



Drug-Free Schools and Communities Act

2017 Biennial Review

July 2016 – June 2017

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# I. Introduction to Dalton State College

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Dalton State College (DSC) is located in the foothills of the Blue Ridge Mountains in northwest Georgia. A 30-minute drive from thriving downtown Chattanooga, TN and a 75-minute drive from Atlanta, GA, Dalton's small town appeal is surrounded with many opportunities for adventure. Whether you're looking to shop at Tennessee's largest shopping mall in Chattanooga, or looking for a national touring concert or sporting event in Atlanta, many nearby attractions exist. Hiking, mountain biking, and rock-climbing as well as numerous other outdoor activities can take place only minutes from campus. Dalton State has many first-generation and nontraditional college students who look to faculty and staff to aid them with understanding the college experience. DSC has the largest Hispanic student population of all University System of Georgia (USG) Institutions, and we are currently categorized as an Emerging Hispanic Serving Institution (HSI).

Dalton State College is a member institution of the University System of Georgia. Dalton State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award 15 Associate and 23 Bachelor's degrees within five schools: The School of Education, The School of Health Professions, The School of Liberal Arts, The School of Science, Technology, and Math, and The Wright School of Business.

Dalton State College is located on 149 acres, directly adjacent to I-75. Dalton State College was founded in July 1963 as Dalton Junior College, and opened its doors in September 1967 with an enrollment of 524. Dalton State College has since grown in enrollment and academic offerings, adding a name change initiated in 1998 by The University System of Georgia to Dalton State College. Further, in 2009, Dalton State opened an extended campus in Ellijay, GA which is currently known as the Dalton State Gilmer County Center and enrolls over 200 students in both Fall and Spring semesters. In 2009, Dalton State College acquired campus housing after purchasing Wood Valley Apartments which were located just North of the main campus. Wood Valley housed Dalton State students until the summer of 2016. Athletics followed the establishment of campus housing in 2012, and our Athletics program is a member of the National Association of Intercollegiate Athletics (NAIA).

Currently, DSC is categorized as an access institution servicing more than 5,100 traditional and non-traditional students. The majority of students enrolled come from a 12-county service area. While most students commute to class, many are choosing to live in the college's new residential facility, Mashburn Hall at Dalton State, which has 365 beds. The average student age is 22.3, and females comprise 59.7% of the student population.

***Dalton State College's Mission*** is to provide a diverse student population with opportunities to acquire the knowledge and skills necessary to attain affordable baccalaureate degrees, associate degrees, and certificates and to reach their personal and professional goals. Through challenging academics and rich collegiate experiences, we promote lifelong learning, active leadership, and positive contributions in Northwest Georgia and beyond.

***Dalton State College's Vision*** is for the institution to be recognized as a first-choice destination college dedicated to the transformative power of education. By challenging all students to reach their full potential, we will nurture, inspire, and empower a diverse community of scholars in an accessible, learning-centered, and service-oriented environment. As an exceptional place to learn, work, and teach, Dalton State College will cultivate leaders who proudly serve and improve our community and our world.

In order for the Biennial Review to be completed the following areas/offices were utilized to obtain information for the compiled report:

- The Dean of Students Office
  - Student Conduct
  - Student Life
- The Department of Athletics
- The Department of Health & Wellness
  - The Counseling Center
  - The Health Center
- The Department of Public Safety
- Human Resources
- The Office of Residential Life

This report will be made available on-line and printed copies can be requested through the Dean of Students' Office located in The Pope Student Center, upper level.

## II. Objectives of the Biennial Review

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In order to be in compliance with the Drug Free Schools and Communities Act (DFSCA), Education Department General Administrative Regulations (EDGAR), part 86, Dalton State College, as a federally funded institution of higher education, conducts a detailed review of all Alcohol and Other Drug (AOD) prevention efforts that include determining effectiveness and reviewing necessary changes, as well as reviewing policies and procedures as they pertain to standards of conduct.

In *Complying with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators* (DeRicco, 2006), the required review has two objectives:

1. To determine the effectiveness of, and to implement any needed changes to, the AOD prevention program
2. To ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently (p. 13)

Dalton State College's Biennial Review Includes:

1. A brief description of alcohol and other drug programs and services that occur on the DSC campus, the specific goals of the programs, and a review of goal achievement.
2. Review of program effectiveness, including strengths and weakness.
3. Recommendations for program revision and/or suggestions of implementation of new/needed programs and services.
4. AOD case overview, including quantitative assessment numbers
5. Procedures for distributing annual drug and alcohol notifications to students, faculty, and staff.

### III. Alcohol and Other Drug Programs and Services

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Alcohol and other drug programs and services are made available to students, faculty, and staff annually. Programs and services are typically provided through Athletics, Health Services and the Counseling Center, Human Resources, Public Safety, Residential Life, Student Conduct, and Student Life (including Greek Life). Types of programs and services vary year-to-year.

- Athletics:
  - Wallet Cards
    - a. Athletics provided student-athletes with the NAIA wallet card outlining all banned drugs for their reference. The trainers went over the list so they were aware that unintended consequences can occur with over the counter medicines if not aware.
    - b. The goal of the cards is to provide greater awareness through a student-athlete orientation program that will be initiated fall 2017 during the early part of the fall semester for all student-athletes
    - c. Strengths are that NAIA provides relevant material coupled with college programs. Weakness is our integrating those resources into our schedule.
    - d. Revisions will be sought through the S/A Orientation program mentioned. Additional programming through campus opportunities for those desiring to take a leadership role in this area.
  
- Health Services/Counseling Center:
  - Collegiate Recovery Community (CRC)
    - a. CRC is a substance group was offered in the Fall and Spring semesters. CRC participated in a city-wide chili cook off in Fall 2016 which was organized to raise awareness and support for recovery from drug and alcohol use. The CRC also participated in the campus wide mental health fair on April 18, 2017.
    - b. Program increased participation and recruited 4 new members in Fall semester.
    - c. Participation was lessened in Spring Semester, possibly due to previous group leader abruptly leaving the group. Remaining members still participated well throughout semester.
    - d. It is recommended that a new and consistent leader is implemented once new staff member is hired in Counseling Center.
  - Health Fair
    - a. Each fall the Dean of Students' Office, School of Health Professions, and the Student Health Services offers a one-day health fair for students, faculty, and staff.
    - b. The goal of the health fair is to offer basic health screenings and to help students identify campus and community resources for all areas of health promotion, health education and health services.
    - c. Strengths-Three agencies, 2 campus agencies and 1 community agency, offered information on substance abuse and mental health services. Highland Rivers Weaknesses-The health fair is only offered 1 day per

semester on the Dalton campus. Only 1 community alcohol and drug agency participated.

- d. Offer a modified health fair at the Gilmer Center. Recruit additional community agencies to provide resources on alcohol and drug prevention and treatment.
- Smart Recovery
  - a. SMART Recovery is a group program offered to students who are working toward changing their behaviors, including drug and alcohol abuse. The program is based on self-empowerment.
  - b. Group was offered in Fall and Spring semesters. Group participation was small in Fall semester and group was canceled due to non-participation in the Spring.
  - c. Program is based on national model for recovery. Program may not be suitable for some students who prefer other recovery models.
  - d. Consider changing recovery group model. Assign group and advertising to new dedicated full-time staff member once hired in Counseling Center.
- The Counseling Center
  - a. The Counseling Center participated in the mental health fair on April 18, 2017 where literature was distributed on alcohol abuse and college students as part of April being Alcohol Awareness Month.
  - b. Counseling Center successfully distributed literature and had responsible drinking conversations with students attending the fair.
  - c. New program. More staff members will increase the types of conversations and collaboration for this event in the future.
  - d. Participate more as a Counseling Center for co-sponsoring the event.
- Human Resources:
  - Employee Assistance Program (EAP)
    - a. The EAP provides training seminars and webinars for managers and employees on a variety of subjects including alcohol and drugs. In addition, the program provides counseling and other resources to help our employees.
    - b. At one time or another, most of us will face a personal problem or family care issue that impacts the quality of our home life, relationships, health or ability to do our best at work. Most of the time, we can work these things out ourselves, but at times, we could benefit from professional, objective guidance and support. The EAP is available for this very reason.
    - c. The services are confidential and free to our employees. The HR Office does receive positive feedback from employees regarding the services. The provider delivers an annual customer feedback report which shows the positive customer satisfaction.
    - d. The key to making an EAP successful is the communication. We provide monthly communications to employees regarding the EAP services. In the

coming year the University System of Georgia will also be providing us with another EAP resource that will be offered to our employees.

○ Well-Being Program

- a. The University System of Georgia (USG) provides well-being initiatives that include topics ranging from health management to tobacco and smoke free.
- b. The objective of the well-being program is to create a comprehensive approach to achieving well-being that engages and empowers the entire USG community. This has proven to be successful in initiatives we have participated in and need to expand on marketing those that surround alcohol and other drugs.
- c. The program is in its infancy and has received great support from the USG institutions as well as the system office. There are opportunities for growth with the well-being program. As the USG community continues to share and build from each other we will be able to offer more to our employees in regards to different programs. The program has partnered with our benefits providers, BCBSGa and Kaiser, to offer support and coaching services to our employees.
- d. Since this is such a new program there is still a structure that is being developed for communications and programs offered. The website provides a vast amount of information and resources. We need to create a communication and marketing plan to alert employees of the resources available.

○ New Hire Orientation

- a. During the new hire orientation Human Resources staff go over Drug Free Policy, Ethics Policy, EAP Resources, and Well-Being Resources.
- b. Each item is used for various reasons all of which help to educate and communicate the expected behavior in the workplace.
- c. The various programs provide lots of different information. New hire orientation can be an overwhelming time for a new employee and not able to recall everything that was communicated during the session.
- d. The Human Resources staff is in the process of developing a new hire orientation checklist to provide to employees. This checklist will help employees to retain the information greater by having a list summarizing what occurred during the orientation.

● **Public Safety:**

○ Drug Awareness Course

- a. The Drug Awareness course which encompasses a discussion on how illicit drugs work on the body. These drugs include marijuana, cocaine, heroin, meth, ecstasy, and synthetic marijuana. This course consists of a power point presentation and a display of look-alike drugs and drug paraphernalia.
- b. Public Safety's goal of this course is to spread awareness to our campus community of the illicit drugs that are out there and the effects that they



have on the body. We have achieved this by offering multiple classes to the campus community which including our faculty, staff, students, fraternities, and sororities.

- c. Our strengths for this program is that we are continually updating information as drug trends change in order to provide the most updated information to our campus community. There are always weaknesses with any program. Ours is that it is solely based on volunteer attendance due to it not being a mandated class
  - d. We would like to look at offering it to scheduled courses on campus; meaning classes such as First Year Experience, Criminal Justice, Health and Science classes
- Alcohol Awareness Course
    - a. The Alcohol Awareness course encompasses a discussion of different types of alcohol and how it effects the body. This course consists of a power point presentation and if time allows a video that talks about alcohol abuse.
    - b. Public Safety's goal of this course is to spread awareness to our campus community of the types of alcohol and the effects that it has on the body. We have achieved this by offering multiple classes to the campus community which including our faculty, staff, students, fraternities, and sororities.
    - c. Our strengths for this program is that we are continually updating information as alcohol trends change in order to provide the most updated information to our campus community. There are always weaknesses with any program. Ours is that it is solely based on volunteer attendance due to it not being a mandated class
    - d. We would like to look at offering it to scheduled courses on campus; meaning classes such as First Year Experience, Criminal Justice, Health and Science classes
- Residential Life:
    - Resident Assistant Training
      - a. Resident Assistant staff complete an intensive two-week long training every August. As part of these trainings, the Resident Assistant staff is trained by representatives from Student Conduct, Counseling, and Public Safety on how to assist and refer students in need – including alcohol abuse.
      - b. The goal is to assist student leaders within the residence hall the necessary skills to detect alcohol abuse within the resident community and assist those students in receiving the necessary help.
      - c. Resident Assistant trains the staff to be able to handle all incidents within the residence hall, especially those pertaining to alcohol consumption and abuse. Weaknesses of training include not training other student staff or student leaders that serve the residential community.

- d. Recommendations for the upcoming academic year is to be more train all of our student staff and leaders to be able to identify alcohol problems within the residential community and better assist and educate those students.
- Programming and Bulletin Boards
  - a. Resident Assistants are required to plan and execute a number of programs and bulletin boards every semester.
  - b. Programs and bulletin boards are a way to actively and passively engage residents and students throughout Mashburn Hall.
  - c. Programs are a way to actively engage residents in social and educational activities outside of the classroom, while bulletin boards are great to passively educated residents on issues. Weaknesses include the current programming model placed a greater emphasis on social and relationship building programming.
  - d. The residential programming model will be restructured for the 2017-2018 to provide greater guidance for student staff to offer more intentional educational programming in a fun and social way.
- **Student Conduct:**
  - Alcohol Edu
    - a. Alcohol Edu for College “is an online program designed to reduce the negative consequences of alcohol” among college students (<https://everfi.com/higher-education-old/alcoholedu/>). Alcohol Edu is University System of Georgia initiative and is the most commonly used alcohol prevention program in higher education. Its assists the compliance of the Education Department General Administrative Regulations (EDGAR, part 86).
    - b. The goals for AlcoholEdu are to ensure that every entering student at Dalton State College has an understanding of Alcohol as it relates to college life and is better informed when making choices regarding the use of alcohol. These goals are achieved by the following two methods: 1. To have every new student (entering first year students and transfer students who have not completed the same or a similar program) to Dalton State College complete Part 1 of the assessment and the quiz at the end of the assessment and, 2. To have each student achieve a passing score on the end of assessment quiz which is 70%.

For the 2016-17 year, 1,269 students completed Part 1 of the assessment out of 1371 that were eligible. Of the 1,269 students who completed Part 1, 1,243 or 97.95% achieved a passing score on the end of assessment quiz.

- c. Overall, the program is very successful in terms of the sheer amount of students that are exposed to education regarding alcohol. Given that completion of Part 1 of the program is a requirement for students, those who fail to complete Part 1 have a hold placed on their account, it is highly

effective in terms of ensuring that students have a minimal level of understanding of alcohol as entering first year students.

However, there are some weaknesses associated with the program as well.

1. Currently there is no method of measuring how many students may be simply "clicking-thru" or haphazardly filling out the assessment. Therefore, the information we do gain regarding students' drinking habits and perceptions regarding alcohol can be viewed skeptically at best.
  2. The program is only offered to first year students and transfer students (assuming the transfer student has not completed the same or a similar program elsewhere). There is no additional educational assessment tool issued to upper-class students to learn if their attitudes or behaviors have changed over time or to offer additional education based on new life-stages such as turning 21 years old.
- d. The Dean of Student's office plans to conduct focus group assessments for students taking the 2017-18 assessment to determine if learning is taking place via the assessment or if students are simply "clicking thru". Additionally, if learning is taking place, we would like to know how that education has impacted the students' views and use of alcohol in college. We also hope to learn what, if any, value the students find in the assessment itself as an educational tool.

We plan to incentivize student participation in the focus groups by offering pizza to student's willing to participate as well as a raffle for a \$50.00 gift card.

- Student Life:
  - Roasted
    - a. On April 11, 2017 the Campus Activities Board hosted a Roasted (Coffee House) Program on the effects of marijuana. This event is an educational discussion based program for students to learn and share with other students.
    - b. Students will learn the effects of marijuana on their body and learn about resources available on and off campus
    - c. Because the program is student run, the students are very comfortable with sharing and asking questions which is a major strength of the program. However, it is a major weakness, because the students are not trained to facilitate all conversations and recommend resources to other students.
    - d. This program will not be an annual program, but should something similar to this be facilitated in the future, it is recommended that a trained facilitator be present for recommending resources and providing information.

- Delta Chi Alcohol Program
  - a. Delta Chi colony hosted an educational session on alcohol safety and risk reduction that was presented by the Dalton State College Department of Public Safety
  - b. Participants will understand the effects of alcohol and how to lower risks for themselves and others when alcohol is present in a social situation.
  - c. The program was well implemented due to the collaboration with Public Safety however this is a topic that needs to be addressed more regularly than annually
  - d. It is recommended that the chapter set up an educational calendar that rotates on a semester basis and covers topics on AOD as well as sexual assault, bystander intervention, and hazing. It is also recommended that the chapter assess the success of the programs in reducing risky behavior.
- FIPG Compliance Statement
  - a. 100% of Delta Chi members signed a compliance statement indicating they have received a copy of the FIPG Risk Management Guidelines, were educated on the FIPG policy, and they certify that all social program will follow the FIPG policy.
  - b. Annual education will ensure that all members are aware of the guidelines and will ensure compliance within the organization.
  - c. By having all members sign a compliance statement, it is ensuring a basic level of awareness of each member; however, it does not take into consideration the next steps of education, understanding, and application.
  - d. It is recommended that the chapter look at ways to implement strong educational requirements surrounding the FIPG Risk Management Guidelines on an annual basis as well as assess the success in reducing risky behaviors among members.

## IV. AOD Student Conduct Case Overview

The information below gathered via Maxient, our on-line database for Student Code of Conduct violations.

### Violations Reported:

From July 2016-June 2017 there were 17 cases reported to student conduct involving alcohol and/or drug misuse.

	July-December 2016	January-June 2017
<b>Alcohol Possession or Consumption</b>	1	3
<b>Alcohol Possession or Consumption (Underage)</b>	2	2
<b>Drugs (Distribution or Manufacture)</b>	1	0
<b>Drugs (Possession)</b>	1	1
<b>Drugs (Use)</b>	4	2
<b>Total</b>	9	8

### Violations Case Dispositions:

The table below indicates the outcome of the cases reported to DCS Student Conduct during this year period. Because cases may have involved multiple individuals, more than one outcome may have occurred with the case.

	July-December 2016	January-June 2017
<b>Case Open</b> – Case is awaiting adjudication pending close of investigation.	0	0
<b>No Action Taken</b> – Violation occurred, but circumstances did not warrant a finding of responsibility	0	0
<b>Case Closed Responsible</b> – Case was adjudicated and respondent was found responsible.	5	4
<b>Case Closed Not Responsible</b> – Case was adjudicated and respondent was found not responsible.	3	2
<b>No Finding</b> – No violation occurred or not enough evidence to prove violation occurred	1	2

**Judicial Sanctions:**

The table below indicates the number of students assigned to the following sanctions for drug or alcohol offenses this year period, from July 2016 – June 2017.

	<b>July-December 2016</b>	<b>January-June 2017</b>
<b>Alcohol 101</b>	0	0
<b>Substance Abuse Education Course</b>	0	0
<b>Disciplinary Warning</b>	3	0
<b>Disciplinary Probation</b>	0	1
<b>Disciplinary Suspension</b>	0	0
<b>Disciplinary Expulsion</b>	0	0
<b>Removal from Housing</b>	0	0
<b>Other Sanction</b>	2	3

## V. Annual Distribution of Policies

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Alcohol and other drug policies are distributed annually via different methods to students, faculty, and staff. Some of the primary methods of delivery include, email communication, on-line website links, and verbal communication at New Student Orientations, Fall and Spring Campus Assemblies for faculty and staff, and New Faculty Orientation.

- a. Dalton State College Policy and Procedure Manual and other HR Policies:  
Link provided during new hire orientation and always accessible online ([here](#)).  
Drug Free Policy, provided during new hire orientation (attached, Appendix A)  
Employee Assistance Program website: <http://www.feieap.com/> passcode: DSC  
USG Well-Being website found [here](#).  
Tobacco and Smoke Free Policy (attached, Appendix B)
- b. Public Safety Policies and Procedures as related to AODs:  
Public Safety's website houses DSC's Alcohol & Drug Policy found [here](#).  
Dalton State College strictly prohibits the consumption, sale, distribution, or possession of any illegal substance or alcoholic beverage on college property or at events sponsored by Dalton State College. Behaviors which are prohibited include, but are not limited to:
  - Being intoxicated on the Dalton State campus or at a college-sponsored activity;
  - Operating any vehicle on campus while under the influence of any drug, including alcohol;
  - Using club or student activity money to purchase any controlled substance, including alcoholic beverages.

Dalton State College is committed to following Georgia State laws concerning drug and alcohol abuse. Any violation of those laws, which are incorporated into the Dalton State Alcohol and Drug Abuse policy, will result in disciplinary action as decided by the Student Conduct Board. If you have any questions concerning Georgia state laws or Dalton State's policy on alcohol and drug abuse contact Public Safety at (706) 272-4461.

This policy is included in Public Safety's Annual Safety and Security Report. This report is sent via email to the campus community annually. It is also available on the Public Safety website. A paper copy can be requested through the Public Safety Office.

- c. Residential Life, Housing Contract and the Residential Living Guide:  
The housing contract is the student's agreement with Dalton State College for the academic year. It outlines several important policies that pertain to residents while they reside in Mashburn Hall. Before a complete housing application may be submitted, all applicants must read and electronically sign that they have read and

agree to the terms and conditions listed in the housing contract. In addition to being a part of the application process, the housing contract is also available to residents on the residential life website [here](#).

The Residential Living Guide is a policy and resource guide to assist students in settling into the residential community comfortably as possible. It contains information and guidelines that pertain to living on campus. The Residential Living Guide was distributed to every resident as they checked-in for the 2016-2017 academic year in Mashburn Hall. The guide was also available to students on the Residential Life website [here](#).

d. RSO Manual:

The RSO Manual is a handbook containing policies and procedures that all RSOs and their members must adhere to. The RSO Manual is distributed to RSO presidents and advisors on an annual basis at the start of each fall semester when registered student organizations (RSO) complete their annual registration process. The manual is also continuously available online on the [RSO website](#).

e. The Student Code of Conduct:

The Student Code of Conduct is a manual containing the proscribed standards of behavior that all students of Dalton State College are expected to adhere to. The Student Code of Conduct is available to all members of the Dalton State College community via the Student Conduct [website](#). The Student Code of Conduct is also discussed at New Student Orientations and FYES Classes. It is also located in the Dalton State Catalog.

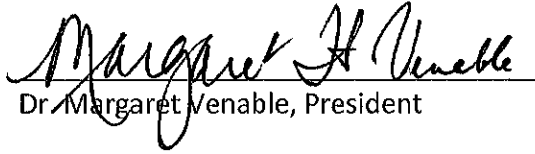
f. Student Travel Registration and Waiver:

The Student Travel Registration and Waiver is an electronic document that is completed by students traveling off campus on behalf of the institution. In the waiver it states the Alcohol, Drug, and Tobacco policies for Dalton State College and requires that students sign that they understand that while traveling on behalf of the institution, they are responsible for following the policies and should they violate the policies they can be held liable through the institution, criminally and civilly. The Student Travel Registration and Waiver is located on the Dean of Students Office website under [Forms/Resources](#).

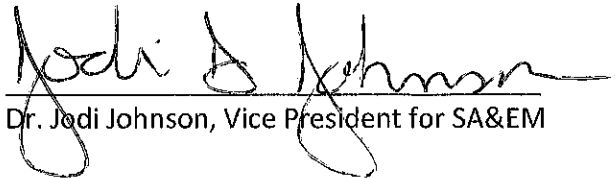


## VI. Signatures of College Officials

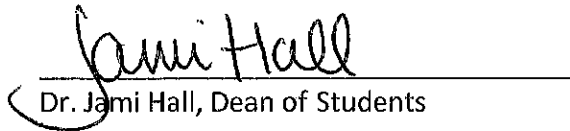
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Dr. Margaret Venable, President

6/26/17  
Date

  
Dr. Jodi Johnson, Vice President for SA&EM

6/26/17  
Date

  
Dr. Jami Hall, Dean of Students

6/26/2017  
Date

## VI. References

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DeRicco, B. Complying with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators (Washington, DC: US Department of Education, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, 2006).

EverFi, Inc. (2017), <https://everfi.com/higher-education-old/alcoholedu/> (retrieved June 1, 2017)

Appendix A



DRUG-FREE POLICY

The United States Congress enacted the Drug-Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal contract or federal grants is performed in a drug free environment.

I.

As a recipient of Federal funds, Dalton State College prohibits employees (including college work student and student assistants) from engaging in the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs in the work place. In addition, the college prohibits its employees from engaging, in such illegal activity at all times and at all places. Such activity, even during nonworking hours, clearly affects an employee's ability to perform his/her public duties. Therefore, Dalton State College adopts the following as its Drug-Free Policy.

II.

No employee of the college may illegally engage in the manufacture, distribution, dispensation, possession or use of a controlled substance at any time or place, including while at his/her workplace. Such unlawful activity will be considered sufficient ground for a serious adverse personnel action, including dismissal from employment.

III.

If an employee is arrested for or convicted (including, a plea of nolo contende) of violating any criminal drug, statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the Office of Vice President for Fiscal Affairs in writing of each arrest or conviction as soon as possible which must be within five calendar days of arrest or conviction.

Failure to comply with any part of this policy will result in serious adverse personnel action, including possible dismissal from employment.

Any questions concerning this policy should be directed to the Vice President for Fiscal Affairs.

I acknowledge receipt of the Dalton State College Drug-Free Policy. As a condition of my employment with the college, I will participate in the drug awareness program and abide by the terms of the policy.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix B

<http://www.usg.edu/policymanual/section9/policy/C503/>

### 9.1.7 Tobacco and Smoke-Free Campus Policy

*(Last Modified on March 20, 2014)*

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the USG commitment to provide a safe and amicable workplace for all employees. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campuses.

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on USG properties.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free.

#### **Exceptions for Tobacco Use**

The President of each institution will define any exceptions to this policy. Exceptions to the policy will be very limited and on an as needed basis. The intent is the campus is tobacco and smoke free unless otherwise needed for educational purposes and/or the advancement of research on campus.

#### **Enforcement**

The overall enforcement and authority of this policy lies with the President of the institution, but it is also a shared community responsibility, which means all students, faculty, and staff share in the responsibility to help keep the campus tobacco-free. Signage to help inform our campus community and visitors will be placed throughout campus.

#### **Violation of Policy**

Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Visitors refusing to comply may be asked to leave campus.

#### **Resources Available for Tobacco Cessation**

From time to time, the Board of Regents will make available resources to assist employees with tobacco cessation as well as educational materials and other wellness information. Such effort does not limit the amount of resources that the institution can provide for tobacco cessation and any other resources for the positive enforcement of this policy that the campus deems appropriate to provide. Resources for Tobacco Cessation can be found on the USG Workplace Wellness website at <http://www.usg.edu/wellness/>.