

**Part 86, Drug-Free Schools and Campuses Regulations  
Compliance Checklist  
Texas Christian University**

**Biennial Review  
2014**

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2014**

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**Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist  
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**1. Does the institution maintain a copy of its drug prevention program?**

Yes  X  No \_\_\_\_\_

**If yes, where is it located?**

Information regarding TCU's drug prevention program is located in Alcohol & Drug Education, Samuelson Hall and online at [www.ade.tcu.edu](http://www.ade.tcu.edu). Supplemental information is located in the TCU Student Handbook [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu), the TCU Faculty Staff Handbook [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf), and the Student-Athlete Handbook [www.gofrogs.com/compliance/compliance-home.html](http://www.gofrogs.com/compliance/compliance-home.html).

TCU Prevention efforts are consistent with the 3-in-1 Framework as identified by the National Institute of Alcoholism and Alcohol Abuse (NIAAA) as recommended practices for colleges and universities. Environmental approaches include: a new Community Coalition *The Bottom Line*, TIPS trainings, Frogs CARE peer education, and an NCAA CHOICES grant project *Make Winning Choices*. Individual approaches include utilizing Motivational Interviewing techniques in alcohol and drug assessments with students. Other collaborative educational prevention programs and wellness initiatives exist representing the institutionalization of addressing alcohol and drug issues as an entire campus community.

**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  X  No \_\_\_\_\_  
Staff and Faculty: Yes  X  No \_\_\_\_\_

Students: Please see TCU Student Handbook. The Handbook is available online at [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). Every student receives an email from the Campus Life Office each semester containing this information in the body of the email (see sample email at the end of this report).

Staff and Faculty: Please see Handbook for Faculty and Staff. A copy of the Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Every faculty and staff person must check annually that they are aware that they are responsible for the policies of the University when they log on to my.tcu.edu. Policy 2.006 Drug-Free Workplace Act and Policy 2.007 Drug and Alcohol

Abuse also reference these standards <http://hr.tcu.edu/employee-services/faculty-staff/policies-procedures/>.

**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

Students: Please see TCU Student Handbook. The Handbook is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). Every student receives an email from the Campus Life Office each semester containing this information in the body of the email (see sample email at the end of this report).

Staff and Faculty: Please see Handbook for Faculty and Staff. A copy of the Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Every faculty and staff person must check annually that they are aware that they are responsible for the policies of the University when they log on to my.tcu.edu. Policy 2.006 Drug-Free Workplace Act and Policy 2.007 Drug and Alcohol Abuse also reference these standards <http://hr.tcu.edu/employee-services/faculty-staff/policies-procedures/>.

**c. A description of applicable legal sanctions under local, state, or federal law;**

Students: Yes  No   
Staff and Faculty: Yes  No

Students: Please see TCU Student Handbook. The Handbook is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). Every student receives an email from the Campus Life Office each semester containing this information in the body of the email.

Staff and Faculty: Please see Handbook for Faculty and Staff. A copy of the Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Every faculty and staff person must check annually that they are aware that they are responsible for the policies of the University when they log on to my.tcu.edu. Policy 2.006 Drug-Free Workplace Act and Policy 2.007 Drug and Alcohol Abuse also reference these standards <http://hr.tcu.edu/employee-services/faculty-staff/policies-procedures/>.

**d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs;**

Students: Yes  No   
Staff and Faculty: Yes  No

Students: Please see TCU Student Handbook. The Handbook is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). Every student receives an email from the Campus Life Office each semester containing this information in the body of the email. The Campus Life Office coordinates re-entry programs and resources for students. Students can contact that Office for more information.

Staff and Faculty: Please see Handbook for Faculty and Staff. A copy of the Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Every faculty and staff person must check annually that they are aware that they are responsible for the policies of the University when they log on to my.tcu.edu. Policy 2.006 Drug-Free Workplace Act and Policy 2.007 Drug and Alcohol Abuse also reference these standards <http://hr.tcu.edu/employee-services/faculty-staff/policies-procedures/>. Contact Human Resources for information about ADA procedures and reentry.

- 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

Students: Please see TCU Student Handbook. The Handbook is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). Every student receives an email from the Campus Life Office each semester containing this information in the body of the email. The University alcohol and drug policy is clearly outlined in the Handbook and is consistent with federal, state, and local laws. Sanctions for alcohol and drug policy violations are also clearly outlined in the Handbook and processed consistently for incidents documented through the Maxient discipline database program. Maxient is monitored by the Campus Life office.

Staff and Faculty: Please see Handbook for Faculty and Staff. A copy of the Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Every faculty and staff person must check annually that they are aware that they are responsible for the policies of the University when they log on to my.tcu.edu. Policy 2.006 Drug-Free Workplace Act and Policy 2.007 Drug and Alcohol Abuse also reference these standards <http://hr.tcu.edu/employee-services/faculty-staff/policies-procedures/>.

- 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

Every student receives an email from the Campus Life Office two times per year, containing this information in the body of the email.

**b. Through campus post office boxes**

Yes \_\_\_ No X

Not every student has a campus post office box.

**c. Class schedules which are mailed to each student**

Yes \_\_\_ No X

Class schedules are accessed through my.tcu.edu, and not mailed to each student. This is an area for growth. Discussions have begun with the TCU Registrar to begin distributing these materials as a part of class registration.

**d. During freshman orientation**

Yes X No \_\_\_

This information, and information regarding the TCU Student Handbook, alcohol and drug program, and related policies is communicated to parents and families during orientation and policy is referenced during student session with Housing and Residence Life. This information is given during Need2Know program for all first-year students, prior to the beginning of the fall semester.

**e. During new student orientation**

Yes X No \_\_\_

This information, and information regarding the TCU Student Handbook, alcohol and drug program, and related policies is communicated to parents and families during orientation and policy is referenced during student session with Housing and Residence Life. This information is given during Need2Know program for all first-year students, prior to the beginning of the fall semester.

**f. In another manner (describe):**

Policy and drug program information is also distributed through:

- Residence Hall Welcome Meetings to all on-campus students (see outline at the end of this report)
- Residence Hall check-in (signatures obtained and kept by Alcohol & Drug Education)
- Individual student leader trainings and student organization programs
- Student organization risk management training and Student Organization Handbook [tcu.orgsync.com/Resources](http://tcu.orgsync.com/Resources) (see excerpt at the end of this report)
- TCU website [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu)

**4. Does the means of distribution provide adequate assurance that each student receives the materials annually?**

Yes  No

All students receive an email from the Campus Life Office two times per year outlining the above information.

The Student Handbook with all TCU policies and the Student Code of Conduct is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu).

All first-year students are expected to attend the Need2Know (N2K) program the Saturday before fall semester classes begin. Information regarding campus expectations, policies, and resources is disseminated during this program. Students swipe their TCU ID cards upon entrance to this program.

Students living on-campus are expected to attend a Welcome Meeting the day before the first day of classes. Information regarding campus expectations and policies is communicated to students during this meeting. (Information covered during this meeting is attached at this end of this report.)

Students are required to live on-campus for two years. Each student living on-campus must sign a Campus Housing License. This License states "I understand and agree to abide by all rules, regulations, policies and procedures pertaining to Texas Christian University students as outlined in the TCU Student Handbook and housing policies, found online at [www.housing.tcu.edu](http://www.housing.tcu.edu)". This License is available through the Housing and Residence Life website [www.rlh.tcu.edu/files/Contract.pdf](http://www.rlh.tcu.edu/files/Contract.pdf).

Students living on-campus also sign a statement during residence hall check-in stating: "As a TCU Student, I acknowledge the following...I understand that I am expected to know and abide by the Code of Student Conduct and all terms that are outlined in the TCU Student Handbook which can be found online at [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu)."

**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

TCU does not allow students to enroll after the 5<sup>th</sup> class day. All students receive the official notification email with information from the TCU Handbook after that day; therefore no plan needed.

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

**a. Mailed**

Staff: Yes  No

Faculty: Yes  No

Faculty and staff are emailed the link to the most recent Faculty/Staff Handbook each year. The Faculty/Staff Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf).

**b. Through campus post office boxes**

Staff: Yes \_\_\_ No X  
Faculty: Yes \_\_\_ No X

**c. During new employee orientation**

Staff: Yes X No \_\_\_  
Faculty: Yes X No \_\_\_

Human Resources includes this information in a presentation during new employee orientation. Also, new faculty and staff are given a flash drive with this information during this orientation.

**d. In another manner (describe):**

Please see Handbook for Faculty and Staff. A copy of the Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Every faculty and staff person must check annually that they are aware that they are responsible for the policies of the University when they log on to my.tcu.edu. Policy 2.006 Drug-Free Workplace Act and Policy 2.007 Drug and Alcohol Abuse also reference these standards <http://hr.tcu.edu/employee-services/faculty-staff/policies-procedures/>.

Faculty and staff are emailed the link to the most recent Faculty/Staff Handbook each year. The Faculty/Staff Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf).

**7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?**

Staff: Yes X No \_\_\_  
Faculty: Yes X No \_\_\_

Every faculty and staff person must check annually that they are aware that they are responsible for the policies of the University when they log on to my.tcu.edu.

**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

New Employee Orientation is mandatory for every new faculty/staff. A copy of the information is also available online at [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Every faculty and staff person must check annually that they are aware that they are responsible for the policies of the University when they log on to my.tcu.edu—no matter when they are hired.

**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

The Core Alcohol and Drug Survey (Long Form) is administered online to a random sample of TCU undergraduate students during the spring semester every two-three years in an effort to evaluate the effectiveness of prevention efforts and to monitor use trends. The most recent Core Survey was distributed in spring semester of 2013.

In addition the American College Health Assessment (ACHA) and Educational Benchmarking, Inc. (EBI) are disseminated regularly and provide additional data regarding the alcohol and drug prevention program at TCU.

**b. Conduct opinion survey of its students, staff, and faculty**

Students: Yes  No   
Staff and Faculty: Yes  No

The Core Alcohol and Drug Survey (Long Form) contains items designed to measure student opinions regarding use, risk, and consequences. Individual alcohol and drug assessment and education group evaluations are administered routinely. Satisfaction and pre-/post-test data are collected and used to plan prevention programming and set program goals. No formal feedback is gathered from faculty and staff; however, feedback is considered whenever given.

**c. Evaluate comments obtained from a suggestion box**

Students: Yes  No   
Staff and Faculty: Yes  No

Any individual can send questions or comments through the ADE website [www.ade.tcu.edu](http://www.ade.tcu.edu). This information is received by the Director of Alcohol &

Drug Education. Questions or comments from faculty, staff, and others can be submitted through the Human Resources website at [askhr@tcu.edu](mailto:askhr@tcu.edu). Non-structured feedback and anecdotal information is gathered from students, staff, faculty, and the community year-round.

**d. Conduct focus groups**

Students: Yes  No   
Staff and Faculty: Yes  No

Focus groups with students were conducted in spring of 2014. Also, education workshops are conducted each week by Alcohol & Drug Education for those students who have violated the alcohol or drug policy. These workshops not only serve as a mechanism for educating violators, but also as a mechanism for evaluating components of the University's approach to alcohol and other drugs. In addition, these groups allow ADE staff to collect information on students' perceptions of prevention strategies that have been implemented and possible strategies that they believe could be effective. Pre- and post-test data and evaluations are used to plan prevention programming and program goals.

Staff Assembly and Faculty Senate can serve as focus groups and can discuss a variety of important topics and concerns as they arise—including alcohol and drug issues.

The Campus Life Office meets regularly with the academic Associate Deans to review student and process concerns.  
The alcohol and drug policy is reviewed annually and policy changes are made as appropriate.

**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

Students mandated to drug treatment must work with and provide documentation to Karen Bell Morgan, Assistant Dean of Campus Life for Health Promotion prior to being eligible to return to classes and/or the residential community. Students may be required to complete mandatory drug testing upon returning to the University. Students are referred back to Alcohol and Drug Education, the Counseling Center, and other community resources as needed.

Human Resources monitors faculty and staff who have been referred to treatment or counseling through the Employee Assistance Program for AOD related issues. Feedback is gathered anecdotally on an individual basis.

**g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees**

Students: Yes  No   
Staff and Faculty: Yes  No

Alcohol & Drug Education and Campus Life annually evaluate the effectiveness of students who have progressed through the individual alcohol and drug assessment process. Evaluation is based on recidivism rates, timeliness of progression, etc. Fewer than 15% of students receiving an alcohol violation received more than one violation per academic year. Individual student disciplinary cases are discussed in weekly case management meetings with relevant University staff.

Faculty and staff who have violated the Human Resources policy regarding alcohol and drugs are terminated. Faculty and staff who ask for help for AOD related issues are directed to the Employee Assistance Program for treatment and resources.

**h. Other (please list):**

Monitoring of alcohol and drug violation sources annually  
Internal and external benchmarking

**10. Who is responsible for conducting these biennial reviews?**

The Director of the TCU Alcohol & Drug Education is responsible for gathering information and documenting the biennial review.

**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?**

The report is found online at [www.ade.tcu.edu](http://www.ade.tcu.edu), and in the TCU Alcohol & Drug Education office, Samuelson Hall.

Name: Sparkle Greenhaw, PhD, NCC, LPC-S

Title: Director

Department: TCU Alcohol & Drug Education

Phone: 817.257.7100  
E-mail: k.greenhaw@tcu.edu

**13. Comments:**

Texas Christian University is in significant compliance with DFSCA requirements.



\_\_\_\_\_  
Chancellor Victor J. Boschini, Jr.



\_\_\_\_\_  
Date

**Email sent each semester to all TCU students:**

Dear Frogs,

Welcome to TCU 2014 Spring term!

Part of the TCU Mission statement- "to think and act as *ethical leaders and responsible citizens*" means we live respectfully and abide by standards in the TCU community. The entire TCU Student Handbook is online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu) and it is every student's responsibility to know and adhere to the Code of Student Conduct and university policies which are explained in full in the Handbook.

**Please take a few minutes to carefully read the Alcohol and Drug standards summarized below. If you have any questions, or there is any way we can assist you, please call Campus Life @ 817-257-7926 or [campuslife@tcu.edu](mailto:campuslife@tcu.edu) or contact the Alcohol and Drug Education Center @ 817-257-7100.**

Best wishes for a very successful spring semester.

Go Frogs!

David S. Cozzens  
Associate Vice Chancellor of Student Affairs and  
Dean of Campus Life

### Standards of Conduct

TCU has the responsibility of maintaining an educational environment conducive to academic achievement. Though each individual ultimately must decide whether or not to drink alcohol, the University has determined what practices will be permitted by student members of the Horned Frog family.

The legal drinking age in the State of Texas is 21. TCU upholds the State law and also has further specific regulations to govern the use, sale, and possession of alcoholic beverages. Students who are 21 and older may possess and consume alcohol in three locations/situations on-campus:

1. In a residence hall or fraternity/sorority house room/apartment where all students are at least 21.
2. If one resident is 21 and one is not, the resident of legal age may possess and consume alcohol as long as only the residents of the room are present.
3. Those 21 and older may consume alcohol in designated tailgating locations five hours prior to a home game.

Drinking alcohol is always prohibited in hallways, stairways, elevators, lobbies, chapter rooms, recreation areas, restrooms, and all other areas of the residence hall. Kegs, beer bongs, and other paraphernalia used for alcoholic beverages are not permitted anywhere on the campus. Containers designed for alcoholic beverages and empty containers will be treated as evidence of use in residence hall rooms. Containers may not be used for decorative purposes. Students who choose to drink are expected to handle alcohol responsibly and adhere to the laws of this city, state, and university. Being intoxicated/drunk is a violation of the Code of Student Conduct and will also result in sanctions. Violations of any of these regulations will be considered grounds for disciplinary action. Kegs and other common sources used for alcoholic beverages are not permitted on campus. Individuals and organizations allowing kegs or other common sources of alcohol on campus property are subject to fines and disciplinary action.

No person may provide an alcoholic beverage to any person less than 21 years of age. Students' rooms/apartments may not be used as "open bars", but may be used for private gatherings with no more than six guests, all of who must be at least 21 years of age. **If a student is under 21 and in a room/apartment where alcohol is present, an alcohol violation will be written for all students present (regardless of age).** If the

residents of student room/apartment are not of legal drinking age, neither residents nor their guests (even if they are 21) may bring alcohol into the residence at any time.

### **Health Risks of Using Alcohol and Other Drugs**

#### **Alcohol**

- Frequent or heavy use of alcoholic beverages can result in brain damage, cirrhosis of the liver, cancer of the liver, cancer of the mouth, throat and pancreas; stomach ulcers; heart damage; lowered sex hormone production; and lowered immunity to infections and disease.
- Alcohol use by pregnant women can cause birth defects, lowered birth weight and/or mental retardation in children.
  - Use of alcohol is involved in half of all traffic-related deaths and permanent disabilities.
  - Alcoholism can lead to family dysfunction and violence. Alcoholics are six or more times as likely to commit suicide as non-alcoholics.

#### **Drugs**

- The use of illegal drugs, including but not limited to marijuana, cocaine, heroin, crack, amphetamines, psychedelics and so called “designer drugs” has been shown to result in physical and mental disorders.
- Lung damage (including lung cancer), lowered immunity to disease, memory loss, depression, flashbacks, lowered production of sex hormones, birth defects, low birth weight infants and severe psychological disorders may result from the use of drugs.
- These drugs are highly addictive, both physically and psychologically. The body builds a tolerance to such drugs so that larger and more frequent doses are required to satisfy the need for the drug.

### **Campus Resources for Students**

A student who voluntarily seeks help for drug or alcohol abuse is not subject to disciplinary action; in fact, University officials will do everything they can to assist the student in obtaining appropriate treatment. If the student continues to use drugs, then he/she does become subject to disciplinary action.

#### **Medical Amnesty/Good Samaritan Policy**

The University recognizes that in an alcohol or other drug-related emergency, the potential for disciplinary action by the University may act as a barrier to students seeking medical assistance for themselves or other students; therefore, the University has a Medical Amnesty protocol as part of our comprehensive approach to reducing the harmful consequences caused by the consumption of alcohol or other drugs. The University’s main concern is the well-being, health, and safety of its students. Medical Amnesty represents the University’s commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or other drug-related emergency. Medical Amnesty also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or other drugs in order to reduce the likelihood of future occurrences.

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or other drug-related emergency will not face formal disciplinary action by the University for the possession or use of alcohol or other drugs. The recipient of medical attention will also avoid formal disciplinary action by the University for the possession or use of alcohol or other drugs if she/he agrees to participate in a recommended referral to The Alcohol & Drug Education Center and to comply with any recommendations the Center prescribes. If an individual receives emergency medical assistance on more than one occasion due to excessive use of alcohol or other drugs, the situation will be evaluated so as to provide the student with additional resources and/or sanctions as needed or appropriate. The Medical Amnesty protocol applies to straightforward cases of alcohol or other drug-related

emergencies. The Medical Amnesty protocol does not excuse co-occurring student code of conduct infractions or other incidents related or unrelated to the medical emergency.

### **Alcohol & Drug Education Center**

The TCU Alcohol and Drug Education (ADE) Center is based on a philosophy of student development that incorporates personal and community wellness. The mission of the program is to enhance students' overall academic experiences and personal development through the promotion of responsible decision making and healthy lifestyle choices, especially regarding alcohol and other drugs. The ADE Center encourages students to develop a sense of responsibility for themselves, for others, and for the University by assuming leadership in setting behavioral norms for the campus community. To this end, the ADE Center sponsors Frogs CARE (Frogs Committed to Advocacy, Responsibility, and Education) and HyperFrogs. Frogs CARE is an organization which brings together concerned students committed to making a positive difference in the university environment. HyperFrogs is the campus spirit organization; its members are committed to increasing Horned Frog spirit through the support of varsity athletics, exemplifying good sportsmanship, and positively representing TCU.

The staff of the Center includes licensed professional counselors who provide confidential assessments and short-term counseling, as well as professional Student Affairs staff who offer expertise in prevention programming and training. Programs designed for academic classes, residence halls, and other student groups include, but are not limited to, Alcohol & Other Drug Jeopardy, Women and Alcohol, Men and Alcohol, Alcohol Effects from Head to Toe, Alcohol Mythbusters: Fact or Fiction, and Responsibility and Alcohol: Use or Abuse? Most programs are individually designed to meet the specific needs of the group or organization requesting the presentation. Anyone interested in services available through the Alcohol & Drug Education Center is encouraged to visit the office (located in suite 049 of the University Recreation Center) or to call 817-257-7100.

### **Disciplinary Sanctions**

#### **Alcohol**

Students must carry student IDs at all times and should present them upon request of a university staff member (including Resident Assistants and Campus Police). Violations of the alcohol policy will subject the student to the following minimum disciplinary sanctions:

#### **First Offense**

- The student will be required to permanently dispose of all the alcohol and containers in his/her possession or it will be confiscated and disposed of by a University staff member.
- A \$150 fine will be charged to the student. The charge will read as an "alcohol policy violation" on the student's bill from the University.
- The student must attend an assessment screening and an alcohol education workshop designed for people who violate policy within the specified time frame.

#### **Second Offense**

- The student will be required to permanently dispose of all the alcohol in his/her possession or it will be confiscated and disposed of by a University staff member.
- A \$225 fine will be charged to the student. The charge will read as an "alcohol policy violation" on the student's bill from the University.

- The student must attend a follow-up assessment screening and complete an alcohol education workshop designed for persons who have repeated violations within the specified time frame. The student is responsible for any education workshop cost.
- The student must complete 45 hours of community service.
- A letter will be sent to the student, and to the student's parents, with a copy going to his/her file in the Office of the Dean of Campus Life citing the student's alcohol violation and the consequences for further violations.

### **Third Offense**

- The student will be required to permanently dispose of all the alcohol in his/her possession or it will be confiscated and disposed of by a University staff member.
- A \$300 fine will be charged to the student. The charge will read as an "alcohol policy violation" on the student's bill from the University.
- The student will be referred to the Dean of Campus Life and placed on University disciplinary probation. Residence hall students may be subject to removal from the residential living program at TCU for a minimum of one semester.
- The student must complete 60 hours of community service.
- The student must attend a minimum of three (3) individual counseling sessions within the specified time frame.
- A letter will be sent to the student, and to the student's parents or guardians, with a copy going to his/her file in the Office of the Dean of Campus Life citing the student's alcohol violation and the consequences for further violations.

### **Drugs**

Students enrolled in Texas Christian University are subject to disciplinary action for the possession, manufacture, use, sale or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance or for being under the influence of any prescription drug or controlled substance, except for the use of an over-the-counter medication or for the prescribed use of medication in accordance with the instructions of a licensed physician. Controlled substances including but not limited to: marijuana, K2 and other synthetic cannabinoids, synthetic stimulants (such as bath salts), cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, steroids, LSD, GHB, Adderall, Rohypnol, and substances typically known as "designer drugs" such as "ecstasy." Possession of paraphernalia associated with the use, possession or manufacture of a prescription drug or controlled substance is also prohibited (see Code of Student Conduct section, Drugs). Students having prohibited substances in their residence and students in the presence of these substances or paraphernalia may be subject to the same penalties as those in possession.

There are some instances where a student may be asked or required to submit to a drug screen examination. The minimum penalty for a first-time non-incident based positive drug screen will be referral to drug education counseling or to a drug treatment program and disciplinary action at the discretion of the Dean of Campus Life. A letter may be sent to the parents or guardians of any student under 21 years of age who had a positive drug screen.

The minimum penalty for a first-time violation of the Drug Abuse Policy for use or possession of a prescription drug or controlled substance will be disciplinary probation for a full year, participation in drug education counseling, 80 hours of community service, and a \$200 fine, and subject to random drug-testing for a full year. The student may be evicted from University residence halls, especially if the use or possession happened in a



University-owned facility or at a University-sponsored event. The parents or guardians of any student found in violation of the drug policy may be contacted regarding the violation.

Any student who violates the Drug Abuse Policy for use or possession of a prescription drug or controlled substance for a second time or has an additional positive drug screen may be suspended from the University for at least one year. Readmission to the University will occur only after the suspended student provides proof of drug counseling and/or treatment from a licensed counselor or certified treatment program.

Possession of drug paraphernalia, including but not limited to "bongs", pipes, hookahs, and/or other devices that may be used to facilitate consumption of illegal drugs, may subject a student to the same penalties as those imposed for use and possession of a prescription drug or controlled substance.

The penalty for a violation of the Drug Abuse Policy for sale, distribution, or manufacture of a prescription drug or controlled substance will be permanent expulsion from the University.

In all offenses, depending upon the surrounding circumstances, additional disciplinary sanctions may be levied. Individual and organizational violations will accumulate for one academic year.

#### Legal Sanctions

In addition to sanctions imposed by the University for violation of the Alcohol and/or Drug Policy, a student may be subject to regulations of civil authorities. The information below outlines federal and state laws regarding alcohol and other drugs.

## Alcohol and Drug Penalties

TEXAS STATE LAW				
OFFENSE	CLASS/DEGREE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT	FOR MINORS
Manufacture or delivery of controlled substance (drugs)	State Jail Felony to First Degree Felony	Up to 2 years in jail and a fine of up to \$10,000	10 years to life in jail and a fine of up to \$250,000	Same
Possession of controlled substance (drugs)	State Jail Felony to First Degree Felony	Up to 2 years in jail and a fine of up to \$10,000	15 years to life in jail and a fine of up to \$250,000	Same
Possession or delivery of marijuana	Class B Misdemeanor to First Degree Felony	180 days in jail or a fine of up to \$2,000, or both	5 years to life in jail and a fine of up to \$250,000	Same
Driving while intoxicated (alcohol or other drugs or both)	Class B Misdemeanor to Third Degree Felony BAC > .08	72 hours to 180 days in jail or a fine of up to \$2,000, or both	2 to 10 years in jail and a fine of up to \$10,000	Any detectable amount
Public intoxication	Class C Misdemeanor	Fine of up to \$500	Fine of \$250 to \$2,000, jail time of up to 180 days, community service of 8 to 40 hours, driver's license suspension for 30 to 180 days and attend one alcohol awareness class	Begin with maximum punishment
Purchase, consumption or possession of alcohol by a minor	Class C Misdemeanor	Attend one alcohol awareness class, 20-40 hours community service, fine up to \$500, 30-day driver's license suspension	180 day driver's license suspension, up to \$2,000 fine, 180 day jail term	N/A
Sale of alcohol to a minor	Class A Misdemeanor	Fine up to \$4,000, up to one year in jail, or both, 180-day driver's license suspension	Fine up to \$4,000, up to one year in jail, or both, 180-day driver's license suspension	N/A

FEDERAL LAW		
OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacturing, distribution or dispelling of illegal drugs	Imprisonment up to 3 years, and a fine of \$250,000 or both	Life imprisonment (no parole) and fine up to \$8 million (individual) or \$20 million (other)
Possession of illegal drugs	Imprisonment for up to 1 year and a fine of not less than \$1,000 or both	5 to 20 years imprisonment and fine of at least \$5,000 plus investigation/court costs
Distribution of drugs to a person under 21 years of age	Double the federal penalty for distribution of drugs	Triple the federal penalty for distribution of drugs

*The information in this email meets the requirements for annual notification of the Drug-Free Schools and Campuses Regulations (EDGAR) Part 86.*

## HD Welcome Meeting Agenda – Fall Semester

- 1) Welcome from HD
    - Introduce self and role
  - 2) Any fun building history or goals they have for year.
  - 3) Cover 5 outcomes we have for folks and how can achieve together. Take time to build relationships and become a Horned Frog.
  - 4) Hall Crew/HCA and get involved – apply, September 5<sup>th</sup> retreat
  - 5) Safety and Security/Policies – your responsibility to know handbook
    - If you have any medical conditions, please let me know in private. This is in the case of an emergency; we can be equipped to assist. Information is confidential.
    - Please take care to secure any prescription medicine. Please do not leave in the open.
    - Alcohol - Easy – not 21 – don't drink or have alcohol in your room
    - Medical Amnesty
    - Drugs – illegal – don't do
    - Quiet Hours – 10:00pm to 10:00am
    - Visitation hours are typically 12 noon to 12 midnight Sunday through Thursday, and 12 noon to 2a.m. Friday and Saturday.
    - All guests are expected to be escorted by their hosts at all times and the resident is responsible for their guest observing hall and University regulations.
    - Occasional overnight guests of the same sex are allowed in a resident's room if they do not create an inconvenience for the roommates or other residents. If a guest stays for more than two days, the resident needs approval from the hall director. Regardless of the length of stay, the resident should inform the RA of any guest.
  - 6) Frogs First – Frogs First will begin on Thursday August 21<sup>st</sup> kickoff in the stadium. You will meet your group for the first time and get to know them. For the most part, the students in your group will be your residents on your floor. There may be some overlap with other floors.
  - 7) Dismiss to wing/floor meetings
    - Welcome and Get to Know You Activity
      - I am an RA, this is why I am here, here is how to reach me
    - Community Standards Discussion
      - What kind of place do you want to live?
      - What does your environment need to be for you to be successfully socially and academically? Noise, visitation, use of common space, studying
      - How will we keep our community fit to live in? Vandalism, cleaning, bathrooms
      - How will we interact, watch out for, and support each other? Handling disagreement, support each other, taking care of each other.
      - How will we treat and interact with Hall Staff? Housekeeping, OA, RA, HD
      - Sustainability-Use of recycling bins
    - Discuss traditions that are specific to your hall and ask for suggestions on creating new traditions.
    - Talk about Hall Crew meetings
- Other items:



## HD Welcome Meeting Agenda – Spring Semester

### Welcome from HD

- Make sure to welcome new residents to hall – TCU – make a special point to welcome new to TCU students in some form – maybe not at the meeting, but in some manner.
- Introduce Staff
- Highlight any events that may already be scheduled.

### Reiterate any policies

- Alcohol Violations
- Visitation – If your hall has voted in the 24 hours, they stay. If they did not, talk about the timeline for voting in the Spring Semester.
- Quiet Hours

-This meeting is your warning.

### Leadership in the Hall

- If your Hall Crew has any openings, advertise and hype

Dismiss to wing/floor meetings

Any other topics:

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### 3.2.11 Alcohol

Use, production, distribution, sale or possession of alcohol in a manner prohibited under Texas law and in a manner that violates the following conditions:

- a. use of alcohol by anyone under 21 years of age or providing alcohol to someone who is under 21 years of age;
- b. use of alcohol anywhere other than in a residence hall room or other specifically designated area for use;
- c. being in a room where alcohol is present while underage unless it is your room and your roommate is 21 years of age;
- d. behavior that evidences underage consumption and/or intoxication on campus, including but not limited to staggered walking, slurred speech, or alcohol on breath;
- e. possession of kegs or similar bulk quantity containers. Individuals who bring a keg or similar prohibited container to the campus are subject to a \$500 fine, removal from all University residence halls, and appropriate disciplinary action. Any organization that allows a keg or similar prohibited container, serves alcohol, or allows alcohol to be served at a University facility is subject to a \$1000 fine;
- f. possession of containers designed for alcoholic beverages while underage.

The first alcohol violation in an academic year will result in an alcohol assessment, a required educational workshop, and a \$150 fine. The second alcohol violation in an academic year will result in a \$225 fine, a letter home to student's parents or guardians, an additional alcohol assessment, completion of an educational workshop designed for repeat offenders, 45 hours of community service, and compliance with any recommendations made by Alcohol and Drug Education Center. The third alcohol violation in an academic year will result in a \$300 fine, a letter home to students' parents or guardians, further alcohol assessment, one year of disciplinary probation, possible expulsion from University housing, 60 hours of community service and compliance with any recommendations made by the Alcohol and Drug Education Center.

### Medical Amnesty

The University recognizes that in an alcohol or other drug-related emergency, the potential for disciplinary action by the University may act as a barrier to students seeking medical assistance for themselves or other students; therefore, the University has a Medical Amnesty protocol as part of our comprehensive approach to reducing the harmful consequences caused by the consumption of alcohol or other drugs. The University's main concern is the well-being, health, and safety of its students.

Medical Amnesty represents the University's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or other drug-related emergency. Medical Amnesty also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or other drugs in order to reduce the likelihood of future occurrences.

An individual who calls for emergency assistance on behalf of a person experiencing an alcohol or other drug-related emergency will not face formal disciplinary action by the University for the possession or use of alcohol or other drugs. The recipient of medical attention will also avoid formal disciplinary action by the University for the possession or use of alcohol or other drugs if she/he agrees to participate in a recommended referral to The Alcohol & Drug Education Center and to comply with any

recommendations the Center prescribes. If an individual receives emergency medical assistance on more than one occasion due to excessive use of alcohol or other drugs, the situation will be evaluated so as to provide the student with additional resources and/or sanctions as needed or appropriate.

The Medical Amnesty protocol applies to straightforward cases of alcohol or other drug-related emergencies.

The Medical Amnesty protocol does not excuse co-occurring student code of conduct infractions or other incidents related or unrelated to the medical emergency.

#### Visitation Violations

##### *Visitation*

You may have members of the opposite gender visit you in your residence hall room during certain hours of the day. All visitors must be escorted by their hosts in all areas of the building. Visitation hours are posted in each hall and the Office of Residential Services website. Visitors under the age of 17 are not permitted overnight in the residence halls, unless permission is granted by the Office of Housing and Residence Life. Violations of the visitation policy will result in disciplinary action, which may include removal from the hall or suspension of visitation privileges. Non-residents who violate visitation may be prohibited from returning to the hall.

## **Student Organizations Handbook excerpts:**

“The following standards will apply to all recognized student organizations at TCU.

### General Standards

1. TCU student organizations must conform to all applicable local/state/national laws and TCU policies in all of their policies and practices. TCU student organizations will not engage in, encourage, condone, or support illegal activities such as hazing or underage drinking.
2. TCU student organizations with national affiliations, including fraternities and sororities, must meet both the minimal standards developed by the national organization and those established by the University. If national standards conflict with TCU policy, TCU policy will supersede...”

### “Specific Standards

All regulations of the SOC supplement local, state, and national law as well as certain general policy statements included in the sections on student conduct, student discipline, and student organizations given elsewhere in the TCU Code of Student Conduct.

State law that is particularly pertinent in relation to student organizations includes:

1. Senate Bill 1138

In accordance with Texas state law, all TCU student organizations must attend a Risk Management Training provided by the OSO. 10

In addition to any issue the OSO determines as appropriate, the OSO must also address the following:

1. Possession and use of alcohol beverages and illegal drugs, including the penalties that may be imposed for possession or use...”