



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

**Great Falls College
Montana State University
Drug-Free Schools and Campuses
Regulations**

**Biennial Review Report
2014 to 2016**

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Introduction to DFSCA

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) such as Great Falls College Montana State University (hereinafter Great Falls College MSU), must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Drug-Free Schools and Communities Regulations may cause an institution to forfeit eligibility for federal funding.

To certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

- Prepare a written policy on alcohol and other drugs.
- Develop a sound method for distribution of the policy to every student and IHE staff member each year.
- Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.
- Maintain its biennial review report on file so that it can be submitted, if requested by the U.S. Department of Education, other entity or individual.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials;
- The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Great Falls College MSU acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the College fulfills the DFSCA requirements. The Chief Student Affairs Officer along with the Human Resource Office and CEO/Dean's Executive Team are responsible for conducting the review and reporting on the findings. The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports.

The CEO/Dean of the College is required to supply a signed statement certifying the Biennial Review to acknowledge awareness of the recommendations within the report. Both the CEO/Dean's signed statement and a final copy of the 2016 report are kept on file in the College's Office of Financial Aid in the event the College is audited by the Higher Education Center for Alcohol and Other Drug Prevention, a designee of the U.S. Department of Education. IHEs are not required to submit the certification or report to the U.S. Department of Education.

A copy of the Biennial Review is also located in the College's Office of the Chief Student Affairs Officer, located in the Administrative Area of the College. For a copy of the Biennial Review, all email requests should be sent to the Chief Student Affairs Officer, at admissions@gfcmu.edu, or may be found online at: <http://www.gfcmu.edu/YourRightToKnow/index.html>. The Biennial Review is kept on file for seven (7) years.

Great Falls College MSU is a two-year college within Montana's public university system. Central administrative control of the College is vested exclusively in the Montana Board of Regents. The Regents have full power, responsibility, and authority to supervise, coordinate, manage, and control the colleges and universities within the Montana University System. A stand-alone institution for purposes of institutional accreditation, budget, personnel, and

management, Great Falls College MSU has been affiliated with Montana State University since July 1, 1994.

Compliance with the DESCA

To be in compliance, the 2016 Biennial Review of the College's alcohol and other drug-related policies and programs were conducted in Spring 2016. The objectives of the review as identified by the U.S. Department of Education include:

- determining the effectiveness of, and to implement any needed changes, to alcohol and other drug programs, and
- ensuring that the disciplinary sanctions for violating standards of conduct are enforced consistently.

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention at Great Falls College MSU during the 2014-2015 and 2015-2016 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided students
- *Policies and Procedures* - policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- Policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply
- Various resources available to students and employees regarding drug and alcohol abuse
- Conduct reports in the Office of the Chief Student Affairs Officer related to any possible infractions of the drug and alcohol policy by students
- Conduct reports in Human Resources related to any possible infractions of the drug and alcohol policy by employees
- Local, State, and Federal Mandates

Alcohol and Other Drug (AOD) Programs

Great Falls College MSU is committed to being in compliance with the requirements of the Drug-Free Schools and Communities Act. The College has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by students and employees on its premises and as a part of any of the College's activities. Great Falls College MSU has a written policy on alcohol and other drugs and shares this with students during orientation sessions, Essential Start, COLS 103 Becoming a Successful College Student, and online through the College *Catalog*, the Student Code of Conduct, and the Policies and Procedures web site. This report will be shared with students and employees fall and spring semester via email. The *Policies and Procedures* web site contains the Drug Free Workplace Policy. Other materials located on our web site:

- 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;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- A description of counseling or treatment programs.
- A clear statement and description of the disciplinary or conduct sanctions the institution may impose on students and employees.

Alcohol and Drug-Free Campus Workplace Policy

Great Falls College MSU is committed to providing students, faculty, staff, and visitors a safe campus and work environment. The College recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The College also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the College's ability to fulfill its mission of educating and inspiring. Compliance with this policy is considered a condition of employment and attendance at Great Falls College MSU and monitored by Human Resources (employees) and Student Affairs (students). All employees and students have been notified of this

policy by email and on our website.

Human Resources incident reports for employees:

Year	Incidents in Workplace	Outcome
2014-2015	0 Incidents	Not applicable
2015-2016	0 Incidents	Not applicable

Student Affairs Summary:

Student Conduct incident reports:

Year	Incidents	Outcome
2014-2015	0 Incidents	Not applicable
2015-2016	0 Incidents	Not applicable

All Great Falls College MSU students are responsible for complying with Montana State laws and Great Falls College MSU policies. These laws and policies, applicable to the Great Falls College MSU Campus, establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Alcoholic beverages may not be available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- Personal possession and consumption of alcoholic beverages is not permitted at student social events.

Great Falls College MSU is committed to ensuring, to the best of its ability, that its students, staff, and faculty are aware of the dangers of abuse of alcohol and other drugs, have appropriate information and resources to alleviate such abuse, and are subjected to appropriate enforcement regarding the inappropriate and/or illegal use or abuse of such substances at Great Falls College MSU and at other venues that involve College community members. As is the case for many IHEs across the United States, alcohol and other drug education is focused on risk, abuse, and harm reduction. Great Falls College MSU also supports those who choose to abstain from the use of alcohol or other drugs, and provides a variety of on-campus activities that are alcohol- and drug-free.

Great Falls College MSU believes that efforts to prevent or ameliorate alcohol and other drug

abuse are most likely to succeed when they involve collaborative interactions with all relevant stakeholders including College professional and administrative staff, faculty, students, and mental and physical health resources in Great Falls and the surrounding community.

Policies Addressing Drug-Free Schools

Great Falls College MSU is committed to having an alcohol- and other drug-free campus. In compliance with the Drug-Free Schools and Communities Act, the following is Great Falls College MSU's policy and prevention program for drug and alcohol abuse.

Use, possession, distribution, or sale of alcohol or drugs (narcotics or other controlled substances) except as expressly permitted by the law is prohibited at Great Falls College MSU.

Attending classes or College functions while under the influence of alcohol, drugs/illegal substances shall also be considered a violation of this policy.

Please Note:

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Montana Constitution is no longer a crime in the State of Montana, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus.

Any student who is in violation of the above standards of conduct will be processed through the College's Student Code of Conduct, which may be found at:

http://www.gfcmsu.edu/about/PoliciesProcedures/300/300_Student_Conduct_Grievance.pdf

Any employee who violates the above standards will be processed through the College's Human Resources Office. The College's Drug Free Workplace policy may be found at:

http://www.gfcmsu.edu/about/PoliciesProcedures/400/403_8_Drug_Free_Workplace.pdf

Great Falls College MSU's Tobacco Use policy may be found at:

http://www.gfcmsu.edu/about/PoliciesProcedures/600/601_3_Tobacco_Use.pdf

Information on available counseling, treatment, and rehabilitation or re-entry programs is available through the Great Falls College MSU Human Resources Office and Office of the Chief Student Affairs Officer and the following resources:

- Cascade City/County Health Department (406) 454-6950
- Indian Family Health Clinic (406) 268-1510

Campus Alcohol and Drug Violations

The numbers below are the tracking of arrests and referrals made relating to alcohol and other drugs in the last three (3) years.

ARRESTS	ON CAMPUS			PUBLIC PROPERTY			NON CAMPUS		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0

REFERRALS			
	2014	2015	2016
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possessions	0	0	0

Programs Addressing Alcohol and Other Drug Use and Abuse

Alcohol-Free Activities: As a commuter campus without residence halls or athletic teams, Great Falls College MSU offers very few social activities on campus. The ones offered, however, are alcohol-free activities such as speakers and concerts that often involve student clubs and organizations along with others.

Counseling - Individual: Individual counseling is available to students through the University of Great Falls and MSU Northern Masters in Counseling Internship programs. Great Falls College MSU students may make an appointment with a counseling intern for personal counseling assistance as needed. We also have a counselor from the community Veterans Center to whom we can refer student veterans.

Orientation of New Students: All incoming/new students receive information at orientation about Student Conduct and other policies, enforcement, sanctions, and safety. Participation in orientation is mandatory for new students and they cannot register for classes until they attend orientation. Students also learn about relevant policies in COLS 103 course, *Becoming a Successful College Student*, required for graduation. We implemented an on-line educational program required of all new students under the age of 21, AlcoholEdu, in Fall 2014, along with a sexual assault prevention and education module, Haven, that has an alcohol component. All new students each semester are required to take the modules or may not register for classes the next semester, per Commissioner of Higher Education directive.

Alcohol Service on Campus

Alcohol may be served at Great Falls College MSU functions in accordance with alcohol service policies. Alcoholic beverages will not be served on the Great Falls College MSU Campus without the written approval of the CEO/Dean. The CEO/Dean reserves the right to deny any request for serving alcoholic beverages when, in her judgment, any interest of the College is adversely affected.

The sponsoring organization is responsible and accountable for checking identification and ensuring that the individuals dispensing, serving, and consuming alcohol at the campus event are

21 years of age or older and in compliance with Montana State Law and Montana State Liquor Control Board regulations.

- Non-alcoholic beverages must also be available at all events where alcoholic beverages are permitted.
- No alcoholic beverages may be consumed outside the area approved for the event (room, area, etc.).
- As is the case with any College event, any person who exhibits disorderly conduct shall not be allowed to attend or remain at a campus event where alcohol is being served.
- Great Falls College MSU has the right to cancel the continued sale and/or consumption of alcoholic beverages at a campus event at its sole discretion.
- After the event, any unused alcohol must be returned to the provider, except for alcohol that has been served, which will be disposed of. Institution/departments/attendees may not pay for unused bottles of alcohol, whether opened or unopened, and attendees are not allowed to remove unused alcohol from the event for personal consumption.

Policies Addressing AOD Use and Abuse

Drug Policy: Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, except as expressly permitted by law or College policy is prohibited. Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Great Falls College MSU except as expressly permitted by law or College policy is also prohibited. Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in any Great Falls College MSU building or on any other College property; nor is it allowed at any College-sponsored event or activity off campus.

Special Events Involving Alcohol

On limited occasions, it may be appropriate for Great Falls College Montana State University to serve alcoholic beverages on campus when hosting a college-related event for business-related purposes. On such occasions, alcoholic beverages may be purchased and served if the procedures in this policy are followed and all state and local laws are observed. Alcoholic

beverages will not be served on the Great Falls College Montana State University Campus without the written approval of the CEO/Dean. The CEO/Dean reserves the right to deny any request for serving alcoholic beverages when, in her judgment, any interest of the College is adversely affected.

- The sponsoring organization will be responsible and accountable for checking identification and ensuring that the individuals dispensing, serving, and consuming alcohol at the campus event are 21 years of age or older and in compliance with Montana State Law and Montana State Liquor Control Board regulations.
- Non-alcoholic beverages must also be available at all events where alcoholic beverages are permitted.
- No alcoholic beverages may be consumed outside the area approved for the event (room, area, etc.)
- As is the case with any College event, any person who exhibits disorderly conduct shall not be allowed to attend or remain at a campus event where alcohol is being served.
- Great Falls College Montana State University has the right to cancel the continued sale and/or consumption of alcoholic beverages at a campus event at its sole discretion.
- After the event, any unused alcohol must be returned to the provider, except for alcohol that has been served, which will be disposed of. The institution/department/attendees may not pay for unused bottles of alcohol, whether opened or unopened, and attendees are not allowed to remove unused alcohol from the event for personal consumption.

Employee Drug Policy:

Great Falls College MSU follows the Federal regulations that implemented the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, published in the Federal Register of January 31, 1989, to certify that an effort to provide a Drug-Free Workplace will be maintained. In compliance with this regulation, the College makes a good faith effort to maintain a drug-free workplace. The unlawful manufacture, distribution, sale, possession, or use of alcohol or illicit drugs at Great Falls College MSU or as a part of any of its activities is prohibited. In addition, the College enforces the Board of Regents' policy (section 503.1 of the Policy and Procedures Manual) regarding alcoholic beverages.

Great Falls College MSU complies with this regulation by:

1. Publishing, posting, and disseminating this Drug-Free Workplace policy statement.
2. Establishing a drug-free awareness program to educate employees about the College's policy of maintaining a drug-free workplace; the dangers of drug abuse in the workplace; the availability of drug counseling, rehabilitation, and other employee assistance; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Providing all employees involved in work with or under a federal grant a copy of this policy statement and apprising them that as a condition of employment under the grant, they must abide by the terms of this policy statement and notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
4. Taking appropriate personnel action within 30 days against any employee found to be in non-compliance with this policy, up to and including termination; or requiring the employee to participate satisfactorily in a chemical abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other agency approved by the College.

Student Code of Conduct

The Great Falls College MSU Student Code of Conduct addresses alcohol and other drugs in Article III and is listed under “proscribed conduct”:

10. Use, possession, distribution, or sale of drugs (narcotics or other controlled substances), except as expressly permitted by the law.
 - a. Attending classes or College functions while under the influence of drugs/illegal substances shall also be considered a violation of this policy.
11. Use, possession, distribution, or sale of alcoholic beverages, except as expressly permitted by the law and College regulation, or public intoxication.

Distribution of AOD Policies to Students, Faculty, and Staff

All faculty, staff, and volunteers receive a copy of the Drug-Free Workplace Policy statement upon their hire and are required to sign the Employee Acknowledgement form verifying receipt and acknowledging compliance as a condition of employment. In addition,

the policy and procedures regarding Drug-Free Workplace and Drug-Free Schools is reviewed with employees at new employee orientation, and annually via email.

Students receive information about Drug-Free Campus policies and consequences as part of ... new student orientation. In addition, the policy is published in the College catalog, the Student Code of Conduct, and the online Policies and Procedures.

Additionally, Great Falls College MSU emails notifications to students, faculty, and staff once per semester.

In addition, Montana Board of Regents of Higher Education Policies are published online at:

<http://mus.edu/borpol/bor700/740.pdf> 740 – Drug and Alcohol Testing

<http://mus.edu/borpol/bor500/503-1.pdf> 503.1 – Alcoholic Beverages

AOD Information and Available Services

The College recognizes that substance abuse and dependence are treatable disorders. The College encourages employees and students to utilize treatment services and referral resources to address these serious conditions. The College provides the following support services to faculty, staff, and students:

Resources for Drug and Alcohol Abuse Prevention:

24-Hour Addiction Referral Network	800-577-4393
AA Alcohol Rehab & Drug Rehab Treatment Center for Recovery and 24 Hour Helpline	406-454-5302
Alcohol, Drug and/or Mental Health Treatment Referral.....	800-662-HELP
or	800-729-6686
Alcoholics Anonymous, Al-Anon/Alateen.....	406-452-1234
Alcoholics Anonymous –Montana.....	877-515-1255 or 888-607-2000 or 406-452-1234
Alcoholics Anonymous Alcohol Abuse & Drug Abuse Detox-rehab Treatment Center.....	406-454-5271
Alcohol & Drug 24 Hour Helpline	800-311-3069
Benefis Addiction Center, Great Falls, MT	406-455-2367
Chouteau County, Fort Benton.....	406-722-3211
Gateway Community Services.....	406-727-2512
Hi-Line Recovery Inc., Conrad, MT.....	406-278-5245
Hi-Line Recovery, Cut Bank, MT.....	406-873-2155

Hi-Line Recovery Immediate Treatment Help.....	888-206-3273
Montana Addiction & Mental Health Disorders Division, Helena, MT.....	406-444-3964
Montana Tobacco Quit Line.....	800-QUIT-NOW or 800-784-8669
Narcotics Anonymous 24 Help Line.....	800-990-6262
National Helpline of Problem Gambling.....	800-522-4700
Rocky Mountain Treatment Center.....	800-521-6572 or 406-564-1566
The Salvation Army.....	406-452-9981
Voices of Hope.....	406-453-4357
Suicide Hotline.....	800-273-TALK

Faculty and Staff Assistance

Family Medical Leave: Employees afflicted by substance dependence may be eligible for leave under the Family Medical Leave Act.

http://www.gfcmsu.edu/about/PoliciesProcedures/400/406_2_Family_Medical_Leave_April2013.pdf

Americans with Disabilities Act Coordinator: All employees, including those who do not qualify for Family Medical Leave, may be eligible for job-protected leave or other reasonable accommodations under the ADA if they have a qualifying disability.

Analysis of Efficacy of AOD Use and Abuse Efforts

The College is a commuter campus with no counseling center, student health center, or on-campus housing. Great Falls College MSU experiences very few referrals or contacts related to AOD abuse. Typically referrals or contacts related to AOD abuse are channeled through the appropriate authorities and/or addressed through the student conduct process. Students are informed of the resources available to them and assistance is available to deal with the effects of alcohol and other drugs on the students’ lives as it manifests in their classes and in their behavioral choices.

The data for alcohol and drugs on the campus are difficult to measure because we do not have on-campus treatment/counseling options or employee assistance programs. With the implementation of AlcoholEdu modules for all incoming students, we have been able to measure pre- and post-module knowledge. Students are increasing their knowledge of alcohol, its effects, and low risk use.

AOD Program and Policy Recommendations

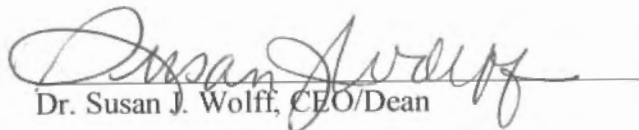
1. While we already do this, we want to continue to provide, and improve educational programs for students and employees that focus on low-risk of alcohol and legal, non-harmful use of other drugs.
2. Consider becoming a smoke-free/tobacco-free campus over the course of the next 1 – 3 years. This has been discussed and will continue to be as we work to enact this change in policy.

Conclusion

In the future, this Biennial Review will continue to look at our policies and procedures, alcohol and other drug use patterns, and enhancing educational programming for students, faculty, and staff.

CEO/Dean's Review and Approval

The Great Falls College MSU's 2014-16 Drug-Free Schools and Communities Act Biennial Review has been reviewed and approved for release and posting to the Great Falls College MSU web site.


Dr. Susan J. Wolff, CEO/Dean