Year: 2020-2021
PART 86 COMPLIANCE CHECKLIST
Part 86, Drug-Free Schools Compliance Checklist

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

Student focused University goals and objectives as well as Student Affairs goals and objectives and related alcohol and drug programming are kept as part of on-going “report cards” and located in the Division of Student Affairs. These reports are disseminated to campus, alumni and the various University boards. More specific AOD student program information and related strategic planning documents are in two primary places: the Office of Advocacy and Success and Student Health Services/Healthy Campus Office. Information in both electronic and hard copy format is disseminated to staff, the Clemson Community Coalition, and the Alcohol and Other Drugs Executive Leadership Team at various meetings throughout the year.

Student alcohol and other drug policies are located within the Student Handbook, located online (clemson.edu/studentaffairs/student-handbook/universitypolicies/alcohol-and-other-drugs-policies.html). Faculty and Staff prevention programming and policies are located within Human Resources specifically in the Employee Relations department and is found on the Human Resources website (https://hr.app.clemson.edu/poly-proc/view_document.php?id=116).

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 the unlawful possession, or distribution of illicit drugs and alcohol on the 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, and federal law
      Students: ☐ Yes ☒ No  Staff and Faculty: ☐ Yes ☒ No

   d. 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 [X]
   b. Through Campus post office boxes
      - Yes [ ] No [X]
   c. Class schedules which are mailed to each student
      - Yes [ ] No [X]
   d. During freshman orientation
      - Yes [X] No [ ]
   e. During new student orientation
      - Yes [X] No [ ]

   In another manner:
   • Websites: Healthy Campus; Office of Community and Ethical Standards (OCES)
   • E-mail format
   • Student Health Services’ social media
   • Printed materials distributed through residence hall staff, organizations and in academic buildings
   • Letter/E-mail from administration and student leaders
   • Aspire To Be Well – A peer-delivered program that is required for all new and transfer students through CU1000
   • Office of Community and Ethical Standards (OCES) online tutorial: Integrity, Honesty, and Respect – Required for all new and transfer students through CU1000
   • Orientation handbook
   • Student newspaper, The Tiger
   • Content in AlcoholEduContent in Sexual Assault Prevention Module

   Does the means of distribution provide reasonable assurance that each student received the materials annually?
   - Yes [X] No [ ]

4. Does the institution’s distribution plan make providing these materials to student who enroll at some date after the initial distribution?
   - Yes [X] No [ ]

5. Are the above materials distributed to staff and faculty in one of the following ways?
   a. Mailed
      - Staff: [ ] Yes [X] No
      - Faculty: [ ] Yes [X] No
   b. Through campus post office boxes
      - Yes [ ] No [X]
c. During new employee orientation
   Staff: ☒ Yes  ☐ No  
   Faculty: ☐ Yes  ☒ No

d. In another manner
   E-mail notification requiring e-signature, via Tiger Training Management System.

6. Does the means of distribution provide reasonable assurance that each staff and faculty received the materials annually?
   Staff: ☒ Yes  ☐ No  
   Faculty: ☐ Yes  ☒ No

7. Does the institution’s distribution plan make providing these materials to staff and faculty who are hired after the initial distribution?
   Staff: ☒ Yes  ☐ No  
   Faculty: ☐ Yes  ☒ No

8. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure disciplinary sanctions are enforced?
   a. Conduct student alcohol and drug use survey
      ☒ Yes  ☐ No

   b. Conduction opinion survey of its students, staff, and faculty
      Staff: ☒ Yes  ☐ No  
      Faculty: ☐ Yes  ☒ No

   c. Evaluate comments obtained from suggestion box
      Staff: ☐ Yes  ☒ No  
      Faculty: ☐ Yes  ☒ No

   d. Conduct focus groups
      Staff: ☐ Yes  ☒ No  
      Faculty: ☐ Yes  ☒ No

   e. Conduct intercept interviews
      Staff: ☒ Yes  ☐ No  
      Faculty: ☐ Yes  ☒ No

   f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees
      Staff: ☒ Yes  ☐ No  
      Faculty: ☐ Yes  ☒ No
g. Assess effectiveness of documented cases of disciplinary sanctions imposed on
   student and employees
   Staff: ☒ Yes ☐ No          Faculty: ☐ Yes ☒ No

h. Other

Note: Counseling and Psychological Services (CAPS) evaluates effectiveness of alcohol
and drug treatment provided through their office and if treatment is given by another
provider they are notified of treatment completion. The Office of Community and Ethical
Standards (OCES) is also reviewed and notified about mandatory treatment completion.
They also review the recidivism rates of violations per the Student Code of Conduct.

Who is responsible for conducting the biennial review?

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

9. 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

10. Where is the biennial review documentation located?
    For students:
        Jennifer Goree, Director Healthy Campus
        Student Health Services
        Fike Recreation Center
        Clemson University
        864-656-5002
    For faculty and staff
        Derek Ekaitis, Employee Relation Manager
        Office of Human Resources
        Administrative Services Building
        Clemson University
        864-656-9409
    For University Compliance
        Erin Swann, Director
        Office of University Compliance
        One North Main Street, Suite 722
        Greenville, SC 29601
        864-365-0607
        eswann@clemson.edu
11. Comments

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

1) Clemson University’s Strategic Plan for Alcohol and Drugs with supporting information from the National College Health Assessment ~ this ends in 2020 and will be reviewed and updated in 2022.

2) Clemson's current programming chart

3) The 2018-2019 Alcohol and Other Drug Report that provides an overview of current programming and environmental management efforts.