Mencarelli, Dean of Chapel and Community Life, Assistant Professor Youth Ministries
- Becky Stowers, Associate Dean of Students
- Carrie Yocum, Vice President of Administration and Compliance

Led by the vice president of administration and compliance, the review participants sought to ensure compliance of the regulations. In addition to meeting, participants collaborated with other offices, such as admissions, and used the [AOD Compliance Checklist](#) and the [Supplemental Checklist](#) to assess Grace's AOD-related initiatives, programs, and policies to determine whether any improvements were needed. This assessment considered all campus community efforts that may serve to reduce employee and student alcohol and other drug use, even if they were not designed primarily for alcohol and drug prevention purposes.

Additional information was obtained from campus documents such as student and employee handbooks, student conduct data, and Clery Act data.

Current biennial reviews are available to students, employees, and the public via the institution's [website](#). It is maintained in the Grace's administration and compliance office and by law is retained for three years after the fiscal year in which it was created.

Additionally, the review participants validated Grace's enforcement procedures by evaluating institutional efforts to determine, prevent, and address violations of the institution's policies.

ANNUAL POLICY DISTRIBUTION

Policy: Grace College and Theological Seminary maintains and distributes student and employee policies related to alcohol and other drugs. The student and employee policies contain standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees; available counseling and other treatment programs applicable; legal sanctions; health risks; and disciplinary sanctions.

Student Policy

The following are ways in which the *Alcohol, Tobacco, and Substance Use and Abuse Student Policy* ([Appendix B](#)) is distributed to all students enrolled in on-campus or online courses:

1. Via the campus [website](#) as part of the institution’s consumer disclosures, thus making it accessible at all times to current and prospective students regardless of the number of courses or delivery format in which they are enrolled.
2. In its “Health and Safety” information as part of its *Annual Notice*, sent electronically following the fall census date.
3. As part of the undergraduate *Student Handbook* available to all enrolled students via the institution’s portal. The handbook is reviewed and updated annually to reflect current practices and changes in higher education regulations.

Students are informed in new student orientation in both the fall and spring and in residence hall meetings about how to access the policy via the *Student Handbook*.

The *Student Handbook* also contains information to students regarding community lifestyle expectations, drug law violations, liquor law violations, substance abuse, and substance use as part of the [normative](#) environment created on campus.

4. All residential students are informed about the policy during the first mandatory hall meeting shortly after the start of the fall semester. The policy is also reiterated before each campus break (i.e., fall, winter, spring) through hall meetings.

Employee Policy

New employees are assigned the *Drug Free Workplace* online training at the time of hire.

Similar to its distribution of the student policy, Grace makes its *Drug and Alcohol Abuse Employee Policy* continuously available on the *Student Right to Know* page of its [website](#) and through its *Annual Notice* sent following the fall census date. Availability on its website ensures that any prospective or current employee can access the information whenever needed.

Additionally, regular employees are required to annually review the *Employee Handbook*, which includes this policy as well as other workplace safety and well-being information such as tobacco-free workplace; employee use of alcohol, drugs, and tobacco off-campus; employees' duty to report arrests and convictions; and investigation and searches. The employee policy is included in this report as [Appendix D](#).

AOD PREVALENCE RATE, INCIDENCE RATE, NEEDS ASSESSMENT AND TREND DATA

The following statistics regarding students, provided in compliance with the Federal Crime Awareness and Campus Security Act of 1990 and amended in 1992, 1998, and 2013 (“Clery Act”), are part of the overall safety and security program of Grace College and Grace Theological Seminary. The campus’ *Annual Security and Fire Safety Report*, due each year by October 1 as required by the Clery Act, is available in its entirety on the institution’s *Student Right to Know* page of the [website](#). The full report contains crime and other safety-related data in addition to liquor and drug law violations and disciplinary referrals.

These data below reflect disclosure of liquor and drug law violations and disciplinary referrals occurring on and off campus that are reported to student conduct in the calendar years 2023 and 2024.

GRACE COLLEGE AND GRACE THEOLOGICAL SEMINARY ALCOHOL AND DRUG-RELATED ARRESTS AND REFERRALS				
Offense	Year	On Campus ¹	Off Campus ²	Total
Liquor Law Violation/Arrests	2024	0	0	0
	2023	0	0	0
Drug Law Violation/Arrests	2024	0	0	0
	2023	0	0	0
Liquor Law Disciplinary Referrals	2024	3	10	13
	2023	3	8	11
Drug Law Disciplinary Referrals	2024	2	0	2
	2023	4	1	5

¹On-campus student offenses are the aggregated categories in Grace’s Clery geography: on-campus property, on-campus

student housing, non-campus property, and public property.

²Off-campus student offenses include all locations outside Grace’s Clery geography.

Students involved in the student conduct disciplinary process are referred for drug testing per the student [substance abuse policy](#).

During the 2023/2024 review period, one student athlete was dismissed from a team under the institution’s general alcohol, tobacco, and substance abuse policy and a second student athlete voluntarily withdrew.

The institution’s only residential campus is in Winona Lake, Indiana. There were no drug or liquor law violations or referrals for the non-residential Bath, Ohio (Akron) location in 2023 or 2024.

Student Conduct and Sanctions

The student affairs conduct office provided the following data on student sanctions for alcohol and drug violations.

GRACE COLLEGE AND GRACE THEOLOGICAL SEMINARY ALCOHOL AND DRUG-RELATED SANCTIONS FOR THE WINONA LAKE CAMPUS			
Year	Probation	Short-Term (1-5 day) suspension	Long-Term Suspension/Dismissal
2024	5	0	0
2023	1	0	1

Historically, alcohol and drug referrals and arrests are generally fewer than 10 per calendar year, which is also reflected in the suspension and dismissal data from student conduct.

In addition to these sanctions, the conduct office always requires that students undergo a substance or alcohol use assessment and education through Grace’s on-campus counseling services. Students complete substance education groups offered through Grace’s counseling services or via a third-party vendor, [3rd Millennium](#), that provides online education. Counseling services may make recommendations for additional services based upon students’ level of dependency/addiction to a substance.

Records are maintained by the student conduct office on each conduct violation and students with repeat violations receive additional sanctions up to dismissal from the college. The conduct office evaluates all violations annually to determine trends and any changes needed to

policies, sanctions, enforcement, education, or other programming. Of note is that the student conduct office had more drug referrals in 2023 than in 2024; the conduct office has concluded this year was an outlier.

The *Student Handbook* code of conduct includes accountability for and the adherence to Grace's lifestyle expectations (including use of alcohol by students of legal age) when representing or working for Grace as well as while on missions or other international trips.

In recognizing the authority and guidance of parents and the local church regarding students' adherence to its community lifestyle expectations while they are on Christmas and summer breaks, the institution has modified expectations about students' use of alcohol during these extended breaks.

Although there have been occasional increased alcohol violations over the years, these have not been sustained increases year-to-year. All violations are monitored by the student affairs conduct office to determine patterns and trends where possible.

Employee Conduct and Sanctions

There were no employees disciplined or sanctioned for alcohol or other drug violations during the 2023/2024 review period.

AOD POLICY, ENFORCEMENT AND COMPLIANCE INVENTORY AND RELATED OUTCOMES/DATA

The following policies are included as appendices in this *Biennial Review*:

1. Alcohol, Tobacco, and Substance Abuse and Use student policy ([Appendix B](#))
2. Alcohol and Drug Abuse employee policy ([Appendix D](#))
3. Community Lifestyle Expectations (for students as an example) ([Appendix E](#))

Students

The *Student Alcohol and Substance Abuse Policy* is reviewed annually by student affairs staff and updated as needed. It is administered by student affairs in consultation with the academic office, faculty, campus safety, or others as needed depending on the individual student circumstances.

Resident assistants (student employees) and resident directors (professional staff) are trained annually about the institution's policies and their reporting and monitoring responsibilities regarding conduct and criminal activity, including alcohol and drug violations. Grace has adopted the use of Maxient, a conduct database to track incidents.

Employees

The employee alcohol and drug abuse policy is reviewed and updated by the chief human resources officer. It is administered by the human resources department and the hiring supervisor. Training regarding “reasonable suspicion” of alcohol or drug use is provided to supervisors to help maintain a safe and drug-free workplace.

Certain employees at Grace are designated as Campus Security Authorities (CSAs) as per Clery requirements with responsibility to report any knowledge of crimes to the campus safety department. Both students (RAs and student campus safety officers) and employees designated as CSAs receive training regarding their role and expectations to report, including those that may be alcohol or drug-related offenses.

Community Life

The institution has articulated its expectations for students, faculty, staff, and board members as they live, work, learn, and worship in this campus environment. These expectations, including those related to personal habits and social practices, are operationalized in handbook policies specific to each group: employees, faculty, students, and board members.

Handbooks are reviewed and updated by the respective staff and administrators in each of those areas. The student version of the *Statement on Community Lifestyle Expectations* is provided as [Appendix E](#) as an example of the others.

Enforcement of Sanctions

Policy: Grace College and Theological Seminary consistently enforces its sanctions for policy violations.

Students are held accountable for alcohol and illegal drug use policy violations under Grace’s code of conduct. They receive sanctions and educational stipulations that correspond to specific violations, which are outlined in the student substance abuse [policy](#). The sanctioning guidelines were developed by the student conduct office and other student life professional staff. Those who sit on the panel are oriented to their responsibilities with training and printed materials regarding possible conduct violations and consequences.

Employees found in violation of the employee policy will also be held accountable and subject to sanctions following the progressive discipline policy in the *Employee Handbook*, up to and including termination. Sanctions are administered by the chief human resources officer in consultation with the supervisor and other administrators as needed.

AOD PROGRAM ELEMENTS

Social norms are people's beliefs about the attitudes and behaviors that are acceptable, or even expected, in a particular social context. Because people's perception of these norms will greatly influence their behavior, the "normative environment" at Grace seeks to encompass all the factors that help establish positive social norms among its students and employees.

In other university contexts, use of alcohol may be considered an expected part of the college experience; however, Grace views its "normative environment" as one in which drinking and other drug use is not considered a "normal" part of its college experience. Although some alcohol use may occur under certain circumstances, frequent or excessive alcohol use, underage drinking, alcohol use on campus, and drug use are not viewed as acceptable aspects of the Grace campus environment.

Grace recognizes the high-risk behavior associated with substance use. Creating a common understanding of "normal" and, therefore, reducing this level of risk acceptance on the Grace campus is instrumental for its successful alcohol and drug prevention effort.

As a Christ-centered community of higher education applying biblical values in developing students' character, competence, and service mindset, Grace has articulated through its *Community Lifestyle Expectations* the guidelines for choosing God-honoring personal, social, and recreational practices that are consistent with the normative environment in this Christian context. These expectations apply to students, faculty, staff, and board members.

In communicating these expectations, Grace focuses on creating a spiritual, social, academic, and residential environment that supports healthy, respectful student behaviors and norms. Creating this environment requires consistent communication of expectations about alcohol and other drug-related behavior, while supporting and encouraging choices in conduct, personal, living, leisure, worship, and work habits that promote health, safety, and well-being reflective of the spiritual disciplines.

Articulating expectations and promoting God-honoring behavior at Grace, therefore, begins with the admissions process and continues through graduation for students. The following illustrate some of the programs, processes, initiatives, activities, and commitments at Grace that promote and reinforce healthy, pro-social norms and discourage high-risk behavior. These illustrations consist of campus efforts that may serve to deter and reduce student and employee alcohol and drug use even if they were not designed specifically for that purpose.

Alcohol and Drug Free Events and Facilities

Events sponsored or promoted by the institution – regardless of whether they occur on-campus or off-campus or are legally permitted – are alcohol, drug, and tobacco-free. Announcements and advertisements about such events do not mention or promote alcohol, drug, or tobacco use.

Examples of these Grace-sponsored events include:

1. Alumni events
2. Athletic events, tailgating, and concession stands
3. Board meetings and dinners
4. Building dedications
5. Commencement
6. Department events in which food and beverages are served
7. Employee recognition, holiday, and social events
8. Employee retirement parties
9. Events held in Grace facilities
10. Lancer and other campus visit days
11. Student banquets and social events
12. Student career fairs
13. Student clubs, activities, and government
14. Staff and faculty retreats, inservices, and professional development days
15. Welcome Weekend

Grace does not have Greek life as part of its campus experience nor does it have bars or alcohol service on, directly connected to, or adjacent to the campus.

The facilities on the Grace campus are alcohol, drug, and tobacco free, including those rented by third-parties and those accessible to visitors. These spaces include indoor and outdoor gathering spaces, all residence halls, dining facilities, coffeehouse, and athletic, fitness and recreation, library, and academic support spaces.

Exceptions to this are rare and may include donor or alumni events hosted by private citizens off-campus, typically in their own homes, to which Grace employees may be invited. These events are not intended for Grace College students or the general campus.

Normative Environment

The Grace campus is an alcohol-free environment that supports pro-social norms through its academic, spiritual life, student life, and residential programming. The following are examples of the campus experience that promote a normative environment.

1. Students attend chapel three days per week. Chapel topics promote the spiritual development and transformation Grace desires of its students. Speakers may share their personal experiences with mental health, alcohol and/or drug abuse, or their expertise on the topic. Three chapel speakers presented on mental health during this review period and two additional speakers gave testimonies regarding their own or their parents' use.
2. The chaplain and other professional student affairs and residence life staff are available to meet with students regarding their own substance use or abuse.
3. Ministry and support groups for men and for women, which include strategies to cope with personal struggles such as alcohol or substance use.
4. Growth groups - an important part of the spiritual life of each residential student, provide an atmosphere of relationship, encouragement, accountability, and love both corporately and individually - are required of all freshmen in residence halls.
5. Educational bulletin boards created by residence life staff regarding alcohol and drug use and its effects on college students.
6. Residence hall orientation, education, programming, and announcements related to policies, expectations, and campus resources.
7. New student orientation and education related to transitioning to college-life and personal and campus safety.
8. The expectation that personalization of rooms and clothing be in harmony with the spiritual philosophy of Grace; therefore, tobacco, drug, or alcoholic beverages are not displayed or promoted in the residence halls and on campus.
9. Campus-wide events and activities for students that are alcohol-free such as new student orientation, the Joust, Homecoming, intramural sports, social activities, concerts, and performance opportunities.
10. Grace's membership in athletic associations in which peer institutions share a similar identity and community lifestyle expectations and, therefore, similar alcohol and drug-free campuses.
11. The expectation that students and employees be active members of a local church.
12. A *Spiritual Life Reference* form and description of local church involvement for employee applicants as well as disclosure of any felony convictions. Once offered a position, a background check is conducted.
13. Campus employee prayer time.
14. The regular habit of prayer at the beginning and/or closing of campus committees or employee, faculty, or department meetings as well as many class periods.

15. Events and activities offered to employees that are alcohol-free, such as family movie nights, picnics, sporting events, and holiday events. Those offered off campus may have alcohol present at the venue, such as at a minor league baseball game, but the availability of alcohol is not promoted by Grace.
16. Website publication of health and safety information, including the *Annual Security and Fire Safety Report* and AOD policies for students and employees.

Pro-health messages

Pro-health messages on campus are used to support a normative environment and goals of a unified campus that honors God through spiritual, emotional, social, and academic maturity.

1. On-campus health and wellness services to promote wellness, physical fitness, nutrition, and physical activity. Grace students and employees have access to a facility that includes a fitness center, field house with basketball courts and a track, an aerobics room, and an athletic performance room.
2. Free, on-campus health services for traditional undergraduate students.
3. Free, on-campus personal and mental health counseling for traditional undergraduate students. Services are available to graduate students for a minimal fee. Individual and group counseling are both available to students as well as referrals for testing, prescription management, or substance detox.
4. Mental health and wellness resources and information are published weekly in student and employee e-newsletters.
5. Mental health, wellness programs, and initiatives for employees sponsored by human resources and health and wellness staff and advertised in the *Grace Equip* newsletter.
6. *Lancer Living* public service announcements distributed on campus featuring health, mental health, and alcohol and substance abuse information and education.
7. Health education sponsored by Health Services in its on-site information tables and Instagram messaging, including the relationship between health and alcohol use.
8. Annual biometric and wellness screenings for employees and spouses sponsored by human resources.
9. Initiatives that support “work/life balance” incorporated into the institution’s strategic plans.
10. Availability of a comprehensive Employee Assistance Program (EAP) with Bowen Center, a local community mental health center.
11. Periodic nutrition workshops for employees, which can include discussion about alcohol use.
12. Training for supervisors regarding “reasonable suspicion” includes behavioral indicators and student norms related to high-risk or illegal alcohol and drug use.
13. Students are educated about misperceptions of drinking norms.

Direct Programming

1. Admissions processes

- a. A written testimony for student applicants.
- b. Admission procedures in the college and seminary promote a healthy environment.
- c. Admissions counselors and student ambassadors trained regarding Grace’s Christ-centered culture, campus safety, and employee adherence to the community lifestyle expectations so that interactions with prospective students and families consistently communicate support of an alcohol and drug-free campus.
- d. Promotional materials, admissions counselors, and admissions ambassadors articulate expectations regarding alcohol and other drug use.
- e. Coaches and admission counselors seek to recruit responsible students by focusing on Grace’s mission.
- f. Admission applications include Grace’s community lifestyle expectations.
- g. Marketing materials focus on activities, athletics, and academics emphasize the positive academic and social aspects of Grace.
- h. The “Accepted Students” page on the website directs deposited students to student health information and portal access to the *Student Handbook*, which contains community life expectations.
- i. The “PreUnion” lake-day event for incoming students promotes strong campus connections in a supportive and encouraging environment.
- j. The Presidential Scholarship Competition attracts approximately 150 highly-motivated, academically strong student leaders each year.

2. Academics

- a. The college and seminary promote high academic standards, which are described in their respective catalogs, academic materials and procedures.
- b. Courses are scheduled each weekday and several evenings per week, including first-year courses beginning at 8am on Mondays, Wednesdays, and Fridays.
- c. Exams and projects require class attendance and academic responsibility.
- d. A high level of student advising, mentoring, and engagement by faculty is encouraged.
- e. *First-Year Foundations* in which personal growth, holistic wellness, healthy living, academic success, and community involvement are emphasized.
- f. Courses that directly address responsible alcohol use, the effects of alcohol use, or impact of alcohol/substance abuse are offered in the behavioral science, graduate counseling, and nursing programs.
- g. Strong collaboration between the offices of student success, disabilities services, residence life, and health and counseling services as well as with faculty enables early intervention and support for at-risk students.

- h. The seminary and graduate counseling program both include codes of conduct and expected community lifestyle related to the use of alcohol and other substances in their catalog/handbook.

3. Student activities

- a. Volunteer and community service opportunities are created, publicized, and promoted through the Student Involvement Office.
- b. Ministry and service opportunities promote strong community connections, empathy, and participation in alcohol, drug, and tobacco-free activities.
- c. Grace-sponsored activities promote pro-health norms and discourage alcohol or drug use.
- d. Leadership opportunities (e.g., admission ambassadors, resident assistants, athletes, student government, student organizations) promote positive social norms.
- e. Opportunities to advise and mentor peers (e.g., growth group leaders, peer academic tutors).
- f. Leadership training course available to all students, but a pre-requisite for all student leadership positions, designed to develop competent, knowledgeable leaders of godly character who apply their strengths and values in loving others to serve the common good.

4. Athletics

- a. The athletics department begins setting expectations of student athletes with the recruiting process, during which coaches discuss with all prospective athletes their personal faith or level of interest in the Christ-centered campus environment that is Grace College, including no alcohol use.
- b. Annual fall meetings for athletes, one for new/incoming athletes and a second for all athletes, in which the student substance abuse policy is reviewed and character and decision-making are emphasized.
- c. Participation by the VP/Dean of Students, student conduct officer, and chaplain in the annual athletics meetings, focusing on student development, the desired campus culture at Grace, their role as student leaders with a responsibility to model prosocial behavior, their level of responsibility, and the support available in student affairs if athletes choose to seek help with their struggles, a bad habit, or an addiction.
- d. The NAIA and NCCAA, both of which Grace is a member, prohibit alcohol advertisement at any NAIA and NCCAA game.
- e. Advising athletes that alcohol, drug, tobacco, and performance-enhancing drug use are violations of NAIA national championships. They are also advised of drug testing

at NAIA national championships and that athletic trainers submit documentation to the NAIA of any medications an athlete is prescribed by a physician.

- f. Special speakers, such as Ben Bost who spoke to student athletes and coaches about navigating mental health and the effects of performance enhancing drugs and other substances.
- g. The Crossroads League, of which Grace athletics is a member, has a [code of ethics](#) to which the institution is expected to abide.
- h. The athletic department partners with Core IV Athlete, a faith-based platform for mental wellness and performance, tailored for college athletes, club sports, and individuals, aimed at holistic health and peak performance. It provides free resources for mental health support for athletes.

5. Student Affairs

- a. Grace's *Student Handbook*, which includes the substance abuse policy, is assigned annually to all students via email invitations.
- b. Training for RAs related to safety and substance abuse using direct programming and training scenarios.
- c. Residence hall programming and education by RAs and RDs including the student substance abuse policy in hall meetings.
- d. Referral to counseling services for educational interventions related to student conduct. Courses through [3rd Millennium Classrooms](#) are used and the specific courses assigned depend on their conduct violation. Individual education and counseling may also be provided.
- e. Residence life staff collaborates with campus safety to conduct room searches when a student is suspected of having substances in his or her residence hall room. Staff from both offices document the search in an Incident Report. Residence life staff's use of Maxient Reports enables them to share knowledge and manage records related to a student's conduct and well-being.

6. Counseling Services

- a. Counseling services interns developed an educational group for student conduct referrals for substance use that includes six hours of content and modeled after the 3rd Millennium educational models, but also includes processing the student's involvement with the student conduct office and the campus expectation of no alcohol use on campus. The group will be implemented when the minimum number of group attendees is reached.

7. Campus Safety

- a. Campus safety staff patrol the campus regularly to identify and report traffic and other safety concerns. Campus safety staff work closely with residence life staff and notify the RD on-call of serious and/or immediate safety or student concerns.
- b. The Winona Lake Police Department patrols the campus several times per week and are contacted by campus safety in situations involving third parties on or near campus that present a safety concern, including those involving substances.

Policy Development and Publication

1. Alcohol use and alcohol advertising are not permitted on campus including:
 - a. Alcohol industry sponsorships for any athletics team or campus event.
 - b. Alcohol promotions that show alcohol consumption.
 - c. The sale of alcohol related paraphernalia in the campus store.
2. Alcohol use for students is only permitted for those of age during extended campus breaks such as during the summer and over Christmas break when away from campus. Alcohol use by employees off campus is permitted using wise judgment and discernment.
3. Policy information distributed to students and employees includes the following:
 - a. A description of the health risks associated with alcohol abuse and the use of tobacco products and illegal drugs.
 - b. A description of applicable legal sanctions under local, state, and federal laws.
 - c. A description of treatment, counseling, rehabilitation, and re-entry programs available at grace.
 - d. A statement of Grace's disciplinary measures regarding alcohol and illegal drug use by students and employees.
4. The undergraduate *Student Handbook* includes "Crime Definitions," such as alcohol, drug abuse, and liquor law violations. The handbook, which is updated annually, is available to all current students via the campus portal.
5. The institution's *Statement on Community Lifestyle Expectations*, which addresses faith and conduct, is part of the application process and published in the *Student Handbook* as are expectations about students' community responsibilities, attitude, and conduct.
6. The college has policies on medical [amnesty](#) and on overdose prevention that guides those assisting others in alcohol- or drug-related medical emergencies.
7. The student affairs conduct office consistently uses its published sanctions for alcohol and drug violations of campus policy.
8. Annual sign-off on the *Community Lifestyle Expectations* for regular employees and board members, and for part-time instructors at the time they are contracted.

9. The *Employee Handbook* contains policies about Grace as an alcohol, drug, and tobacco-free environment. Policies are enforced by human resources and the hiring manager.
10. The institution's sexual misconduct policy and Title IX training for employees, students, and vendors promotes safety and well-being, reporting procedures, and discussions about the relationship between substance use and sexual misconduct.
11. Training for campus security authorities regarding reporting crimes (including those substance related).
12. The campus post office policy regarding the receipt or identification of suspicious packages, which can include the mailing of contraband or prohibited substances to students on campus.
13. The institution publishes its crime statistics and makes it publicly available on its website in compliance with the Clery Act. The [Student Right to Know page](#) of its website contains health and safety information including policies, the *Annual Security and Fire Safety Report*, and this biennial report, all of which publish data regarding alcohol and substance use.
14. Mandatory, annual drug-free workplace online training for new hires and annually.

SURVEYS

Campus Climate Surveys

Research consistently indicates a strong association between sexual violence and alcohol use by one or both of the parties. Grace, therefore, has conducted campus climate surveys that included items about drinking behavior. Specifically, students were asked to report the frequency of alcohol use since enrolling at Grace.

Campus climate surveys were conducted in 2017, 2022, and 2024. While survey participants in 2017 and 2022 were undergraduate students only, the survey was expanded in 2024 to include graduate and seminary students.

In general, the percent of students reporting no alcohol use since enrolled at Grace has been over 79% in the last two climate surveys and the highest reported number of standard drinks (1 or 2) was less than 3% in 2024, approximately the same as 2022 and dramatically lower than in 2017 in which the range of standard drinks was from 1 to 9.

CAMPUS CLIMATE SURVEY – ALCOHOL USE			
Alcohol Use	2024	2022	2017
Never	79.02%	80.4%	59.17%
Less than monthly	13.99%	14.3%	30.45%
2 to 4 times per month	6.29%	4.8%	6.57%
2 to 3 times per week	0.7%	0.4%	3.81%
Daily	0	0	0
Mean	1.29	1.25	1.55

CAMPUS CLIMATE SURVEY – STANDARD DRINKS ON A TYPICAL DAY			
Alcohol Use	2024	2022	2017
None	97.20%	97.35%	84.21%
1 or 2	100%	80%	87.50%
3 or 4	0	20%	5.83%
5 or 6	0	0	5.00%
7 to 9	0	0	1.67% ¹
10 or more	0	0	0

¹Asked as “7-8 drinks.” Zero reports of 9 or more drinks.

PARTICIPANT DEMOGRAPHICS				
Item	Response	2024	2022	2017
Gender identity	Women	82.73%	75.8%	69.27%
Race/ethnicity	White/Caucasian	92.03%	93.9%	97.77%
Sexual orientation	Heterosexual	95.59%	93.9%	97.77%
Age		21.6 ¹	20 ²	20 ³
Year in School	First year	27.34%	29.3%	24.02%
	Second year	25.90%	32.3%	27.93%
	Third year	23.74%	20.2%	27.93%
	Fourth year	10.79%	15.6%	15.08%
	Fifth or more UG	.72%	0%	.56%
	Graduate/blended	7.19%	3%	4.47%
	Graduate/seminary ⁴	4.32%	Not asked	Not asked

¹Average age. Range: 18-54 years old (all students). Mode: 20 years old.

²Average age. Range: 17-31 years old (undergraduate only). Mode: 20 years old.

³Average age. Range: 18-25 (undergraduates only). Mode: 20 years old.

⁴Not blended.

Student-Athlete Alcohol Policy Assessment

During the biennial review period, the VP and dean of students, associate dean of students, and the athletic director completed a thorough review of the student-athlete alcohol policy, an addendum to the general student policy. The purpose of the review was to understand beliefs about alcohol use and update the policy to be consistent with campus wide policy. Specifically, student-athletes were held to a somewhat higher standard when the general student population policy changed in 2013.

This review included discussions with coaches and the student athlete council, a survey of student-athletes and coaches, and a broad look at policies at other colleges. The policy assessment report and recommendations were provided to campus stakeholders, including the cabinet.

The survey responses suggested a significant disconnect between the athletic department alcohol policy and the attitudes and behaviors of Grace students. There was a clear call for policy reevaluation to address these concerns, promote responsible drinking, and ensure fair enforcement.

The responses also reflected concerns about the effectiveness and fairness of current alcohol policies, the need for better preparation for post-college life, and the discrete nature of student drinking behavior.

Overall, the responses reflected a strong preference for revising the student-athlete alcohol policy to allow moderate and responsible drinking for those of legal age, especially during breaks and off-campus. There was a desire for equal treatment between athletes and non-athletes, clearer understanding of enforcement of the rules, and a more educational approach to alcohol use. While some supported the current stringent policy, many felt that it should be more flexible and aligned with real-world practices and legal standards.

Based on the review of the athletic department policy and responses from coaches and student-athletes, the following recommendations were made:

1. Eliminate the athletic alcohol policy addendum and apply the campus alcohol policy to all students, but incorporating specific guidance for student-athletes.
 - a. The institutional student substance use and abuse policy, therefore, was revised.
 - b. Athletics will continue to apply athlete disciplinary sanctions for students in violation of the substance use and abuse policy. These sanctions are standard for any conduct situation.

- c. The changes also addressed concerns expressed by international student, where drinking behavior may be viewed differently, as well as “of age” students.
2. Athletics and Student Affairs (particularly residence life and health and counseling services) will collaborate to develop educational materials related to alcohol consumption, biblical teaching, and social/cultural factors related to alcohol use and abuse for mentoring, team, and general athletics. This plan could include training for coaches and athletic trainers.

COLLABORATION WITH LAW ENFORCEMENT

Grace College has a formal agreement with the Winona Lake Police Department (WLPD) regarding their collaborative, ongoing, and cooperative public safety efforts on the Grace campus. The *Memorandum of Understand* (MOU) set forth the roles and responsibilities of both the college and the WLPD to enhance the safety of employees, students, and visitors of the college; ensure that investigations are comprehensive; aid in student disciplinary proceedings; facilitate prosecution of offenders; and respect the legal rights and provide the appropriate support to all involved in any investigation.

2023/2024 GOAL ACHIEVEMENT

1. **GOAL 1:** To improve understanding of factors affecting cholesterol levels, such as the use of alcohol, the **Director of Health and Wellness** will distribute education and personal goal setting materials to employees by April 30, 2023.
GOAL MET: The director completed this in 2023. Although only 14 employees submitted goal setting materials, many more requested information and applied it without submitting those goals.
2. **GOAL 2:** The **Director of Health and Wellness** will identify *Alcohol Awareness Month* resources and communicate those through the *Grace Equip* for employee education in April 2023 and April 2024.
GOAL MET: The director distributed information to employees in both April 2023 and April 2024 via the campus newsletter to all employees.
3. **GOAL 3: Health and counseling services** teams will complete at least 2 hours of continuing education regarding alcohol and/or other drugs in both 2023 and 2024.
GOAL MET: In 2023, health and counseling services staff completed a two hour training regarding marijuana use. In 2024, health and counseling completed 3 collective hours of training specific to: vaping, alcohol, and kratom
4. **GOAL 4:** The **campus nurse** will provide information at her “wellness table” at Alpha Dining about alcohol, vaping, and other drug use as educational outreach in 2023 and 2024.

GOAL MET: The campus nurse provided educational information to students in the spring of 2023 about alcohol and in the spring of 2024 regarding vaping.

5. **GOAL 5: Health and counseling services** will create an electronic, educational brochure of information and resources to disseminate in the health and counseling services office in 2023.

GOAL MET: The resource brochure, *Substance Misuse Treatment and Recovery Resources*, was completed in 2024 and was disseminated on campus at the end of 2024 and starting 2025. The brochure describes substance misuse among college students, the five most commonly misused substances, and information about area treatment programs as well as contact information for Grace's counseling services.

6. **GOAL 6: Health and counseling services** will provide at least one continuing education training session for residence life or other staff in both 2023 and 2024 in partnership with other departments.

GOAL MET: In 2023, health (campus nurse) created a series of Instagram posts on Lancer Living featuring impacts of alcohol use. In the spring of 2024, health services/campus nurse created an educational training regarding vaping for the residence life and counseling teams. Additionally, the nurse posted on Instagram (Lancer Living) content about vaping in spring of 2024 and alcohol in fall of 2024.

7. **GOAL 7:** In collaboration, the **VP/Dean of Students and the Athletic Director** will review and revise the athletic department policy related to alcohol and other drugs, evaluate dissemination methods, and determine any broader, relevant policies, all to implement by Fall 2024

GOAL MET: The VP/Dean and the athletic director reviewed the athletic department policy addendum and conducted a survey based on the recommendation of the student athlete council and head coaches. The survey was administered in April 2024 to student athletes and coaches regarding knowledge of substance use, attitudes about use, and conduct related to alcohol policies on campus. Findings were presented to cabinet on July 25, 2024 and a policy consolidating the general student policy with the student-athlete policy was approved for immediate implementation. Any athletic department sanctions fall within the general conduct policy. See prior discussion. The policy was revised.

8. **GOAL 8:** The *Essentials of Behavioral Science* **lead faculty member** will implement a unit on mental health, including the impact of alcohol and drugs on mental health, in this first-year course in fall 2023.

GOAL MET: The lead faculty member of the *Essentials of Behavioral Science* course implemented a unit on “What does it mean to be mentally healthy?” for the spring 2023 semester. This is a required course for all first-year students.

9. **GOAL 9: Human resources** will determine by July 1, 2023 the need for a vendor to conduct supervisor training related to reasonable suspicion for alcohol and drug testing.

GOAL MET: Human Resources determined the most comprehensive training program would be conducted by a vendor, MedStat. The training program included the following:

- Regulatory requirements regarding reasonable suspicion determination
- The reasonable suspicion drug testing and reasonable suspicion alcohol testing processes (observe, confirm, document, confront, test)
- How to approach an individual (techniques to use to ease tense situations)
- How to handle difficult situations when confronting individuals
- Documenting observed behavior
- What happens after testing?
- The warning signs of alcohol misuse and drug abuse and what you should look for when determining reasonable suspicion
- The effects of alcohol and drugs on the body

10. **GOAL 10: Human resources** will conduct training themselves or coordinate training by MedStat for supervisors regarding reasonable suspicion for drug testing by July 1, 2024.

GOAL MET: A 2-hour *Reasonable Suspicion* training presented by MedStat was provided to supervisors on both June 22, 2023 and on August 13, 2024. This training is expected to occur at least every other year in the future.

11. **GOAL 11: Human resources** will implement by May 1, 2023 more timely orientation and onboarding processes to ensure that new employees know how to access the *Alcohol and Drug Abuse* policy within a week of their start date.

GOAL MET: New hires are assigned onboarding training to complete within the first 30 days of hire. Included is an online *Drug Free Workplace* video, as well as the *Employee Handbook* which includes the employee substance use and other related policies. Employees are required to review the *Employee Handbook* and the institution’s *Community Lifestyle Expectations* annually after their initial hire.

12. **GOAL 12: Human resources** will review by October 1, 2023 the *Alcohol and Drug Abuse* policy to ensure compliance with state and federal law and its clarity regarding its relationship to the workplace.

GOAL MET: On June 27, 2023, the human resources department revised the employee substance abuse policy to add a section on the employee assistance program and clarify confidentiality. These changes were a direct result of the Reasonable Suspicion training for supervisors.

SUMMARY OF STRENGTHS AND WEAKNESSES

Strengths

Generally, Grace does not have a significant issue with student drinking or drug use, and has a holistic, normative environment that supports an alcohol and drug-free campus and lifestyle. Although it exists among students and on campus, there is limited high-risk drinking and substance abuse. In the limited situations in which alcohol is permitted among enrolled students, responsible alcohol use is promoted.

Although alcohol and other drug use does not appear to be a significant problem among students, there is nonetheless programming, education, and resources provided to students for prevention and education. There are policies that support a drug and alcohol-free environment, clarity of expectations and consequences when sanctions are necessary, and consistent enforcement of sanctions.

The openness of the campus community and willingness to help with resources and support has led students to request help for vaping. No vaping of any kind is permitted on campus.

Campus safety does not receive calls about, or themselves observe, parties, public intoxication, driving under the influence, or drug use on campus.

3rd Millennium, Grace's vendor for most student education related to conduct referrals, utilizes an education, motivational interviewing focus which is helpful when engaging those with conduct infractions. It revised and improved its marijuana training, an indication that this vendor is thoughtful about the broader environment impacting students.

Over 26% of on-campus students (1446) are athletes (380) and there are clear expectations and coaches who support the institution's policy as a alcohol and drug-free campus. The student athlete council remains a strong advocate for student athletes and continues to recommend ongoing mental health education.

Because the percent of games a student-athlete is suspended might be different based on the sport (e.g., they have different lengths of season), the athletic director and coaches work to communicate this well to players to ensure consistency and fairness. Student conduct works to collaborate about the sanctions that are both conduct and athletic.

Campus offices providing help, support, resources, and education to students maintain a collaborative, open relationship to meet students' needs and provide a good campus experience.

Over the 2023/2024 review period, campus safety has only interacted with third parties using substances on campus; they did not observe or receive calls about student or employee use. Campus safety does not observe or receive reports about campus drinking, public intoxication, or driving under the influence on campus, during student events, in dorm rooms, or during campus or athletic events.

Weaknesses

Grace's online training vendor, 3rd Millennium, has seen an increase in pricing, which has resulted in the need to identify alternatives for educational sanctions. Although counseling services created a group for students, there sometimes is not sufficient enrollment to offer the group, thus delaying the educational consequence for the student.

Ensuring that incoming students have access to information about Grace as an alcohol and drug-free campus has been inconsistent when various academic programs have rolling start dates.

In its evaluation of policies about substance use and abuse specific to student athletes, knowledge gaps and cultural differences became apparent, particularly for international students who may have experienced this use differently if raised internationally. In addition to some needed athlete-specific training, education for coaches was sporadic.

In conducting its own self-assessment, Health and Counseling Services identified the need for systemic, cyclical training on various substances as well as for updating printed materials and public service announcements. Further, it identified the continued need for its own professional development and opportunity to serve as knowledge experts for residence life, athletic department, and other student support services.

As it continues to evaluate employee surveys, human resources plans to identify opportunities to educate and support employees to reduce stress and improve coping and a satisfactory work-life balance.

In the process of completing the *Biennial Report* as well as the Clery-mandated *Annual Security Report*, campus safety determined the need to obtain more timely CSA reports of alcohol and drug arrests and referrals to prompt an emergency warning or response if needed.

External Threats

Fentanyl, opioids, and methamphetamine use occurs in the local community, but administrators at Grace have not seen corresponding use on campus. Although student drug violations have been almost exclusively marijuana or over-the-counter medication abuse, this is nonetheless a community situation to monitor.

Drug laws have changed in the top five states from which Grace recruited students in 2024, as well as further decisions by municipalities in some of those states, suggesting changing perspectives on marijuana use. For example:

2013 - Illinois legalized medical marijuana

2014 - Wisconsin passed low-THC, high-CBD medical cannabis laws

2016 - Ohio and Pennsylvania legalized medical marijuana, Illinois decriminalized marijuana use

2018 - Michigan approved a ballot measure to legalize recreational cannabis

2019 - Illinois legalized recreational cannabis and its commercial sale

2023 - Ohio legalized recreational cannabis

Recreational use of marijuana is illegal in the State of Indiana and Gov. Holcombe has indicated there will be no change in Indiana law unless mandated by the federal government. Should that be the case, both human resources and student affairs are prepared to consider a change in policy and institutional response to use by employees and students. In 2017, Indiana passed a low-THC, high-CBD medical cannabis law and in 2018 legalized CBD for any use.

Opportunity

Meeting with team members in preparation for this *Biennial Report* yielded opportunities for improved processes and prevention programming as well as communication between team members and across campus. For example, completion of the [Checklist](#) and [Supplement Checklist](#) responses indicated need for clarification about how policies get to students who enroll after the fall start date.

Anecdotal observations regarding student caffeine use has suggested an opportunity for campus-wide education.

Although Grace's campus safety office maintains a friendly and cooperative relationship with the Winona Lake Police Department, because their primary purposes are public safety and service and law enforcement respectively, clarification about the expectations of the WLPD when on the campus premises or nearby - and depending on their role when on campus (i.e., as an officer completing a shift for the WLPD or as a part-time officer on behalf of Grace) - there is opportunity to review and clarify the present MOU between Grace and the WLPD.

The [Athletic Survey](#) responses resulted in several recommendations for prevention programming and training among student athletes, coaches, and trainers.

2025/2026 GOALS

1. **GOAL 1:** The **director of health and wellness** will collaborate with the campus nurse to develop and disseminate educational materials regarding the risks of excessive use of caffeine and energy drink use and present this education to the campus twice during the 2025/2026 review period to assist students in making informed personal choices regarding healthy lifestyle behaviors.
2. **GOAL 2:** The **VP of administration and compliance** will schedule at least 1 team meeting in 2025 and at least 2 team meetings in 2026 to share updates and information relevant to the next Biennial Report.
3. **GOAL 3:** The **VP of administration and compliance** will collaborate with student affairs staff to ensure information about Grace as an alcohol and drug-free campus is available to all students regardless of their enrollment date.
4. **GOAL 4:** The **athletic director** or designee will collaborate with residence life, the campus nurse, director of health and wellness, director of counseling services, director of movement and wellbeing, athletic trainers, or other campus personnel to develop educational materials in 2025 about alcohol consumption, biblical teaching, and social/cultural factors related to alcohol use and abuse for mentoring, team building, and reducing the harmful consequences of high-risk drinking.
5. **GOAL 5:** The **athletic director** will implement an annual training schedule for coaches, trainers, and students related to alcohol use and its effects, collaborating with campus personnel to present the training.
6. **GOAL 6: Health services** will implement a four-year public health education cycle emphasizing one substance per year (alcohol/2025; marijuana/2026; caffeine/2027; vaping/2028 + "new" drugs on the market as they come to light) for campus outreach (e.g., wellness table, print materials, social media) and staff training to reduce the harmful effects of substance misuse and promote low risk behaviors.
7. **GOAL 7: Health services** will implement a biennial review schedule for its *Substance Misuse Treatment and Recovery Resources* informational brochure and distribute updates to the health and counseling services front desk, in counseling offices, on the

campus portal, and to student conduct personnel to provide reasonable care for students who are abusing or dependent on substances.

8. **GOAL 8: Health and counseling services staff** will complete at least two hours of continuing education regarding alcohol and/or other drugs in both 2025 and 2026 as to support its public health framework of education and prevention.
9. **GOAL 9: Health and counseling services staff** will conduct training for another team (i.e., residence life staff) in spring 2025 regarding marijuana use and spring 2026 regarding alcohol use, including evidence-based alcohol and other drug prevention programming and interventions that are part of an overall normative environment and pro-health strategy designed to reduce harm among students due to alcohol and other drug use.
10. **GOAL 10: Student conduct** will work collaboratively with counseling services staff to improve the timeliness and method of educational sanctions for students who violate the substance use and abuse policy.
11. **GOAL 11:** The **chief human resources officer** will evaluate and design or obtain training materials in 2025 for employees regarding stress management and coping strategies to effectively respond to work and life stressors.
12. **GOAL 12:** The **chief human resources officer** will implement a schedule in 2026 for employee training regarding stress management and coping strategies.
13. **GOAL 13:** The **director of campus safety** will design in 2025 an improved and more timely system of reporting alcohol and drug violations and referrals by residence life and student conduct to campus safety to comply with the Clery reporting obligations in the *Annual Security and Fire Safety Report*.
14. **GOAL 14:** The **director of campus safety** in collaboration with the vice president of administration and compliance will review and update the MOU with the Winona Lake Police Department to clarify their role expectations about stops and arrests both on and off campus involving students, employees, and third parties.

CONCLUSION

Grace College and Grace Theological Seminary takes seriously its responsibility to provide a safe living and work environment for its students and employees and desires to provide programs, experiences, guidance, and supportive services for prevention, education, and to promote God-honoring relationships, personal habits, and conduct.

Those interested in more information about Grace’s response to the use of alcohol, drugs, or other substances among students and employees may contact:

- Norm Bakhit, Chief Human Resources Officer (employee conduct), bakhitn@grace.edu
- Becky Stowers, Associate Dean of Students (student conduct), stowerrl@grace.edu
- Aaron Crabtree, Vice President and Dean of Student Affairs, crabtrat@grace.edu

APPENDIX A: LEGISLATION

Public Law 101-226: The Drug Free Schools and Communities Act Amendment of 1989

Section 22. DRUG FREE SCHOOLS AND CAMPUSES

(a) IN GENERAL. –

(1) CERTIFICATION OF DRUG AND ALCOHOL ABUSE PREVENTION

PROGRAM. – Title XII of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.) is amended by adding at the end a new section 1213 to read as follows:

“DRUG AND ALCOHOL ABUSE PREVENTION”

“SEC. 1213. (a) Notwithstanding any other provision of law, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes –

“(1) the annual distribution to each student and employee of –

“(A) standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;

“(B) a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;

“(C) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

“(D) a description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and

“(E) a clear statement that the institution will impose sanction on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (1)(A); and

“(2) a biennial review by the institution of its program to –

“(A) determine its effectiveness and implement changes to the program if they are needed; and

“(B) ensure that the sanctions required by paragraph (1) (E) are consistently enforced.

H.R. 3614 – 12

(b) Each institution of higher education that provides the certification required by subsection (a) shall, upon request, make available to the Secretary and to the public a copy of each item required by subsection (a)(1) as well as the results of the biennial review required by subsection (a)(2).

“(c) (1) The Secretary shall publish regulations to implement and enforce the provisions of this section, including regulations that provide for –

“(A) the periodic review of a representative sample of programs required by subsection (a); and

“(B) a range of responses and sanctions for institutions of higher education that fail to implement their programs or to consistently enforce their sanctions, including information and technical

assistance, the development of a compliance agreement, and the termination of any form of Federal financial assistance.

“(2) The sanctions required by subsection (a) (1) (E) may include the completion of an appropriate rehabilitation program.

“(d) Upon determination by the Secretary to terminate financial assistance to any institution of higher education under this section, the institution may file an appeal with an administrative law judge before the expiration of the 30-day period beginning on the date such institution is notified of the decision to terminate financial assistance under this section. Such judge shall hold a hearing with respect to such termination of assistance before the expiration of the 45-day period beginning on the date that such appeal is filed. Such judge may extend such 45-day period upon a motion by the institution concerned. The decision of the judge with respect to such termination shall be considered to be a final agency action.”

(2) EFFECTIVE DATE. – (A) Except as provided in subparagraph (B), the amendment made by paragraph (1) shall take effect on October 1, 1990.

(B) The Secretary of Education may allow any institution of higher education until not later than April 1, 1991 to comply with section 1213 of the Higher Education Act of 1965

(as added by paragraph (1)) if such institution demonstrates –

(i) that is in the process of developing and implementing its plan under such section; and (ii) it has a legitimate need for more time to develop and implement such plan.

APPENDIX B: STUDENT POLICY

GRACE COLLEGE AND SEMINARY STUDENT SUBSTANCE USE AND ABUSE POLICY

Policy: The use (or consumption), sale, purchase, transfer, or possession of a controlled substance on property owned or leased by Grace College or while participating in activities sponsored by the College, and the use, possession, or being under the influence of alcohol, and the abuse of prescription medicine also pose unacceptable risks for safe, healthy and efficient operations. Violation of the College's policy will be subject to the student conduct process up to and including dismissal. Students of legal drinking age are permitted to consume alcohol in moderation during semester breaks (Christmas break and summer break).

In addition, the College recognizes that tobacco is a harmful substance, even if lawful, and has a policy of prohibiting the use of tobacco. This includes (but is not limited to) cigarettes, cigars, pipes, hookah, chewing or dipping, electronic devices (e-cigarettes or cigars) and other means of inhalation. Although Grace College strongly cautions students regarding the use of addictive substances which pose significant long-term health concerns, students of legal age are permitted to use tobacco during semester breaks (Christmas break and summer break). Tobacco cessation assistance is available through the Grace College Health and Counseling Services.

Vaporizer use, regardless of substance being inhaled, is prohibited for Grace College students.

Grace further expresses its intent to comply with federal and state rules, regulations or laws that relate to the maintenance of a school free from controlled substances and unlawful and irresponsible use of alcohol.

Purpose: Grace has the right and obligation to maintain a safe, healthy, and efficient environment for all of its students, and to protect the College's property, information, equipment, operations and reputation.

Scope: Grace College is vitally interested in maintaining a safe, healthy, and efficient environment and being under the influence of a controlled substance or alcohol while a student poses serious safety and health risks to the user and to all those who associate with the user. This policy, therefore, applies to all students in all programs and all off-campus locations/events (including non-Grace-sponsored events).

Standards of Conduct:

1. Members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, and controlled substances.
2. Controlled substances are defined as:
 - a. Any drug or other substance that is not legally obtainable

- b. Any drug that is legally obtainable but has not been legally obtained
 - c. Any prescribed drug not legally obtained
 - d. Any prescribed drug not being used for the prescribed purpose
 - e. Any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer
 - f. Any drug being used for a purpose not in accordance with bona fide medical therapy.
 - g. Unregulated high-tech smoking devices, commonly referred to as electronic cigarettes, or “e-cigarettes,” or “vaporizers”.
3. Examples of controlled substances are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.
 4. CBD (Cannabidiol) oil is permitted as a medical treatment as long as it is legally obtained and meets legal (State of Indiana) guidelines. These guidelines include specific product labeling and THC levels below three-tenths percent (%.3). Students may not sell or distribute CBD oil.
 5. Grace College students may not be bartenders (students may serve alcohol in restaurants, but not bartend), be involved in the purchase of alcohol for a minor, or provide an off-campus location for a party where alcohol or controlled substances are available.
 6. If a student is suspected to be using any of the drugs mentioned above drugs or controlled substances, Grace College may require students to undergo drug testing through a local medical clinic. If asked, students must submit to the drug test immediately. If the drug test results are positive, the student will be responsible to pay for the test as part of their sanctions. If the test is negative, Grace College will pay for the test.
 7. During the school year, attendance at bars, nightclubs, and dance clubs whose primary activities include practices that are prohibited by the College lifestyle policy is prohibited. For help in determining whether a particular activity or club is within the college guidelines (such as concerts, receptions, special events, etc.), students may consult with a resident director, associate dean of students, or the VP/dean of students.

Medical Amnesty:

Students physically present on Grace College property who seek professional medical assistance for themselves or others related to the consumption of alcohol will not be subject to disciplinary sanctions by Grace College. Students in an alcohol-related emergency who require medical attention will not be subject to disciplinary sanctions if the student completes an education program that is approved by the Director of Health and Counseling Services in consultation with the Dean of Students and the Associate Dean of Students. Recurring offenses are subject to the discretion of the Student Affairs Office. Students seeking medical amnesty will remain accountable to the Student Affairs code of conduct for secondary behavior that might occur while intoxicated, including, but not limited to, property damage, assault against another person, or sexual misconduct. The purpose of this policy is not to exonerate students from disciplinary action. Instead

it is to prioritize student safety and promote educationally-based, restorative responses related to these emergencies.

For the full policy on Medical Amnesty or Indiana's Lifeline Law, please stop by the Student Affairs office.

Student Conduct Sanctions:

Sanctions action against students related to the violation of the expressed standards of conduct will be in accordance with those outlined in the Student Conduct Guidelines. In each situation there are several variables which may contribute to the resulting decisions. Grace College reserves the right to exercise greater or less severity in decisions. Examples of variables that would likely result in greater severity (and likely suspension or dismissal) include: providing for minors, lying, operating a vehicle while under the influence, distribution or selling controlled substances, drinking or drunkenness on campus, and hosting an off campus party. The values of community, integrity, truth, and response to correction are held in higher regard than "fairness" to other situations. The following sanctions are intended to be general guidelines toward forming a response.

Alcohol

Students who violate the campus alcohol policy will generally be assessed a student conduct contract with the following sanctions:

1. First Offense consumption, possession, or purchase
 - a. The student will undergo an alcohol assessment administered by the Grace College Counseling Services or another approved provider. All recommendations from the assessment must be completed.
 - b. The student will complete an alcohol use education such as an online class or group therapy (student is responsible to cover any cost associated with education).
 - c. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times.
 - d. If the student is underage the student's parent or guardian will be informed.
 - e. If the student is in a leadership position or an athlete, they will incur additional sanctions.
 - f. All sanctions must be completed within one semester (15 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in further sanctions up to and including a student conduct panel.

2. Second Offense consumption, possession, or purchase
 - a. The student will be placed on Disciplinary Probation for one semester or given a one-week suspension.

- b. The student will undergo a second alcohol assessment administered by Grace College Counseling Services or an approved provider. All recommendations from the assessment must be completed.
 - c. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times, complete an educational project, or attend counseling for one full semester.
 - d. The student's parent or guardian will be informed.
 - e. If the student is in a leadership position or an athlete, they will incur additional sanctions up to and including disciplinary probation.
 - f. All sanctions must be completed within one semester (15 weeks) of being issued a student conduct contract.
 - g. Failure to comply with the contract will result in a student conduct panel.
3. Third Offense consumption, possession, or purchase
- a. The student will appear before a student conduct panel. The panel will determine sanctions up to and including dismissal. The student will likely be suspended from campus until the panel can be convened.
 - b. The student's parent or guardian will be informed.
 - c. If the student is in a leadership position that student's employment will be terminated.
 - d. If the student is an athlete, they will be removed from their athletic team.

Illegal Drugs

Students who violate the campus substance use policy will generally be assessed a student conduct contract with the following sanctions:

- 1. First Offense use, possession, or purchase
 - a. The student will be placed on Disciplinary Probation for one semester or given a one-week suspension.
 - b. The student will undergo a substance use assessment administered by Grace College Counseling Services or an approved provider. All recommendations from the assessment must be completed.
 - c. The student may be required to undergo drug testing.
 - d. The student will complete a substance use education such as an online class or group therapy (the student is responsible for covering any cost associated with education).
 - e. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times or attend counseling for one full semester.
 - f. The student's parent or guardian will be informed.
 - g. If the student is in a leadership position or an athlete, they will incur additional sanctions up to and including disciplinary probation.

- h. All sanctions must be completed within one semester (15 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in further sanctions up to and including a student conduct panel.
 - i. Depending on the seriousness of the offense, appropriate law enforcement may be notified.
2. Second Offense use, possession, or purchase
- a. The student will appear before a student conduct panel. The panel will determine sanctions up to and including dismissal. The student will likely be suspended from campus until the panel can be convened.
 - b. The student's parent or guardian will be informed.
 - c. If the student is in a leadership position that student's employment will be terminated.
 - d. If the student is an athlete, they will be removed from their athletic team.
 - e. Depending on the seriousness of the offense, appropriate law enforcement may be notified.

Legal Sanctions

In addition to the student conduct process from the College, local, state, and federal laws strictly outline penalties, including fines and jail terms, for the illegal use, possession, or distribution of alcohol and drugs. A violation of any law violates the student conduct policy and will be treated as a student conduct matter. Further, Grace College will coordinate with local and federal law enforcement for any violation. Indiana and federal law provide for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, prior violations for such offenses, and a variety of other factors. Legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a college. A summarized list of Indiana State Sanctions is available from Student Affairs.

Health and Other Risks

The abuse of alcohol and use of illicit drugs are known to be detrimental to physical and psychological well-being. Almost every system in the body can be negatively affected by excessive or chronic alcohol consumption or drug use. Their use is associated with a wide variety of health risks such as severe weight loss, anemia, physical and mental dependence, impaired learning, depression, high-risk sexual behavior, changes in the reproductive system, damage to the lungs, cardiovascular disease, cancer, liver disease, seizures, brain damage, acute and chronic illness, and even death. Because many who abuse alcohol and drugs also smoke, the health risks are further compounded.

In addition, the abuse of alcohol and drug use are associated with risks to the community and may include such things as impaired and unsafe work performance, violence, injuries, accidents, drunk driving, and acquaintance rape.

Clinical Exams and Testing

College officials reserve the right to require that a student submit to a physical exam or clinical testing designed to detect the presence of drugs when there are reasonable grounds (meaning objective facts sufficient to lead a reasonable person to conclude that a particular student is unable to satisfactorily perform his or her duties or function in a college environment due to drug or alcohol impairment. Such inability to perform may include, but is not limited to, decreases in the quality or quantity of the student's productivity, judgment, reasoning, concentration, and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations) for believing that a student is under the influence of, or improperly using controlled substances, prescription or over-the-counter drugs or alcohol in violation of this policy.

If the action was based upon a drug or alcohol test, the student will have the right, at his or her expense, to have a separate test performed on the same sample by a testing agency acceptable to the College.

Counseling, Treatment, and Rehabilitation

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to students through a variety of on- and off-campus resources. Counseling services are available on campus through Counseling Services. For more serious problems, Counseling Services may refer students to counseling, treatment, or rehabilitation programs off campus, and maintains a list of these resources available locally to students or others wanting information or counseling for alcohol or drug use. Some of these services and programs are without charge, while others are covered by the student's insurance or based on the student's ability to pay. Counseling Services will assist students who do not live locally to identify counseling or treatment services in their immediate vicinity.

Students with questions, concerns, or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available.

Revised January 2025

APPENDIX C: EMPLOYEE POLICY

Policy: The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol, therefore, poses unacceptable risks for safe, healthy, and efficient operations. As a condition of employment, all employees are required to abide by the terms of this policy and to notify Grace’s management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

In addition, the College recognizes that tobacco is a harmful substance, even if lawful, and has a policy of discouraging tobacco use.

Grace further expresses its intent through this policy to comply with federal and state rules, regulations, or laws relating to maintaining a workplace free from illegal drugs and alcohol.

Purpose: Grace has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees and to protect the organization’s property, information, equipment, operations, and reputation.

This policy outlines the goals and objectives of Grace’s drug and alcohol testing program and guides supervisors and employees concerning their responsibilities for carrying out the program.

Scope: This policy applies to all departments, all employees, and all job applicants. The term “employee” includes contracted employees.

Health and Other Risks:

Grace College & Seminary has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job also poses serious safety and health risks to the user and all those working with the user.

The abuse of alcohol and the use of illicit drugs are known to be detrimental to physical and psychological well-being. Almost every system in the body can be negatively affected by excessive or chronic alcohol consumption or drug use. Their use is associated with a wide variety of health risks, such as severe weight loss, anemia, physical and mental dependence, impaired learning, depression, high-risk sexual behavior, changes in the reproductive system, damage to the lungs, cardiovascular disease, cancer, liver disease, seizures, brain damage, acute and chronic illness, and even death. Because many who abuse alcohol and drugs also smoke, the health risks are further compounded.

In addition, the abuse of alcohol and drug use are associated with risks to the community and may include such things as impaired and unsafe work performance, violence, injuries, accidents, drunk driving, and acquaintance rape.

Definitions:

- 1.1 **Alcohol** means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine, and distilled spirits.
- 1.2 **Company premises or company facilities** means all property of Grace including, but not limited to, the offices, facilities, and surrounding areas on Grace-owned or – leased property, parking lots, and storage areas. The term also includes Grace-owned or – leased vehicles and equipment wherever located.
- 1.3 **Drug Paraphernalia** means any equipment, product, or material of any kind that is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under this subchapter. It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.
- 1.4 **Drug testing** means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.
- 1.5 **Illegal drug** means:
 - a. Any drug that is not legally obtainable
 - b. Any drug that is legally obtainable but has not been legally obtained
 - c. Any prescribed drug not legally obtained
 - d. Any prescribed drug not being used for the prescribed purpose

- e. Any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer
- f. Any drug being used for a purpose not in accordance with bona fide medical therapy

Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

1.6 **Legal drugs** means any prescribed or over-the-counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

1.7 **Reasonable belief** means a belief based on objective facts sufficient to lead a reasonable person to reach a particular conclusion, in this case, to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may be manifested by such things as

decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration, and psychomotor control and marked changes in behavior or other facts. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations.

1.8 **Under the influence** means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior nor obvious to impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.

2. Education

2.1 Supervisors and other management personnel are to be trained in:

- a. Detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy;

- b. Intervening in situations that may involve violations of this policy;
- c. Recognizing the above activities as a direct job responsibility;

2.2 Employees are to be informed of the:

- a. Health and safety dangers associated with drug and alcohol use;
- b. Provisions of this policy.

3. Prohibited Activities

3.1 Legal Drug

- a. An employee whose medical therapy requires the use of a legal drug that may have an effect on the employee's work performance must report such use to his or her supervisor prior to the performance of Grace's business. The supervisor who is so informed will contact human resources for guidance.

While employees need not inform management of all medications taken, it is better to err on the side of disclosure if the medication may have an effect on work performance.

- b. Grace at all times, reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employee's work activity or presence at the workplace accordingly.

3.2 Illegal Drugs and Alcohol.

- a. The use, sale, purchase, transfer, or possession of an illegal drug or alcohol by any employee while on Grace premises or while performing Grace business is prohibited.
- b. An employee arrested for driving while under the influence of alcohol or drugs, including illegal or prescription medications, whether on duty or off:
 - Must report the arrest to the head of the human resources department. Failure to report such an arrest may result in disciplinary action, up to and including termination.
 - Will not be permitted to operate a Grace-owned/rental vehicle while charges are pending. Instead, they will be assigned to other appropriate positions, if available, until disposition of the charges.

- Will be subject to testing for the presence of alcohol and/or drugs on request by the head of Human Resources or designate (VP of the employee), with or without cause or reasonable suspicion. Failure or refusal to consent to testing when requested will result in disciplinary action up to and including termination.
- A plea of no contest shall be considered a guilty plea for the purposes of this policy. An employee's conviction or a plea of guilty to the crime of driving while under the influence of alcohol and/or drugs will result in disciplinary action, up to and including termination, regardless of whether the conviction is reversed on appeal.

4. Discipline and Legal Sanctions

- 4.1 Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on Grace premises or while on Grace business will be subject to disciplinary action, up to and including discharge.
- 4.2 Any employee who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to discipline up to and including discharge.
- 4.3 Any employee who is found to be in possession of drug paraphernalia in violation of this policy will be subject to discipline up to and including discharge.
- 4.4 Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including discharge except that, depending on the circumstances of the case and the employee involved, the employee may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by Grace. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Upon return to work from rehabilitation, the employee will be subject to unannounced drug or alcohol testing for a period of 60 months. Any test that is confirmed as positive during or following rehabilitation will result in discharge.
- 4.5 In addition to the disciplinary action by the College, local, state, and federal laws strictly outline penalties, including fines and jail terms, for the illegal use, possession or distribution of alcohol and drugs. Indiana and federal law provide for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary

according to the type and amount of the substance involved, prior violations for such offenses, and a variety of other factors. Legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a college.

5. Drug and Alcohol Testing of Employees

5.1 Grace will notify employees of this policy by:

- a. Providing to each employee a copy of the policy and obtaining a written acknowledgement from each employee that the policy has been received and read.
- b. Announcing the policy in various written communications and making presentations at employee meetings.

5.2 Grace may perform drug or alcohol testing:

- a. Of any employee who manifests behavior that gives rise to a reasonable belief that the person is violating this policy.
- b. Of any employee who is involved in an accident that results or could result in property damage or personal injury.
- c. On a random basis of any employee.
- d. Of any employee who is subject to drug or alcohol testing pursuant to federal or state rules, regulations, or laws.

5.3 Pursuant to 5.2(a)(b), if a supervisor suspects that an individual is at work and under the influence of alcohol and/or drugs, the supervisor should notify the head of Human Resources] and/or their Cabinet member in the organization to seek authorization to test the employee. Human Resources will authorize the testing of the employee if sufficient objective symptoms exist to indicate the employee may be under the influence of drugs and/or alcohol. There should be at least two symptoms present to authorize the test(s). Symptoms may include:

- a. Slurred speech

- b. Uneven gait
- c. Impaired mental functions
- d. Extremely dilated pupils
- e. The smell of alcohol
- f. Evidence of drugs and/or alcohol about the employee's person or in the employee's work vicinity
- g. Negative performance patterns
- h. Excessive or unexplained absenteeism or tardiness

The witnesses (usually a supervisor and another trained employee) should each make their own written record of the employee's name, the date, time, and

symptoms present. Use the Medstat form called "Observed Behavior Reasonable Suspicion Record" form. This documentation should be attached to the test results and kept in the confidential medical file in Human Resources as justification for why the tests were performed.

- 5.4 No one other than the employee's supervisor can request drug or alcohol testing.
- 5.5 If Human Resources authorizes a drug and/or alcohol test:
 - a. The employee will be driven immediately to the testing site by someone of the same gender appointed by Human Resources, Typically, this is a human resources employee or other trained supervisor.
 - b. The employee will be removed from all safety-sensitive responsibilities until authorized by Human Resources to resume those.
- 5.6 An employee is required to consent to submit to drug or alcohol testing as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.
- 5.7 Confirmation testing will be conducted for results of 0.02 or more.
- 5.8 An employee may be suspended pending results of testing when Grace has a reasonable belief that this policy is being violated.

- 5.9 Alcohol or drug testing might not be required for employees who voluntarily request help for a drug or alcohol problem about which a supervisor did not observe behaviors in possible violation of this policy.

6. Failure to Submit to Testing

Employees must submit to alcohol and drug testing. A refusal to submit to testing is treated the same as a failed alcohol test or a positive drug test.

An employee who refuses to be tested cannot continue to perform safety-sensitive functions, including driving Grace vehicles and operating Grace heavy equipment, until the employee has successfully completed the return-to-duty process.

An employee's refusal to submit to alcohol and/or drug testing will remain a part of the employee's personnel file for the next five years.

The following situations are considered a "refusal to submit" to an alcohol and/or drug test:

1. Failure to appear for any test within a reasonable time, typically within 1 hour of notification.
2. Failure to remain at the testing site until the testing process is complete.
3. Failure to provide a:
 - a. Urine specimen for drug testing or
 - b. Saliva or breath specimen for alcohol testing
4. Failure to provide enough urine for drug testing or an adequate amount of saliva or breath for alcohol testing and there is no medical explanation for the failure.
5. In the case of a directly observed or monitored test collection, failing to permit observation or monitoring of the provision of the specimen.

6. For observed collection, failure to follow the observer's directions to raise or lower clothing to demonstrate the employee has no prosthetic or other devices that could be used to interfere with the collection process.
7. The employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
8. The employee admits to the collector or medical officer that he or she adulterated or substituted to the specimen.
9. Failing or declining to take a second (confirmation) drug or alcohol test when directed by the collector.
10. Failure to undergo a medical examination or evaluation as part of:
 - a. The verification process for drug testing or as directed by the designated employer representative,
 - b. "Shy bladder" procedures for drug testing, or insufficient breath procedures for alcohol testing.
 - c. Failure to cooperate with any part of the testing process.

7. Appeal of a Drug or Alcohol Test Result

- 7.1 An applicant or employee whose drug or alcohol test reported positive will be offered the opportunity of a meeting to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding is in error or could have resulted from some cause other than drug or alcohol use. Grace's human resources officials along with local health professionals, as appropriate, will judge whether an offered explanation merits further inquiry.
- 7.2 An employee whose drug or alcohol test is reported positive will be offered the opportunity to:
 - a. Obtain an independent test, at the employee's expense, using the remaining portion of the specimen that yielded the positive result;

- b. Obtain the written test result and submit it to an independent medical review at the employee's expense.
- 7.3 The employee may use Grace's medical benefits, to the extent that coverage may apply, to meet the costs of (6.2.a) and (6.2.b).
- 7.4 During the period of an appeal and any resulting inquiries, the employment status of an employee may be suspended. An employee who is suspended pending appeal will be permitted to use any available annual leave in order to remain in active pay status. If the employee has no annual leave or chooses not to use it, the suspension will be without pay.

8. Rehabilitation and Employee Assistance

- 8.1 Rehabilitation assistance in lieu of discharge may be offered:
 - a. To any employee who has requested rehabilitation assistance provided that the request is unrelated to an identification of the employee as a violator of this policy.
 - b. To any employee who has violated this policy, provided that the violation does not involve selling or transferring illegal drugs or serious misconduct.
- 8.2 An employee who is in rehabilitation will be suspended, except that—when indicated by the circumstances of the case and the written recommendation of a licensed physician or recognized rehabilitation professional—an employee may be permitted to work while undergoing rehabilitation on an outside-of-work basis. The written recommendation must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-workers, or others.
- 8.3 An employee whose rehabilitative therapy involves drug maintenance, hospitalization, or detoxification will not be considered for the exception from suspension described in (7.2).
- 8.4 An employee who is in rehabilitation or who has completed rehabilitation may be allowed to return to work upon presentation of a written release signed by a

licensed physician or recognized rehabilitation professional. The release must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-worker, or others.

8.5 Rehabilitation assistance given by Grace will be:

- a. Limited to those medical benefits that may be available in the employee's medical benefits plan.
- b. Obtained through a rehabilitation program that has been pre-approved by Grace.
- c. Obtained by the employee during times that will not conflict with the employee's work time, except that the employee may use any available leave to be absent from the job with pay.

8.6 Grace will provide to any employee, upon request and at no cost to the employee, information concerning local resources

8.7 that are available for the treatment of drug and alcohol-related problems.

Note: The Employee Assistance Program (EAP) is a confidential resource designed to assist employees and their eligible dependents deal with challenges and problems such as substance abuse. Employees and/or eligible dependents can access Grace's EAP program on the Human Resources portal.

9. Inspections and Searches

9.1 Grace may conduct unannounced general inspections and searches for drugs or alcohol on Grace premises or in Grace vehicles or equipment wherever located. Employees are expected to cooperate.

9.2 Search of an employee and his or her personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy.

- 9.3 An employee is required as a condition of employment to consent to a search, and the employee's refusal to consent may result in disciplinary action, including discharge, even for a first refusal.
- 9.4 Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on Grace property may be turned over to the appropriate law enforcement agency, and full cooperation may be given to any subsequent investigation. Substances that cannot be identified as illegal drugs by a layman's examination may be turned over to a forensic laboratory for scientific analysis.
- 9.5 If an employee is the subject of a drug-related investigation by Grace or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

10. CONFIDENTIALITY

All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by Grace as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

The information will be kept in the employee's medical file, which will be maintained separately from the employee's personnel file. These medical files will be kept secured, and access will be limited to certain individuals with a work-related reason to know.

6/26/16, Revised 7/7/21, Revised 5/19/23

APPENDIX D: COMMUNITY LIFESTYLE EXPECTATIONS

GRACE COLLEGE AND SEMINARY Statement on Community Lifestyle Expectations Approved November 4, 2015

Members of the Grace College and Seminary (Grace Schools) community are committed to the mission of the institution and to living in a manner that brings glory to the name of our Lord. To this end we agree to uphold the standards of the community as cited in this statement.

Since members of the Grace Schools community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local evangelical church, Christian loyalty to each other, and pursuit of the fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Our beliefs on all topics are based on scripture (2 Timothy 3:16); therefore, the Word of God is the final authority on all matters of *faith and conduct*. Members of the Grace Schools community work hard to demonstrate Christ-like attitudes and actions appropriate for mature Christians in their personal lives and in the life of the community. In seeking to live out the fruit of the Spirit (Galatians 5:22-23) rather than deeds of the flesh (Galatians 5:19-21), items expressly forbidden in the Scripture are not acceptable for members of the Grace Schools community. Examples include pride, greed, lust, slander, drunkenness, profane language, premarital sex, adultery, homosexual behavior, and prejudice (1 Corinthians 6:9-11). We affirm the holy institution of marriage as being between one man and one woman, rooted as it is in God's creation of man and woman and in the relationship of Christ and his church.

Grace Schools values the *worth and dignity of human life*. Having been made in the image of God (Genesis 1:27), those who learn, live, and/or work at the institution are expected to respect and uphold life-affirming practices that distinguish our faith community from other institutions of higher education, particularly for those who are vulnerable members of society. Consistent with a resolution of the Fellowship of Grace Brethren Churches (1982, 1996), Grace Schools believes that human life is worthy of respect and protection at all stages from the time of conception. The sanctity of human life is established by creation (Genesis 1:26-27), social protection (Genesis 9:6) and redemption (John 3:16).

Although Scripture does not provide specific teaching regarding all *social practices* in a given cultural setting, it does speak to our Christian responsibility in areas of conduct that may be harmful or spiritually offensive to ourselves or to others. In keeping with its objectives to develop moral and spiritual leadership, Grace Schools expects members of the community to demonstrate restraint and discretion in entertainment choices, social activities, and personal habits (Galatians 5:13-23), including substances that may harm our physiological and psychological well-being. Without question, the Christian should act in ways that honor the body, which is the temple of the Holy Spirit (Romans 12:1), and God's standard of purity; are morally uplifting; and guide us to godliness through the use of spiritual disciplines including scripture reading, study, and application; prayer; worship; meditation; evangelism; serving; and stewardship.

All of us have sinned and fallen short of God’s standards in one way or another (Romans 3:23), but if we ask for His forgiveness, His grace and mercy are extended to us (Ephesians 2:4–5). While recognizing the existence of temptation, sin, and lifestyles that are contrary to biblical truth, Grace Schools expects tangible evidence of *life transformation*, commitment to growth in Christ, and sound judgment based on biblical principles. Jesus was full of grace and truth (John 1:14) and, in striving toward His example, we seek as a spiritual community to demonstrate a balance of both.

As a community of believers, therefore, those at Grace Schools strive to carry out both individually and collectively the model for *conflict management and resolution* described in Romans. We make use of biblically-based practices such as arbitration, mediation, grace, restoration, forgiveness, and redemption to live at peace with each other (Romans 12: 16-21) and strive to resolve disagreements in private or within the Christian community using the biblical principles of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20 as guidelines.

We acknowledge that God has placed institutions and individuals in positions of *authority* over Christians and our biblical response is one of submission (Romans 13:1-8). God and His word are our final authority and give us guidance in areas such as relationships, marriage, the church, human government, spiritual leaders, and employers. Our testimony in these matters of authority is powerful when our actions are based on biblical truth rather than individual gain. Our responsibility as citizens is submission, but we also have rights as citizens to protection; therefore, although there may be competing interests, we value the right to appeal decisions based on our biblically-informed conscience (Acts 5:29). Grace Schools, however, recognizes and supports only those individual and campus advocacy initiatives that are in alignment with biblical teaching as outlined in this *Statement on Community Lifestyle Expectations* and our *Covenant of Faith*.

Above all, we the members of the Grace Schools community are committed to accurately representing the Lord Jesus Christ on our campus, in our community, and to the ends of the earth.

I affirm my willingness to abide by the Grace Schools’ *Statement on Community Lifestyle Expectations* and understand that policies related to these expectations are detailed in the *Student Handbook*.

Signature _____

Date _____

Printed Name _____

APPENDIX E: PRO-HEALTH PROGRAMMING

Pro-Health and Wellness Initiatives for Employees and Students Programming

Employee Work/Life Balance

Grace has prioritized work/life balance for employees and conducts periodic employee surveys (2019, 2022, 2023), the results of which a staff committee analyzes then makes recommendations to cabinet to (a) promote work-life balance for employees, and (b) improve employee satisfaction in the workplace. Action plans are implemented with periodic reports on the institutional actions taken in response to the survey.

Campus Health and Wellness Initiatives

Examples of health and wellness initiatives or information designed to promote a pro-health and pro-social environment for employees and students include the following, which are advertised in campus e-newsletters to employees and to students and promotional materials around campus.

Employees – Grace Equip

2023

- Group fitness classes
- HR benefits reminders (FMLA, ADA)
- Continuing COVID protocols
- Mental Health Moments from our EAP provider including conflict management, grief and hope/physical wellness
- Cholesterol education form, including impact of alcohol use on cholesterol
- Continuing COVID protocols
- Understanding Wellness infographic
- Spiritual first aid articles
- Charity Miles – wellness opportunity
- Nutrition workshop
- Alcohol Awareness Month information
- Sexual Assault Awareness Month - announcement series
- Reasonable Suspicion Training for supervisors
- Hydration and good-habit challenge
- Opportunity for use of InBody Scan
- Information about skin cancer
- Sunset Yoga
- Wellness screenings
- Move Kosciusko Challenge
- Grace Counseling & Health Services, Student Senate, Together We Stand – sponsoring a therapy dog

2024

- Group fitness classes
- Mental Health Moment from EAP provider
- Updated COVID protocols
- Mammogram information
- Reasonable Suspicion training for supervisors
- Wellness screenings
- Sexual Assault Awareness month - announcement series
- Domestic Violence Awareness month - announcement series

Students – *Lancer Lowdown* and *Lancer Living*

2023

- Chronic illness support group
- GHAWC Group fitness classes
- 5-session group regarding sexuality for undergraduate women
- SHE is Strong - connecting body, health, and physical goals; wellness discussion, women's empowerment group (conflict resolution, setting boundaries, coping with conflict); understanding and caring for our bodies
- Grief and loss support group
- Medical housing instructions
- Body image open dialogue for National Eating Disorder Awareness Week
- 1-day premarital counseling group workshop
- Health talks
- Lactation room locations for nursing mothers
- Sunset Yoga
- Interactive posters that represent the diversity of mental and physical experiences
- Together We Stand – planning for and offering mental health focused activities on campus
- *Lancer Living PSAs*
 - January 2023 – Seasonal affective disorder
 - February 2023 – Healthier thought patterns about body image
 - March 2023 – Struggles with self-harm
 - April 2023 – Sexual assault awareness month data
 - May – July 2023 – Mental health
 - August 2023 – Transitioning to college from home
 - September 2023 – Talking about suicide
 - October 2023 - Alcohol awareness
 - November 2023 – Stress, breast lumps, diabetes awareness
- Interactive sleep hygiene conversation to promote helpful sleep patterns
- Delight Ministries – topics included self-control

2024

- *Lancer Living PSAs*
 - January 2024 – NY resolutions and mental health (self-care, exercise, love your body, boundaries)

- February 2024 – ESA available on Wednesdays to student body, weighted items for stress management
- March 2024 – information about body image thought patterns
- April 2024 – Vaping, marijuana, and nicotine use; sexual assault awareness month
- May – July 2024 – Mental health
- August 2024 – Transitioning from home to college
- September 2024 – Homesickness, suicide prevention month, therapy dog on campus
- October 2024 – Sleep deprivation
- November 2024 – Stress
- Group fitness classes
- *Together We Stand* student-run mental health advocacy group pet event
- Gather Together Grief Group
- Medical Housing Requests
- Updated COVID protocols
- Pop-up petting zoo (study break, finals stress reduction)
- Weekly availability of a therapy dog on campus

APPENDIX F: AOD COMPLIANCE CHECKLIST

Part 86 Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes No
If yes, where is it located?

2. Does the institution provide *annually* to *each employee* and *each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
 1. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities
Students: Yes No Staff and Faculty: Yes No

 2. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
Students: Yes No Staff and Faculty: Yes No

 3. A description of applicable legal sanctions under local, state, or federal law
Students: Yes No Staff and Faculty: Yes No

 4. A description of applicable counseling, treatment, or rehabilitation or re-entry programs
Students: Yes No Staff and Faculty: Yes No

 5. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions
Students: Yes No Staff and Faculty: Yes No

3. Are the above materials distributed to students in one of the following ways?
 - a. Mailed to each student (separately or included in another mailing)
Yes No

 - b. Through campus post office boxes
Yes No

 - c. Class schedules which are mailed to each student
Yes No

 - d. During freshman orientation
Yes No

- e. During new student orientation
Yes No
- f. In another manner (*describe*):
4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?
Yes No
5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?
Yes No
6. Are the above materials distributed to staff and faculty in one of the following ways?
- a. Mailed
Staff: Yes No Faculty: Yes No
- b. Through campus post office boxes
Staff: Yes No Faculty: Yes No
- c. During new employee orientation
Staff: Yes No Faculty: Yes No
- d. In another manner (*describe*)
7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?
Staff: Yes No Faculty: Yes No
8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
Staff: Yes No Faculty: Yes No
9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?
- a. Conduct student alcohol and drug use survey
Yes No
- b. Conduct opinion survey of its students, staff, and faculty
Students: Yes No Staff and Faculty: Yes No

- c. Evaluate comments obtained from a suggestion box
 Students: Yes No Staff and Faculty: Yes No
- d. Conduct focus groups
 Students: Yes No Staff and Faculty: Yes No
- e. Conduct intercept interviews
 Students: Yes No Staff and Faculty: Yes No
- f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees
 Students: Yes No Staff and Faculty: Yes No
- g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
 Students: Yes No Staff and Faculty: Yes No
- h. Other (*please list*)

10. Who is responsible for conducting these biennial reviews?

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

12. Where is the biennial review documentation located?

Name:

Title:

Department:

Phone:

E-mail:

13. Comments:

APPENDIX G: SUPPLEMENTAL CHECKLIST

SUPPLEMENTAL CHECKLIST²

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.
- Don't know.
- 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.

2. Normative Environment

How does your campus create a social, academic, and residential environment that supports health-promoting norms? Please check all that apply:

- College admissions procedures promote a healthy environment.
- The academic schedule offers core classes on Thursdays, Fridays, and Saturdays.

² This checklist can be found online at www.higheredcenter.org/dfsca/supp-checklist.html.

- Exams/projects increasingly require class attendance and academic responsibility.
- Substance-free residence options are available.
- The campus encourages an increase in academic standards.
- Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol use.
- Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to illicit drug use.
- Faculty are encouraged to engage in a higher level of contact with students.
- Students are educated about misperceptions of drinking norms.
- Student leadership (e.g., orientation leaders, resident assistants, fraternity and sorority members, athletes, student organizations) promotes positive, healthy norms.
- Students have opportunities to advise and mentor peers.
- Pro-health messages are publicized through campus and community media channels.
- Does not promote a normative environment.
- Don't know.
- Other:

Examples of campuses that promote a normative environment can be found at www.higheredcenter.org/ideasamplers: Santa Clara University, Northern Illinois University, and University of Arizona.

3. Alcohol Availability

How does your AOD prevention program limit alcohol availability? Please check all that apply:

- Alcohol is banned or restricted on campus.
- Alcohol use is prohibited in public places.
- Delivery or use of kegs or other common containers is prohibited on campus.
- Alcohol servers are required to be registered and trained.
- 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.
- Don't know.
- 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.
- Don't know.
- 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.
- Don't know.
- Other:

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:

(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:

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?

*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.
- We do not have an AOD policy.
- Don't know.
- Other AOD policy-related information:

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
- We do not publicize our alcohol/drug policy.
- Don't know.
- Other:

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: