

Year: 2022-2023

PART 86 COMPLIANCE CHECKLIST

Part 86, Drug-Free Schools Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program?
If yes, where is it located?

Yes No

Student-focused University goals and objectives, as well as Student Affairs goals and objectives and related alcohol and drug programming, are kept as part of an on-going Student Affairs Highlight Report and located in the Division of Student Affairs. These reports are disseminated to campus, alumni and the various University boards. More specific AOD student program information and related strategic planning documents are in two primary places: the Office of Advocacy and Success and Student Health Services/Healthy Campus. Information is disseminated to staff, the Clemson Community Coalition, and the Alcohol and Other Drug Advisory Board at various meetings throughout the year.

Student alcohol and other drug policies are located within the [Student Handbook](#). Faculty and staff prevention programming and policies are located within [Human Resources](#), specifically in the Employee Relations department and is found in the [Drug and Alcohol Testing Policy](#).

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?

| Section 2 | | | | |
|-----------|---|-------------------|-----|----|
| | | | Yes | No |
| a | Standards of conduct that prohibit the unlawful possession, or distribution of illicit drugs and alcohol on the property or as part of its activities | Students | ✓ | |
| | | Staff and Faculty | ✓ | |
| b | A description of the health risks associated with the use of illicit drugs and the abuse of alcohol | Students | ✓ | |
| | | Staff and Faculty | ✓ | |
| c | A description of applicable legal sanctions under local, state and federal law | Students | ✓ | |
| | | Staff and Faculty | ✓ | |
| d | A description of applicable counseling, treatment, or rehabilitation or re-entry programs | Students | ✓ | |
| | | Staff and Faculty | ✓ | |
| e | A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions | Students | ✓ | |
| | | Staff and Faculty | ✓ | |

3. Are the above materials distributed to students in one of the following ways?

| Section 3 | | | |
|-----------|--|-----|----|
| | | Yes | No |
| a | Mailed to each student (separately or included in another mailing) | | ✓ |
| b | Through Campus post office boxes | | ✓ |
| c | Class schedules which are mailed to each student | | ✓ |
| d | During freshman orientation | ✓ | |
| e | During new student orientation | ✓ | |

In another manner:

- Websites: Healthy Campus; Office of Community and Ethical Standards (OCES)
- E-mail format
- Student Health Services' social media
- Printed materials distributed through residence hall staff, organizations and in academic buildings
- Letter/e-mail from administration and student leaders
- Aspire to Be Well – A peer-delivered program that is required for all new and transfer undergraduate students through CU 1000
- Office of Community and Ethical Standards (OCES) online tutorial: Integrity, Honesty and Respect – Required for all new and transfer undergraduate students through CU 1000
- Orientation handbook
- Content in AlcoholEdu and in the Sexual Assault Prevention Module

4. Does the means of distribution provide reasonable assurance that each student received the materials annually?

Yes No

5. Does the institution's distribution plan make providing these materials to students who enroll at some date after the initial distribution?

Yes No

Section 5

| | | Yes | No |
|---|---|---------|----|
| a | Mailed | Staff | ✓ |
| | | Faculty | ✓ |
| b | Through campus post office boxes | Staff | ✓ |
| | | Faculty | ✓ |
| c | During new employee orientation | Staff | ✓ |
| | | Faculty | ✓ |
| d | In another manner: Email notification requiring e-signature via Tiger Training Management System | | |

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

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

Staff: Yes No

Faculty: Yes No

8. Does the institution's distribution plan make 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 disciplinary sanctions are enforced?

| Section 8 | | | |
|-----------|--|----------|----|
| | | Yes | No |
| a | Conducted student alcohol and drug use survey | ✓ | |
| b | Conduct opinion survey of its students, staff, and faculty | Staff | ✓ |
| | | Faculty | ✓ |
| | | Students | ✓ |
| c | Evaluate comments obtained from suggestion box | Staff | ✓ |
| | | Faculty | ✓ |
| | | Students | ✓ |
| d | Conduct focus groups | Staff | ✓ |
| | | Faculty | ✓ |
| | | Students | ✓ |
| e | Conduct intercept interviews | Staff | ✓ |
| | | Faculty | ✓ |
| | | Students | ✓ |
| f | Assess effectiveness of documented mandatory drug treatment referrals for students and employees | Staff | ✓ |
| | | Faculty | ✓ |
| | | Students | ✓ |
| g | Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees | Staff | ✓ |
| | | Faculty | ✓ |
| | | Students | ✓ |
| h | Other | | |

Note:

- Counseling and Psychological Services (CAPS) evaluates effectiveness of alcohol and drug treatment provided through their office (ACTT), and if treatment is given by another provider, they are notified of treatment completion.
- The Office of Community and Ethical Standards (OCES) is also reviewed and notified about mandatory treatment completion. They also review the recidivism rates of violations per the Student Code of Conduct.
- Employees are able to submit inquiries online at any time through the Human Resources website.

10. Who is responsible for conducting the biennial review?

A committee that consists of staff members from Student Health Services (Healthy Campus), the Chief of Human Resources Office or designee, and the Office of University Compliance and Ethics.

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?

For students:

*Jennifer Goree, Director Healthy Campus
Student Health Services
Fike Recreation Center
Clemson University
864-656-2038
clemson.edu/alcohol*

For faculty and staff:

*Erin Earl, Staff and Faculty Relations Manager
Office of Human Resources
Administrative Services Building
Clemson University
864-656-9402*

For University Compliance:

*Tracy Arwood, Associate Vice President and Chief Ethics and Compliance Officer
Office of University Compliance and Ethics
Sikes Hall
Clemson University
864-656-8932*

13. Comments

Attached to this document are supporting documents for Clemson student programming:

- 1) [Clemson University's Strategic Plan for Alcohol and Other Drug](#) with supporting information from the National College Health Assessment
- 2) A copy of the [email communication to all employees and students](#) on Clemson University's Alcohol and Other Drug Policies