

Biennial Drug and Alcohol Abuse Prevention Program Review

Delaware County Community College

Drug – Free Schools and Community Act

Fall 2016 – Spring 2018

Prepared Fall 2019

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## Introduction to Delaware County Community College

Delaware County Community College was founded in 1967 and has grown to serve more than 28,000 students each year in Delaware and Chester Counties. Fall 2017 enrolled 10,813 students (7,587 full-time equivalents).<sup>1</sup> With six major locations that offer a total of 31 career associate degree, 22 transfer associate degree and 38 certificate programs, it has been the convenient college choice for our community for decades. The College also employs about 1,500 people.

The **mission** of Delaware County Community College is to facilitate learning by providing quality educational programs and services that are student-focused, accessible, comprehensive and flexible to meet the educational needs of the diverse communities it serves. In doing so, the College will enable its students to develop themselves to the limit of their desires and capabilities and to be successful.

Delaware County Community College focuses on student success by delivering quality, affordable and responsive educational opportunities in a technologically rich and supportive learning environment. Our goal is to be respected as innovators and partners in meeting the education and training needs of our diverse communities and in developing our students' potential to compete and contribute in a regional workforce and a global society.

Through the experiences at Delaware County Community College, students will find that the College's programs and courses are based on principles of scholarship, social and ethical values, and lifelong learning. With integrity and respect, the College offers our students, faculty and staff a commitment to academic excellence and diversity that improves our entire community.

Delaware County Community College is the center of educational opportunity in Delaware and Chester counties. We welcome and serve all who seek academic achievement, career advancement or personal fulfillment. The quality, range and accessibility of our programs and services reflect and respond to the goals of today's students, the demands of a changing workforce and the needs of our dynamic community.

Student success is the alignment of College-wide policies, programs, activities, philosophies and resources designed for pursuit and completion of students' educational objectives, with special emphasis on traditionally under-served student populations.

Delaware County Community College recognizes that diversity enriches life, creates energy and makes us aware that we share a common humanity. We are committed to fostering a climate that promotes understanding, appreciation and respect for the rights of all people. Our mission only

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<sup>1</sup> Third Week Enrollment

succeeds to the extent that all members of our community are welcomed and empowered to achieve their personal, educational and career goals.

In keeping with our values and mission, we recognize the importance of providing students with a thorough and comprehensive Alcohol and other Drug Abuse (AOD) Prevention Program. Our programs and services are designed to enhance learning both inside and outside of the classroom, expanding a student's experience of success to the choices they make around drug and alcohol issues. In addition, the College went tobacco free over a year and a half ago, demonstrating our commitment to providing a drug free environment for students, staff, and faculty. A review of our programming, its goals, achievements, and recommendations for improvement follow in compliance with the guidelines set forth by the 1989 amendments to the *Drug-Free Schools and Communities Act* (DFSCA), as articulated in the *Education department General Administrative Regulations* (EDGAR) Part 86 – the Drug-Free Schools and Community Act.

### **Purpose of the Alcohol and Drug Abuse Prevention Program**

Delaware County Community College is committed to the establishment and maintenance of a drug-free workplace and learning environment to protect the health, safety and welfare of all its College community members. Therefore, the College establishes the following goals and policy regarding drug and alcohol abuse prevention.

### **Goals of the Alcohol and Drug Abuse Prevention Program**

- Educate students and staff on the harmful effects of alcohol and other drugs.
- Create an alcohol and other drug free campus.
- Inform students and staff of the hazards of smoking, and its being considered a harmful substance that is both addictive and negative for a person's health.
- Teach and empower students and staff to take personal responsibility for their own health, safety, and well-being.
- Provide education programming and experiential activities to disseminate the impact drugs, alcohol, and tobacco can have on self, others, and relationships.

### **Policy**

The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance including alcohol in any facility owned, leased or used by the College. Alcoholic beverages shall not be bought, consumed, or sold at the College except as authorized by the Board of Trustees.

The College will comply with all laws and regulations required by the federal government, the Commonwealth of Pennsylvania, or local governing bodies and will cooperated with local, state

and federal authorities to ensure compliance with laws for unlawful use, possession, manufacturing, distribution or sale of illegal drugs or alcohol. Students are advised that violations of the laws can lead to fines and/or imprisonment.

[Violations of the Student Code of Conduct](#) could result in sanctions up to and including expulsion from Delaware County Community College. Any potentially dangerous situation should be reported immediately to the Department of Safety and Security.

The College recognizes it has an obligation to establish and maintain a drug-free workplace and learning environment. Employees are expected to be physically and mentally able to safely and effectively perform their essential functions. Violations of this policy may result in disciplinary action up to and including termination.

The College will conduct a review of this policy every two years. This biennial review will include an evaluation of the effectiveness of this policy and programs related to it and ensure that the policy has been consistency enforced. The College will implement changes to the policy through its normal procedures. Biennial review documents will remain on file for compliance purposes.

As required by federal law, the College will notify students annually about the College's Drug and Alcohol Abuse Prevention Policy including standards of conduct, possible sanctions that may be imposed by the College and law enforcement agencies, the health risks associated with drug and alcohol use, and counseling and treatment available.

## **Reviewing the AOD Prevention Program**

Over the past two years (2016-2018), a collaborative effort has been made by many departments of the College to provide a comprehensive and versatile Drug and Alcohol Prevention Program. These offices include Campus Life, Athletics and Recreation, the Health and Wellness area, and the Career and Counseling Center. The endeavors of these departments have helped to provide students with a plethora of experiential workshops, printed materials, and other educational means for learning about the health risks of drugs and alcohol while also highlighting prevention and avenues for help and support.

### **Career and Counseling Center Workshops**

Workshops on the Marple Campus typically averaged 10-15 students unless an instructor took his or her class. Exton, Downingtown, and Pennocks typically had two to four students per workshop.

The College began tracking these programs using a Google Docs Spreadsheet so information could be recorded after the event rather than trying to record later. A brief evaluation section was included.

**Fall 2016**

Title	Date	Location	Summary	Attendance	Evaluation
The Link: Partying and Sexual Assault	11/10/2016	Exton Center	This workshop will provide factual information about contributing factors such as peer pressure, drug & alcohol use, and communication in date rape situations. Discussion will include the legal definition of consent, barriers to reporting sexual violence, and how to help someone you may know who has been a victim.	3	Well-attended for Exton and the students walked away with vaulable information.
The Link: Partying and Sexual Assault	11/17/2016	Downingtown campus	This workshop will provide factual information about contributing factors such as peer pressure, drug & alcohol use, and communication in date rape situations. Discussion will include the legal definition of consent, barriers to reporting sexual violence, and how to help someone you may know who has been a victim.	3	Well-attended for Downingtown and the students walked away with vaulable information.

**Spring 2017**

Title	Date	Location	Summary	Attendance	Evaluation
Special Movie Screening & Discussion: It Happened Here	3/9/2017	Exton Campus	It Happened Here, is a compelling documentary from director Lisa F. Jackson and producer Marjorie Schwartz Nielsen. It explores sexual assault on campuses through the personal testimonials of five survivors who transform their experiences into a springboard for change.	3	
It's On Us Pledge Drive to End Sexual Violence on College Campuses	4/6/2017	Exton Campus	Sign up table for students to complete the It's On Us Pledge	4	
Drug and Alcohol Information Table	4/11/2017	Exton Campus	Inforamtion table regarding alsohol, tobacco, and other drug use and treatment; addiction and recovery.	0	Unfortunately no one was available to staff the table. So materials

					were just set up.
Helathy Relationships	4/13/2017	Exton Campus	Do you want to have better relationships with the people who are most important to you? This workshop will help you learn how to communicate more openly and honestly, tell others what is important to you, resolve family conflicts, express anger in a healthy way, and avoid mistakes that can sabotage your relationships.		
It's On Us Pledge Drive to End Sexual Violence on College Campuses	4/4/2017	Pennocks Bridge	Sign up table for students to complete the It's On Us Pledge	11	
Crime Victims' Center Prevention/Education Program	4/4/2017	Pennocks Bridge	Safety at College is a top concern for many students, as it should be! This very important presentation will provide knowledge on the link between partying and sexual assault- something that is an unfortunate reality of many college campuses. Please join this discussion to learn more about how you can prevent sexual assault from occurring by being safe.	0	
Drug and Alcohol Information Table	4/18/2017	Downingtown Campus	Inforamtion table regarding alsohol, tobacco, and other drug use and treatment; addiction and recovery.	0	Unfortunately no one was available to staff the table. So materials were just set up.
Creating Healthy Relationships	2/23/2017	Downingtown Campus	Are you or someone you know involved in a relationship that could be considered unhealthy? Are you confused about what is and isn't a healthy relationship? Are you or someone you	2	

			<p>know involved in a relationship that could be considered abusive?          Come to this work-shop to become more aware of the signs of an unhealthy relationship, relationship abuse and healthy relationship development.</p>		
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**Fall 2017**

Title	Date	Location	Summary	Attendance	Evaluation
Creating Healthy Relationships	9/19/2017	Downingtown	<p>Are you or someone you know involved in a relationship that could be considered unhealthy?            Are you confused about what is and isn't a healthy relationship?            Are you or someone you know involved in a relationship that could be considered abusive?            Come to this workshop to become more aware of the signs of an unhealthy relationship, relationship abuse and healthy relationship development.</p>	2	
Crime Victims Center of Chester County	9/26/2017	Downingtown	<p>The mission of the CVC is to reduce the effects of sexual assault and other crimes on victims, witnesses, and family members, to educate Chester County regarding violence and its effects; to reduce victimization and to sensitize professionals to victims' needs. Come pick up materials and meet the staff at this information table.</p>	3	
Healthy Relationships	9/28/2017	Exton Cener	<p>Do you want to have better relationships with the people who are most important to you? This information table will provide resources to help you learn how to communicate more openly and honestly, tell others what is important to you, resolve family conflicts, express anger in a healthy way, and avoid mistakes that can sabotage your relationships.</p>	0	



Collegiate Alcohol Awareness Week	10/16/2017	Marple Campus	Representative from the Delaware County Community Traffic Safety Project tabled for National Collegiate Alcohol Awareness Week is the week of October 16-20. Provided information about alcohol and used the faal vision goggles to show the user what it would be like to drive impaired and how dangerous it is.	30	Well-attended, students were vbery engaged with the hands-on activity.
"It Happened Here" Movie Screening and Discussion	11/7/2017	Downingtown	It Happened Here, is a compelling documentary from director Lisa F. Jackson and producer Marjorie Schwartz Nielsen. It explores sexual assault on campuses through personal testimonials of five survivors who transform their experiences into a springboard for change.	1	
NOPE Task Force Visit	11/15/2017	Downingtown	"No one who begins to use drugs thinks he or she will become addicted." Narcotics Overdose Prevention and Education staff will be here to present research based evidence on actual risks associated with combining any and all commonly abused drugs. This student centered program aims to raise awareness and includes overdose intervention and prevention strategies.	15	
Great American Smokeout	11/16/2017	Marple Campus	Wellness Center provided information on tobacco and cessation. Had a quiz wheel and gave prizes to students who knew tobacco and vaping facts.	20	
Creating Healthy Relationships	11/28/2017	Pennocks Bridge	Are you someone you know involved in a relationship that could be considered unhealthy? Are you confused about what is and isn't a healthy relationship? Are you or someone you know involved in a relationship that could be considered abusive? Come to this workshop to become more aware of the signs of an unhealthy relationship.	0	
Tobacco Education	12/4/2017	Pennock's Bridge	Chester County Health Department's health educator provided information on tobacco and cessation. Had a quiz wheel	7	

			and gave prizes to students who knew tobacco and vaping facts. Quit Kits were available to studentss trying to quit or who knew family members who were trying to quit.		
Tobacco Education	12/4/2017	Exton Center	Chester County Health Department's health educator provided information on tobacco and cessation. Had a quiz wheel and gave prizes to students who knew tobacco and vaping facts. Quit Kits were available to studentss trying to quit or who knew family members who were trying to quit.	10	
Tobacco Education	12/5/2017	Southeast Center	Wellness Center provided information on tobacco and cessation. Had a quiz wheel and gave prizes to students who knew tobacco and vaping facts.	10	
Tobacco Education	12/6/2017	Marple Campus	Wellness Center provided information on tobacco and cessation. Had a quiz wheel and gave prizes to students who knew tobacco and vaping facts.	10	
Tobacco Education	12/7/2017	Downingtown	Chester County Health Department's health educator provided information on tobacco and cessation. Had a quiz wheel and gave prizes to students who knew tobacco and vaping facts. Quit Kits were available to students trying to quit or who knew family members who were trying to quit.	10	
Tobacco Education	12/7/2017	Southeast Center	Wellness Center provided information on tobacco and cessation. Had a quiz wheel and gave prizes to students who knew tobacco and vaping facts.	7	

## **Spring 2018**

Title	Date	Location	Summary	Attendance	Evaluation
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Impaired Driving Awareness	2/20/2018	Exton Center	The Wellness Coordinator was on site to provide information about the risks of distracted or impaired driving and the driving laws in PA. Students were able to play interactive games, try on the Impairment Goggles & get giveaways!	15	
Creating Healthy Relationships	2/27/2018	Exton Center	Are you or someone you know involved in a relationship that could be considered unhealthy? Are you confused about what is and isn't a healthy relationship? Are you or someone you know involved in a relationship that could be considered abusive? Come to this workshop to become more aware of the signs on an unhealthy relationship, relationship abuse, and healthy relationship development.		
Creating Healthy Relationships	3/1/2018	Pennocks Bridge	Learn about how healthy relationships are formed and stay healthy! Take a look at your current relationships and see if you may be experiencing a toxic or unhealthy relationship (of any kind). This presentation ties into DCCC's mission to provide more education surrounding Sexual Assault.	10	Well attended, as the program was presented in a particular class. Students responded well to the materials presented.
Impaired Driving Awareness	3/5/2018	Downingtown	The Wellness Coordinator was on site to provide information about the risks of distracted or impaired driving and the driving laws in PA. Students were able to play interactive games, try on the Impairment Goggles & get giveaways!	15	
Impaired Driving Awareness	3/5/2018	Upper Darby	A representative from Delaware County Community Traffic Safety	20	Table was very well attend, Aly Strigle is a

			Proejct was on site to provide information about the risks of distracted or impaired driving and the driving laws in PA. Students were able to play interactive games, try on the Impairment Goggles & get giveaways!		very interactive and engaging educator.
Impaired Driving Awareness	3/5/2018	Pennocks Bridge	The Wellness Coordinator was on site to provide information about the risks of distracted or impaired driving and the driving laws in PA. Students were able to play interactive games, try on the Impairment Goggles & get giveaways!	5	
Impaired Driving Awareness	3/6/2018	Marple Campus	A representative from Delaware County Community Traffic Safety Proejct was on site to provide information about the risks of distracted or impaired driving and the driving laws in PA. Students were able to play interactive games, try on the Impairment Goggles & get giveaways!	30	Table was very well attend, Aly Strigle is a very interactive and engaging educator.
Impaired Driving Awareness	3/6/2018	Southeast Center	A representative from Delaware County Community Traffic Safety Proejct was on site to provide information about the risks of distracted or impaired driving and the driving laws in PA. Students were able to play interactive games, try on the Impairment Goggles & get giveaways!	20	Table was very well attend, Aly Strigle is a very interactive and engaging educator.
Student Health Resource Fair	3/8/2018	Exton Center	The Wellness Center partnered with DCCC Nursing students for their community health rotation to provide students on branch campuses information about health & wellness. They covered smoking, drug use, stress,	20	Very well received event. Students are drawn to the event because our nursing students are approachable and knowledgeable. This is a great partnership between the Wellness

			sexual health and other pertinent health topics.		Center and our students.
Kick Butts Day	3/21/2018	Marple Campus	Wellness Center provided quit kits and information about the health risks of smoking and smoking cessation resources in the community	15	Table was well attended.
Confronting Rape Culture: Thirteen Reasons Why	3/22/2018	Exton Center	Remember Hannah Baker? This workshop will explore the pervasiveness of rape culture in the Netflix series Thirteen Reasons Why. Please be aware that sensitive material will be discussed.		
Stress Relief	4/3/2018	Marple	Wellness Coordinator provided a workshop on finding relief from stress. A highlight was preventing stressful situations, healthy ways to deal with stress and why having a stress tool box can help in overall wellness.	20	Well attended. This was held during a meeting of the TACO Tuesday student group and many new students attended as well.
Student Health Resource Fair	4/12/2018	Southeast Center	The Wellness Center partnered with DCCC Nursing students for their community health rotation to provide students on branch campuses information about health & wellness. They covered smoking, drug use, stress, sexual health and other pertinent health topics.	20	Very well received event. Students are drawn to the event because our nursing students are approachable and knowledgeable. This is a great partnership between the Wellness Center and our students.
The Clothesline Project: Make your Voice Heard!	4/19/2018	Exton Center	For those who have been affected by violence, it is a means of expressing your emotions by decorating a t-shirt. After the shirts have been decorated, they are hung on a clothesline display. The intention of the display is to honor survivors and act as a memorial for victims.		
Student Health Resource Fair	4/26/2018	Upper Darby	The Wellness Center partnered with DCCC Nursing students for their community health rotation	20	Very well received event. Students are drawn to the event because our nursing

			to provide students on branch campuses information about health & wellness. They covered smoking, drug use, stress, sexual health and other pertinent health topics.		students are approachable and knowledgeable. This is a great partnership between the Wellness Center and our students.
It's On Us Pledge Drive to End Sexual Violence on College Campuses	TBD	Exton Center			

The Offices of Campus Life and Health and Wellness have presented a variety of programs, displays and information tables. Some hundreds of students participated in these programs. These Offices should assess student needs and continue to increase the number and variety of programs to meet these student needs. Additional marketing efforts should be undertaken to increase the student attendance the Marple Campus as well as at the College's branch campuses.

**Procedures for distributing annual AOD notification to students and employees**

The Alcohol and Other Drugs notification is done through various mediums to our students and employees. First and foremost, our alcohol and other drug policies and procedures are located in the Student Handbook accessed through our [website](#). More importantly perhaps, the College's AOD notification (Appendix 1) is distributed to each and every student through the College's portal, delaGATE, using the personal announcement feature. This feature alerts the student to new information that is highlighted for them to click on. Once they click on the hyperlink, the document regarding the College's policies and procedures as well as additional information about drugs and alcohol is made available. In addition, each and every student receives an individualized email with the information available. A hyperlink is also added to the portal's main page so that all students, staff, and faculty are able to access it. The information is prominently displayed in the "News" channel of delaGATE.

Each and every College's employee is sent an email annually with the AOD notification. Employees are also made aware of our policies and procedures through the Administrative and the Support Staff Handbook, they receive upon employment as well as new employee orientation. Information about the College's AOD program is available to employees on the College's portal and website. The College also utilizes the resource Carebridge in helping employees with alcohol and other drug concerns.

These notifications are sent out early in both the Fall and Spring Semesters. This is done purposefully so that we can also advertise the AOD programs available throughout each

semester. As previously stated, AOD programs are advertised on the portal, on the College's webpage, through Netpresenter, Facebook, bulletin boards, and various emails and printed documents.

Appendix 1 contains documents related to AOD and notification including the Alcohol and Drug Abuse Prevention at Delaware County Community College (the document used in AOD notification), the College's Drug-Free Workplace Policy, Letter from the Vice Provost to new students referencing the AOD program, and relevant excerpts from the Student Code of Conduct.

## **Enforcement of Sanctions**

Page 24 of Appendix 1, details the College's Student Code of Conduct with regard to alcohol and other drug infractions. The College takes each infraction very seriously and works diligently to ensure that a student receives due process while also imparting the appropriate sanction when necessary.

From the Fall 2016 semester until the Summer 2018 semester, there were several alcohol and drug violations (details below). The tobacco cases saw a significant drop since the Tobacco Free Campus police was initiated in Summer 2013. Alcohol and drug cases were reported by Security, Lincoln University, students, or other offices to our Director of Student Conduct who initiated the conduct procedures in accordance with the standards established in the Student Code of Conduct. All tobacco cases came via Security. The Office of Student Conduct works diligently to ensure that all cases are adjudicated in an unbiased and consistent manner, following the procedures outlined in Delaware County Community College's Student Handbook.

### **Drug and Alcohol Cases at the College**

#### **2016-2017**

One student was selling marijuana brownies. Dismissed from the College.

One student found with drug paraphernalia. Placed on Disciplinary Probation.

Student at Lincoln allegedly with drugs. Lincoln found student not responsible by Lincoln.

Student at Lincoln found with marijuana twice. Student placed on Disciplinary Probation then Dismissed from the College.

Student overdosed on Marple campus. Dismissed from the College.

Student as part of Lincoln program with bottle of alcohol. Students in group he was with more responsible therefore verbally warned.

46 Tobacco Cases

1 student had 4 cases.

1 student had 3 cases.

5 students had 2 cases.

The remaining students were first time violations and received a warning letter reminding them of the policy.

### **2017-2018**

Student with separate on campus incident was discovered to have a recent off-campus DUI and drug arrests.

Student was discovered to have had two off-campus arrests for marijuana. Student was placed on Disciplinary Probation.

Student off campus overdosed. Student dismissed from College.

Student, over 21, drank and became intoxicated on Marple campus. Student was placed on Disciplinary Probation.

33 Tobacco Cases; 1 student had a second violation.

1 student had prior violations the year before.

### **Other Enforcement Concerns**

The College fosters health and safety as a fundamental to an effective workplace environment. Individuals who use, possess, or sell illegal drugs or alcohol pose a serious health and safety risk not only to themselves but the wellness of others on campus.

The federal government has joined in its concern over the use of illegal drugs by issuing the Drug-Free Workplace Act of 1988. (The College's Drug-Free Workplace Policy is in Appendix 1.) The use, possession, manufacture, purchase, distribution, sale or transfer of illegal drugs is a violation of the law and individuals found in non-compliance are subject to criminal conviction. Under the Act, any person convicted of a drug offense in the workplace must notify the College within five days.

The College can sanction abuse of alcoholic beverages by those under age according to applicable Commonwealth of Pennsylvania law. In addition, disciplinary action, up to and



including termination of employment, will be taken for the use, manufacture, distribution, sale, possession or transfer of illegal drugs or alcohol while at work or on campus premises. Therefore, it is our policy to have employees at work drug-free and not under the influence of alcohol.

The College encourages the use of the Employee Assistance Program ([1-800-437-0911](tel:1-800-437-0911) Access Code: CR9my) administered by the Carebridge Corporation. This service ensures confidentiality in its counseling and referrals. It is one way of helping employees and family members residing in the employee's household with problems associated with the use of illegal drugs and alcohol. Early intervention can prevent problems from developing and interfering with work and life.

From Fall 2016 through Summer 2018 no faculty or staff members were disciplined for alcohol or drug violations. Many employees did utilize Carebridge, however, it is not known what assistance they were requesting.

### **Recommendations for Revising AOD Programs – From the Spring 2017 Report** *Results in Italics*

- Establishment of a permanent alcohol and drug education taskforce/committee that meets regularly to evaluate our programming efforts on an ongoing basis.
  - *Accomplished.*
- Surveying the student body will be an essential next step, in helping the College determine which programs to include and exclude if necessary. Issues relating to drugs and alcohol are ever-changing and it is imperative that the offices responsible for educating students be up to date on the services needed. This survey should be conducted before the next review of the College's Alcohol and Drug Abuse Prevention review.
  - This could include student focus groups.
  - Base future programming efforts on the results of the survey.

*The Director of Wellness began investigating a survey option, specifically the American College Health Association (ACHA) National College Health Assessment (NCHA). The College administration chose not to fund this option and the Director began looking at other options.*
- Track and record attendance more consistently.
  - *The College began tracking programs using a Google Docs Spreadsheet. Recording should be more consistent, however.*
- Analyze staffing for alcohol and drug education.

- *In Spring 2019 (this report covers through Spring 2018), the Director of Wellness left the College. Plans are in place to hire a new person.*
- [Form relationship with Chester County NOPE Task Force for programming on our Chester campuses](#) (rather than live-streaming programming).
  - [\*A program with NOPE was done in 2018 but have not worked with them since.\*](#)
- Review annual message to make it more readable for students.
  - *Per federal guidelines, not much can be done in the annual letter. A more concise letter with a link to the full policy is sent out in the spring.*

### **Conclusion**

Delaware County Community College is committed to educating its students and staff on issues concerning alcohol and other drugs in a timely, thorough, and on-going way. The facts in this report show our successes in these areas while also highlighting opportunities for improvement. Over the course of the next two years, additional workshops, educational forums, and seminars will be added through multiple mediums so as to address the importance of continual education, prevention, and recovery.

# Appendix 1

## Copies of the policies and notifications distributed to students and employees:

### **1. Alcohol and Drug Abuse Prevention at Delaware County Community College**

#### *Purpose*

Delaware County Community College is committed to the establishment and maintenance of a drug-free workplace and learning environment to protect the health, safety and welfare of all its College community members. Therefore, the College establishes the following policy regarding drug and alcohol abuse prevention.

#### *Goals*

- Educate students and staff on the harmful effects of alcohol and other drugs.
- Create an alcohol and other drug free campus.
- Inform students and staff of the hazards of smoking, and its being considered a harmful substance that is both addictive and negative for a person's health.
- Teach and empower students and staff to take personal responsibility for their own health, safety, and well-being.
- Provide education programming and experiential activities to disseminate the impact drugs, alcohol, and tobacco can have on self, others, and relationships.

#### *Policy*

The College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance including alcohol in any facility owned, leased or used by the College. Alcoholic beverages shall not be bought, consumed, or sold at the College except as authorized by the Board of Trustees.

The College will comply with all laws and regulations required by the federal government, the Commonwealth of Pennsylvania, or local governing bodies and will cooperate with local, state and federal authorities to ensure compliance with laws for unlawful use, possession, manufacturing, distribution or sale of illegal drugs or alcohol. Students are advised that violations of the laws can lead to fines and/or imprisonment.

Violations of the [Student Code of Conduct](#) could result in sanctions up to and including expulsion from Delaware County Community College. Any potentially dangerous situation should be reported immediately to the Department of Safety and Security.

The College recognizes it has an obligation to establish and maintain a drug-free workplace and learning environment. Employees are expected to be physically and mentally able to safely and effectively

perform their essential functions. Violations of this policy may result in disciplinary action up to and including termination.

The College will conduct a review of this policy every two years. This biennial review will include an evaluation of the effectiveness of this policy and programs related to it and ensure that the policy has been consistency enforced. The College will implement changes to the policy through its normal procedures. Biennial review documents will remain on file for compliance purposes.

As required by federal law, the College will notify students annually about the College's Drug and Alcohol Abuse Prevention Policy including standards of conduct, possible sanctions that may be imposed by the College and law enforcement agencies, the health risks associated with drug and alcohol use, and counseling and treatment available.

### **Drug and Alcohol Counseling and Other Supports Available to Students**

Counselors are available for students at the College's campuses and centers, on a confidential basis, to respond to student needs and concerns related to drug and alcohol use. View [Information about counseling services at the Career and Counseling Center.](#)

Two other community resources available to students are:

#### [Delaware County Office of Behavioral Health](#)

20 South 69<sup>th</sup> Street  
Upper Darby PA 19082  
610-713-2365

#### [Chester County Department of Drug and Alcohol Services Government Services Center](#)

601 Westtown Road, Suite 325  
West Chester, PA 19380-0990  
610-344-6620

### **Drug and Alcohol Counseling and Supports for Employees**

Besides the community resources listed above, employees who need help in dealing with alcohol or drug abuse should contact their health care provider or the (EAP) Employee Assistance Program (Carebridge at 1-800-437-0911 Access Code: CR9my) or Human Resources for information on treatment facilities.

### **Parental Notification**

The Vice Provost for Student and Instructional Support Services or designee will notify parents/guardians of students under the age 21 of alcohol and drug violations involving the student.

### **Preventing Drug Abuse and Excessive Alcohol Use**

According to a report from the Surgeon General, preventing drug abuse and excessive alcohol use increases people's chances of living long, healthy, and productive lives. Excessive alcohol use includes binge drinking (i.e., five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior. Preventing drug abuse and excessive alcohol use improves quality of life, academic

performance, workplace productivity, and military preparedness; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions. Review complete Surgeon General's report and recommended strategies at: <http://www.surgeongeneral.gov/initiatives/prevention/strategy/preventing-drug-abuse-excessive-alcohol-use.html>.

### **Summary of Health Risks from Alcohol and Drug Abuse**

Below is a summary of health risks associated with [alcohol abuse](#) and use of specific drugs from The National Institute of Drug Abuse.

**Alcohol:** Ethyl alcohol, or ethanol, is an intoxicating ingredient found in beer, wine, and liquor. Alcohol is produced by the fermentation of yeast, sugars, and starches. It is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream. A standard drink equals 0.6 ounces of pure ethanol, or 12 ounces of beer; 8 ounces of malt liquor; 5 ounces of wine; or 1.5 ounces (a "shot") of 80-proof distilled spirits or liquor (e.g., gin, rum, vodka, or whiskey). NIDA does not conduct research on alcohol; for more information, please visit the [National Institute on Alcohol Abuse and Alcoholism \(NIAAA\)](#), the [Substance Abuse and Mental Health Services Administration](#), and the [Centers for Disease Control \(CDC\)](#).

- **Effects:** Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.

**Bath Salts:** The term "bath salts" refers to an emerging family of drugs containing one or more synthetic chemicals related to cathinone, an amphetamine-like stimulant found naturally in the Khat plant. Bath salts typically take the form of a white or brown crystalline powder and are sold in small plastic or foil packages labeled "not for human consumption." Sometimes also marketed as "plant food"—or, more recently, as "jewelry cleaner" or "phone screen cleaner"—they are sold online and in drug paraphernalia stores under a variety of brand names, such as "Ivory Wave," "Bloom," "Cloud Nine," "Lunar Wave," "Vanilla Sky," "White Lightning," and "Scarface." Bath salts are typically taken orally, inhaled, or injected, with the worst outcomes being associated with snorting or needle injection.

- **Effects:** Reports of severe intoxication and dangerous health effects associated with use of bath salts have made these drugs a serious and growing public health and safety issue. The synthetic cathinones in bath salts can produce euphoria and increased sociability and sex drive, but some users experience paranoia, agitation, and hallucinatory delirium; some even display psychotic and violent behavior, and deaths have been reported in several instances.

**Club drugs:** These are a pharmacologically heterogeneous group of psychoactive drugs that tend to be abused by teens and young adults at bars, nightclubs, concerts, and parties. Club Drugs include Gamma hydroxybutyrate (GHB), Rohypnol, ketamine, as well as MDMA (ecstasy), LSD (Acid) and methamphetamine.

- **Effects:** Club drugs have various effects. GHB is a sedative and at high doses may result in sleep, coma or death. Rohypnol and GHB have been used to commit sexual assaults (date rape, acquaintance rape, etc.) due to their ability to sedate and incapacitate unsuspecting victims, preventing them from resisting sexual assault. Rohypnol can be lethal when mixed with alcohol or other depressants. Ketamine distorts perceptions of sight and sound and produces feelings of detachment from the environment and self. High doses can cause delirium and amnesia.

**Cocaine:** A powerfully addictive stimulant drug made from the leaves of the coca plant native to South America. Cocaine which can be snorted smoked or injected is a strong central nervous system stimulant. Crack is a form of cocaine that has been processed to make a rock crystal (also called “freebase cocaine”) that can be smoked.

- **Effects:** It produces short-term euphoria, energy, and talkativeness in addition to potentially dangerous physical effects like raising heart rate and blood pressure. Most seriously, people who use cocaine can suffer heart attacks or strokes, which may cause sudden death.

**Fentanyl:** Fentanyl is a powerful synthetic opiate analgesic similar to but more potent than morphine. It is typically used to treat patients with severe pain, or to manage pain after surgery. It is sometimes used to treat people with chronic pain who are physically tolerant to opiates. It is a schedule II prescription drug.

- **Effects:** Like heroin, morphine, and other opioid drugs, fentanyl works by binding to the body's opiate receptors, which are highly concentrated in areas of the brain that control pain and emotions. When opiate drugs bind to these receptors, they can drive up dopamine levels in the brain's reward areas, producing a state of euphoria and relaxation. Mixing fentanyl with street-sold heroin or cocaine markedly amplifies their potency and potential dangers. Effects include: euphoria, drowsiness/respiratory depression and arrest, nausea, confusion, constipation, sedation, unconsciousness, coma, tolerance, and addiction.

**Heroin:** An opioid drug that is synthesized from morphine is a naturally occurring substance extracted from the seed pod of the Asian opium poppy plant and usually appears as a white or brown powder or as a black sticky substance, known as “black tar heroin.” It is injected, smoked or snorted.

- **Effects:** After an intravenous injection of heroin, users report feeling a surge of euphoria (“rush”) accompanied by dry mouth, a warm flushing of the skin, heaviness of the extremities, and clouded mental functioning. Following this initial euphoria, the user goes “on the nod,” an alternately wakeful and drowsy state. Heroin abuse is associated with a number of serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV.

**Inhalants:** Many products readily found in the home or workplace—such as spray paints, markers, glues, and cleaning fluids—contain volatile substances that have psychoactive (mind-altering) properties when intentionally inhaled.

- **Effects:** Chemicals found in different types of inhaled products may produce a variety of other short-term effects, such as nausea or vomiting, as well as more serious long-term consequences. These may include liver and kidney damage, hearing loss, or bone marrow damage. Effects may also include loss of coordination and limb spasms due to damage to myelin—a protective sheathing around nerve fibers that helps nerves transmit messages in the brain and peripheral nervous system. Inhalants can also cause brain damage by cutting off oxygen flow to the brain or

even be lethal. Sniffing highly concentrated amounts of the chemicals in solvents or aerosol sprays can directly cause heart failure within minutes.

**LSD (Acid):** This club drug distorts perceptions of reality and causes hallucinations. LSD is sold in tablets, capsules, and, occasionally, liquid form; thus, it is usually taken orally.

- **Effects:** The effects of LSD depend largely on the amount taken. LSD causes dilated pupils; can raise body temperature and increase heart rate and blood pressure; and can cause profuse sweating, loss of appetite, sleeplessness, dry mouth, and tremors. If taken in large enough doses, the drug produces delusions and visual hallucinations. The user's sense of time and self is altered. Some LSD users experience severe, terrifying thoughts and feelings of despair, fear of losing control, or fear of insanity and death while using LSD.

**Marijuana:** Marijuana is a dry, shredded green and brown mix of leaves, flowers, stems, and seeds from the hemp plant *Cannabis sativa*. In a more concentrated, resinous form, it is called hashish, and as a sticky black liquid, hash oil. Marijuana is the most common illicit drug used in the United States. Marijuana is usually smoked in hand-rolled cigarettes (joints) or in pipes or water pipes (bongs).

- **Effects:** Short-term effects include euphoria, distorted perceptions, memory impairment and difficulty thinking and solving problems. Because it seriously impairs judgment and motor coordination, marijuana contributes to risk of injury or death while driving a car.

**MDMA (Ecstasy):** This club drug is a synthetic, psychoactive drug that has similarities to both the stimulant amphetamine and the hallucinogen mescaline. MDMA is taken orally, usually as a capsule or tablet.

- **Effects:** It produces feelings of increased energy, euphoria, emotional warmth and empathy toward others, and distortions in sensory and time perception. Other effects include increases in heart rate and blood pressure, which are particularly risky for people with circulatory problems or heart disease. MDMA users may experience other symptoms such as muscle tension, involuntary teeth clenching, nausea, blurred vision, faintness, and chills or sweating.

**Methamphetamine:** This extremely addictive, stimulant, club drug is chemically similar to amphetamine and takes the form of a white, odorless, bitter-tasting crystalline powder. Methamphetamine is taken orally, smoked, snorted, or dissolved in water or alcohol and injected. It is long lasting and toxic to dopamine nerve terminals in the central nervous system.

- **Effects:** Smoking or injecting the drug delivers it very quickly to the brain, where it produces an immediate, intense euphoria. Because the pleasure also fades quickly, users often take repeated doses, in a "binge and crash" pattern. People who use methamphetamine long-term may experience anxiety, confusion, insomnia, and mood disturbances and display violent behavior. They may also show symptoms of psychosis, such as paranoia, visual and auditory hallucinations, and delusions.

**PCP:** It is a white crystalline powder that is readily soluble in water or alcohol. It has a distinctive bitter chemical taste. It is sold on the illicit drug market in a variety of tablet, capsule, and colored powder forms that are normally snorted, smoked, or orally ingested. For smoking, PCP is often applied to a leafy material such as mint, parsley, oregano, or marijuana.

- **Effects:** PCP is a “dissociative drug,” meaning that it distorts perceptions of sight and sound and produces feelings of detachment from the environment and self. Other effects include symptoms that mimic schizophrenia, such as delusions, hallucinations, paranoia, disordered thinking, and a sensation of distance from one’s environment as well as mood disturbances.

**Prescription Drugs:** The classes of prescription drugs most commonly abused are: opioid pain relievers, such as Vicodin or Oxycontin; stimulants for treating Attention Deficit Hyperactivity Disorder (ADHD), such as Adderall, Concerta, or Ritalin; and central nervous system (CNS) depressants for relieving anxiety, such as Valium or Xanax. The most commonly abused OTC drugs are cough and cold remedies containing dextromethorphan.

- **Effects:** Taking high doses of a stimulant can dangerously raise body temperature and cause irregular heartbeat or even heart failure or seizures. Also, taking some stimulants in high doses or repeatedly can lead to hostility or feelings of paranoia. Opioids can produce drowsiness, cause constipation, and—depending upon the amount taken—depress breathing. The latter effect makes opioids particularly dangerous, especially when they are snorted or injected or combined with other drugs or alcohol. More people die from overdoses of prescription opioids than from all other drugs combined, including heroin and cocaine. Central nervous system depressants slow down brain activity and can cause sleepiness and loss of coordination. Continued use can lead to physical dependence and withdrawal symptoms if discontinuing use.

**Salvia:** Salvia (*Salvia divinorum*) is an herb in the mint family native to southern Mexico. It is used to produce hallucinogenic experiences. Traditionally, *S. divinorum* has been ingested by chewing fresh leaves or by drinking their extracted juices. The dried leaves of *S. divinorum* can also be smoked in rolled cigarettes or pipes or vaporized and inhaled.

- **Effects:** Subjective effects of salvia use have been described as intense but short-lived, appearing in less than 1 minute and lasting less than 30 minutes. They include psychedelic-like changes in visual perception, mood and body sensations, emotional swings, feelings of detachment, and a highly modified perception of external reality and the self, leading to a decreased ability to interact with one's surroundings. This last effect has prompted concern about the dangers of driving under the influence of salvinorin.

**Spice/K2 (Synthetic Marijuana):** Spice refers to a wide variety of herbal mixtures that produce experiences similar to marijuana (cannabis) and that are marketed as "safe," legal alternatives to that drug. Sold under many names, including K2, fake weed, Yucatan Fire, Skunk, Moon Rocks, and others — and labeled "not for human consumption" — these products contain dried, shredded plant material and chemical additives that are responsible for their psychoactive (mind-altering) effects.

- **Effects:** Spice users report experiences similar to those produced by marijuana—elevated mood, relaxation, and altered perception—and in some cases the effects are even stronger than those of marijuana. Some users report psychotic effects like extreme anxiety, paranoia, and hallucinations.

**Tobacco:** Cigarettes and other forms of tobacco—including cigars, pipe tobacco, snuff, and chewing tobacco—contain the addictive drug nicotine. Nicotine is readily absorbed into the bloodstream when a tobacco product is chewed, inhaled, or smoked. A typical smoker will take 10 puffs on a cigarette over a period of 5 minutes that the cigarette is lit. Thus, a person who smokes about 1½ packs (30 cigarettes) daily gets 300 “hits” of nicotine each day. According to the Centers for Disease Control and Prevention (CDC), cigarette smoking results in more than 443,000 premature deaths in the United States each year—



about 1 in every 5 U.S. deaths—and an additional 8.6 million people suffer with a serious illness caused by smoking.

- **Effects:** Nicotine is very addictive. Cigarette smoking accounts for about one-third of all cancers, including 90 percent of lung cancer cases. Smokeless tobacco (such as chewing tobacco and snuff) also increases the risk of cancer, especially oral cancers. In addition to cancer, smoking causes lung diseases such as chronic bronchitis and emphysema, and increases the risk of heart disease, including stroke, heart attack, vascular disease, and aneurysm. Smoking has also been linked to leukemia, cataracts, and pneumonia. On average, adults who smoke die 14 years earlier than nonsmokers.

**Steroids (Anabolic):** “Anabolic steroids” is the familiar name for synthetic variants of the male sex hormone testosterone. Anabolic steroids can be legally prescribed to treat conditions resulting from steroid hormone deficiency, such as delayed puberty, as well as diseases that result in loss of lean muscle mass, such as cancer and AIDS. But some athletes, bodybuilders, and others abuse these drugs in an attempt to enhance performance and/or improve their physical appearance. Anabolic steroids are usually either taken orally or injected into the muscles, although some are applied to the skin as a cream or gel. Doses taken by abusers may be 10 to 100 times higher than doses prescribed to treat medical conditions.

- **Effects:** Steroid abuse may lead to serious, even irreversible, health problems. Some of the most dangerous consequences that have been linked to steroid abuse include kidney impairment or failure; damage to the liver; and cardiovascular problems including enlargement of the heart, high blood pressure, and changes in blood cholesterol leading to an increased risk of stroke and heart attack (even in young people).

**Legal Sanctions Involving Possession, Use or Sale of Alcoholic Beverages and Illegal Drugs**  
In addition to College sanctions in the Student Code of Conduct, any student who violates this policy will be subject to criminal prosecution and penalties under applicable local, state, and federal laws. Where appropriate or necessary, the College will cooperate fully with law enforcement agencies.

### **Alcohol**

[The Pennsylvania Liquor Control Board](#) explains alcohol and the law in the state of Pennsylvania, programs and resources available, and provides information for parents. Below are the applicable restrictions on alcohol in the state of Pennsylvania.

1. The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provides the following:
2. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500

and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.

3. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
4. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.
5. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birthdate, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
6. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
7. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
9. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
10. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.

### **Drugs and Controlled Substances**

Under certain circumstances convictions involving controlled substances may affect or suspend a student's eligibility for financial aid and assistance. Details are available on the [United States Department of Education website](#). Below are applicable laws relating to drugs and controlled substances.

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical

uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.

2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.
3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.
4. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.

5. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance are ineligible for federal student aid for specific periods, ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender.

## **2. Drug-Free Workplace Policy**

Delaware County Community College is committed to the establishment and maintenance of a drug-free workplace. In accordance with this policy:

1. Delaware County Community College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in any facility or on any campus leased or owned by the College. Violation of this policy will result in disciplinary action up to and including termination.
2. The College will establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the College's drug free workplace policy, any available drug counseling, rehabilitation, or employee assistance programs, and the specific penalties that may be imposed for drug use violations occurring in the workplace.
3. The College will comply with all laws and regulations required by the Federal government or the Commonwealth of Pennsylvania.

### **Procedure**

1. Employees may not come to work under the influence of alcohol or drugs even if consumed off premises
2. If an employee is required to take controlled substances for medical reasons, which present symptoms of intoxication, he/she will be required to provide appropriate documentation from his/her physician to the Human Resources Department.
3. Employees who need help in dealing with alcohol or drug abuse should contact their health care provider, the (EAP) Employee Assistance Program (Carebridge at 1-800-437-0911 Access Code: CR9my) or Human Resources for information on treatment facilities.

All requests for information relating to alcohol or drug abuse will remain confidential. It is the employee's responsibility to seek assistance from the EAP prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action up to and including termination of employment.

### **3. New Student Letter from the Vice Provost for Student and Instructional Support Services (Fall 2017)**



Dear New DCCC Student:

It is with pleasure that the faculty, staff and administrators welcome you to Delaware County Community College. The College is dedicated to serving your educational needs and providing the quality experience you expect. You will be given numerous opportunities at the College that will enrich your life and move you closer to your educational, career and personal goals.

Starting or returning to college can be challenging. To help you succeed in your classes, here are a few tips from the faculty:

- Get a copy of the syllabus from your instructor. The syllabus will give you important information about course content, requirements, grading, attendance policies and classroom procedures.
- Make sure that you know how to contact your instructor (office number, email, and telephone).
- If you need help outside of class time, meet with your instructor during his/her office hours.
- Make sure you have the textbooks and supplementary materials purchased and with you for class.
- If you miss a class, speak with your instructor or a fellow student about what you missed.
- Attend class and complete assigned readings and papers.
- Instructors will not respond to email's from your personal email account. Check your College email account on a regular basis (found in delaGATE).

In a few weeks you will be assigned an academic advisor. I encourage you to meet with your advisor early to schedule classes for the next semester. I suggest that you take advantage of the services and programs the College offers that support your academic programs, contribute to your personal and career development, and help you learn and succeed at the College. Counselors at the Career and Counseling Center or off campus centers can assist in the resolution of personal, career, academic, and transfer questions, concerns or problems as well as provide informational resources for self-assessment, career exploration, educational goal setting, transfer and job search. Tutoring services, the Library, the Writing Center, the Learning Centers, and testing and assessment services provide support for your classroom learning. Student Employment Services, Co-op, the Campus Life & Athletic Office, the Health Center, and the International Students Office provide valuable services to students. More information about these services and College policies are available in the Student Handbook and on delaGATE. The College catalog provides valuable information about academic programs and course requirements.

Delaware County Community College is committed to its students and respects the needs of the diverse group of individuals who are a part of the College family. Students experience many successes while attending classes at the College. You need to be aware that there are policies and procedures designed to help everyone work together on campus.

As you begin at the College, there are several specific policies that I want to highlight:

[Student Handbook](#)

The Student Handbook explains important information about College requirements, policies, support services, and survival tips. You can pick up a copy from the Campus Life Office, the main office at an off-campus center, or online.

### **Discrimination/Sexual Harassment Policy and Complaint Procedure**

The College is committed to an atmosphere free of discrimination and sexual harassment as defined in our Student Handbook. Any complaints or questions regarding this policy can be directed to Ms. Betty Brown, Associate Dean for Student Success, Ms. Connie McCalla, Vice President for Human Resources or one of our College counselors.

### **Equal Opportunity Policies**

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. It is the policy of the College not to discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other characteristic protected by state or federal laws in its educational programs, activities, admissions or employment practices.

### **Student Records**

The College maintains student records in accordance with the Family Education Rights and Privacy Act (FERPA) of 1974. This Act protects the confidentiality of students' records, establishes students' rights to inspect and review their education records, and provides students the opportunity to request a change to inaccurate or misleading data. For additional information and guidelines, students should refer to the Student Services section of the Student Handbook or the [College's website](#).

### **Disability Services**

Students with learning, physical or psychological disabilities seeking services must contact the Director of Disability Services located at the Marple campus in the Career and Counseling Center, (610) 325-5229. Students are encouraged to identify themselves as early as possible so the appropriate service plan can be arranged. Students requesting accommodations are required to provide current and comprehensive documentation.

### **Behavioral Intervention Team (BIT)**

The College is concerned about the health, welfare and safety of its students, faculty and staff and is committed to providing an environment where individuals are able to learn, work and teach successfully. The BIT provides proactive assistance to students and employees, who are exhibiting concerning behaviors both to support students and assist faculty/staff. Reports or referrals to the BIT may be made by faculty, staff or students. Learn more about [the BIT or file a report or referral](#).

### **Photo (ID) Card**

A free DCCC photo-ID card can be obtained in room 2518 at the Marple Campus or the Learning Common's at branch campuses with a copy of your current schedule. The card is needed for all Learning Common's transactions, to pay by check at the Bookstore, to use equipment in the Fitness Center, and to receive student discounts.

### **[delaNATE](#)**

delaNATE, the College's portal system, is the College's primary method of communicating with students. We encourage you to check your account on a regular basis. You can access delaNATE by going to

<http://delagate.dccc.edu>. This online resource will allow you to access your College email account, check your schedule and grades, register for courses, communicate with your instructors, manage your calendar, pay your bills and receive important information from the College. For assistance logging in click on Login Instructions or go to the Knowledge Base at <http://support.dccc.edu>.

### **Tobacco Free**

Delaware County Community College is a tobacco free institution. The policy prohibits the use of any tobacco product (cigarettes, cigars, pipes, snuff, chewing tobacco, etc.), on College owned or leased property. In addition to improving long-term health for employees and students, a [tobacco-free campus](#) will create an educational and social environment in which tobacco users will find it easier to reduce their consumption or quit altogether.

### **Alcohol and Drug Free Campus**

The College is committed to the establishment and maintenance of a drug-free workplace and learning environment. Therefore the College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance including alcohol in any facility owned, leased or used by the College. [Violation of this policy will result in disciplinary action up to and including dismissal.](#)

### **Campus Sexual Violence Education**

Delaware County Community College is committed to an environment conducive to the academic, professional, and personal development of students, faculty, and staff. [The College prohibits and will not tolerate sexual assaults by any employee, student, or other individual present on College premises.](#)

### **College Procedures Involving Injury or Illness**

When an injury or illness occurs on any campus or center, Safety and Security is to be contacted immediately. A list of security phone numbers can be found in the Student Handbook. Security Officers are certified in CPR/AED. All faculty, staff, students and visitors are authorized to call 911 in the event of a medical emergency. Phones are located around the buildings. If you are calling from a College phone, you must first dial a 9 to get an outside line (9-911). Over the counter first-aid items may be purchased in the bookstore.

We are excited that you will be joining our College community and wish you great success!

Sincerely,

Grant S. Snyder, Ph.D.

Vice Provost for Student and Instructional Support Services

## **4. Relevant Code of Conduct Policies and Procedures ([excerpted from Delaware County Community College Student Code of Conduct](#))**

### ***Jurisdiction of the College's Student Code of Conduct:***

*The Student Code of Conduct shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community*



*and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the ending of any educational relationship with the College, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after the ending of any educational relationship with the College). The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice Provost shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis.*

*Ignorance of any of the policies may not be used as an excuse for a violation.*

*Such alcohol and other drug violations include the following:*

***7. Illegal and/or unauthorized manufacture, sale, possession, or use of alcoholic beverages, narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other harmful or habit-forming drugs and or chemicals***

***8. Intoxication on College premises or when representing the College at off-campus events***

***19. Violation of the College's tobacco free regulations.***

***22. Violation of any federal, state or local law.***

### ***Initial Review***

*The Director considers an allegation, weighs the information, and determines if a violation may have occurred. If no violation has occurred, the allegations are dismissed and, if necessary, the accused student is informed. If a violation may have occurred, the Director proceeds according to the respective regulations, procedures and this Student Code of Conduct. The accused student shall be notified that an alleged violation may have occurred and to schedule a meeting to be given an opportunity to be heard and is referred to the Student Code of Conduct.*

*The Vice Provost may suspend a student from the College or from a particular class for an interim period which may be prior to any proceedings or process. Such interim suspension shall become effective immediately a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College in the opinion of the Vice Provost.*

*A student suspended on an interim basis must meet with the Director before he or she is permitted to return to class(es). At the meeting, the reasons for the suspension will be discussed and a determination will be made if the suspension will be lifted provided the student no longer poses a threat to others or to the stability and continuance of normal College functions.*

*College conduct proceedings may be instituted against a student for conduct that may involve criminal conduct and this Student Code of Conduct without regard to the status of civil or criminal litigation in any court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Vice Provost or designee. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.*

## **College Decision-Making**

### **Review Process**

*The Director is responsible for the initial review of allegations involving the Student Code of Conduct. The Director or designee will determine if the accused student will be charged with a violation of the Student Code of Conduct. If the accused student wishes to contest the charges, the accused student may elect to go in front of the Student Conduct Committee. Otherwise the Director's or designee's decision based on a preponderance of the information (more likely than not) is final and sanctions will be imposed. In the event of a conflict among students, mediation or other conflict-resolution procedures may be facilitated.*

### **Sanctions**

*When found in violation, one or more of the following sanctions may be imposed:*

- 1. Letter of Warning – A notice in writing to the student that the student has violated the Student Code of Conduct.*
- 2. Restitution - Student must restore property or personal relationship with others; otherwise the student is denied certain privileges or will have activities restricted.*
- 3. Disciplinary Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate the Student Code of Conduct during the probationary period. Student may also be prohibited from representing the College or participating in student activities*
- 4. Fines – In accordance with the severity of the violation and the harm to the College, monetary fines may be imposed.*
- 5. Removal from Class – When a student's classroom behavior is inappropriate that allowing the student to remain in the class would cause a significant disruption to the instructor's teaching ability as well as the educational environment of the other students, a student may be administratively withdrawn from a class.*
- 6. Dismissal - Separation of the student from the College and prohibition of entering College premises for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.*
- 7. Expulsion – Permanent termination of the student's enrollment from the College and prohibition of entering College premises.*

8. *Other sanctions – Consistent with the severity of the violation, additional or alternate sanctions, including but not limited to, restrictions on participation in certain College-sponsored activities, oral or written apologies, educational activities/projects, attendance at counseling sessions, and/or participation in College or community service. Failure to respond to any communication from the College when behavior is under review may result in a decision being made in the student’s absence.*

*It is the responsibility of the student to ensure that he or she has updated contact information with the Student Record’s Office, including address and telephone number and to check and reply to his or her College e-mail address.”*

## **Appendix 2**

### **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?

The Student Handbook, the College’s Web page, the Office of the

2. Does the institution provide *annually* to *each employee* and *each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
- a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities  
Students: Yes  No  Staff and Faculty: Yes  No
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol  
Students: Yes  No  Staff and Faculty: Yes  No
  - c. A description of applicable legal sanctions under local, state, or federal law  
Students: Yes  No  Staff and Faculty: Yes  No
  - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs  
Students: Yes  No  Staff and Faculty: Yes  No
  - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions  
Students: Yes  No  Staff and Faculty: Yes  No
3. Are the above materials distributed to students in one of the following ways?
- a. Mailed to each student (separately or included in another mailing)  
Yes  No
  - b. Through campus post offices boxes  
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*)  
A direct email goes to each registered student in the fall and spring semesters providing the necessary information. Also through the College's portal, delaGATE, student handbook, and the College's website.
4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?  
Yes  No

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

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

a. Mailed

Staff: Yes  No

Faculty: Yes  No

b. Through campus post office boxes

Staff: Yes  No

Faculty: Yes  No

c. During new employee orientation

Staff: Yes  No

Faculty: Yes  No

d. In another manner (*describe*)

A direct email goes to each employee providing the necessary information. Also through the College's portal delaGATE, the College's website and staff handbooks

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*)

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10. Who is responsible for conducting these biennial reviews?

The Office of Student Affairs

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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?

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13. Comments

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