



## Drug and Alcohol Abuse Prevention Program Biennial Review

### **Legal Requirements**

Bridgerland Technical College has adopted and implemented a Drug and Alcohol Abuse Prevention Program as a condition of receiving funds or any other financial assistance under federal programs as outlined by Title 34 of the Code of Federal Regulations, part 86. The College's program is published on the Consumer Information page <https://btech.edu/consumer-info/> of the school's website <https://btech.edu/>.

As a requirement of law, the College conducts a biennial review of the school's Drug and Alcohol Abuse Prevention Program. The biennial review

- determines the effectiveness of the program and implements needed changes
- determines the number of drug and alcohol-related violations and fatalities that occur on the school's campus or as part of the school's activities, and are reported to campus officials
- determines the number and type of sanctions that are imposed
- ensures that sanctions are consistently enforced

The schools program and the results of this review are made available, upon request, to the U.S. Department of Education and to the public.

### **Review of Program and Policies**

Each year the College's Disclosure Committee member assigned to the Drug and Alcohol Abuse Prevention Program disclosure shall review the College's Drug and Alcohol Abuse Prevention Program and its associated policies:

600.640 Student/Visitor Drug- and Alcohol-Free Education Environment  
300.313 Drug- and Alcohol-Free Workplace; Drug and Alcohol Testing

### **Collecting Violation, Fatality, and Sanction Information**

The assigned committee member shall collect from campus security and/or appropriate administration the number of student, visitor, and/or employee drug and/or alcohol-related violations and fatalities for the review year that occur on the school's campus or as part of the schools activities. The assigned committee member shall collect from student services, campus security, and/or the Human Resources office the number and types of sanctions imposed on students, visitors, and/or employees for such violations.

## Measuring Effectiveness and Implementing Needed Changes

Effectiveness of the program is a measure of how well the program works to prevent drug and alcohol abuse by students and employees. The assigned committee member shall collect from student services the number of students enrolled for the review year; and collect from the Human Resources office the number of employees employed during the review year. Effectiveness of the program will be calculated by dividing the number of student and/or employee violations by the number of students enrolled and/or employees employed for each category. The resulting number is the effectiveness percentage. Any significant change to the percentage from year to year will be evaluated and any needed changes to the program will be made.

Additionally, imposed sanctions against students and/or employees shall be evaluated against program and policy requirements to ensure consistency of enforcement. Any inconsistencies will be evaluated and any needed changes to the program will be made.

## Inclusions and Publication

The biennial review shall include the numbers collected, the measure of effectiveness, and a summary of the number and types of sanctions imposed. This information shall be reported separately for students, visitors, and employees. The results of the biennial review are posted on the College's Consumer Information webpage.

## Definitions

- **Assigned committee member** – the college's Disclosure Compliance committee assigns individual members responsibility for a specified disclosure(s). The name and contact information for the current committee member assigned to the Drug and Alcohol Abuse Prevention Program disclosure and its Biennial Review may be requested from the contact(s) identified in the disclosure entitled Contact Information for Assistance in Obtaining Institutional or Financial Aid Information located on the school's Consumer Information webpage
- **Employee** – any person who is employed by the college. An **Employed** person is anyone who is on the College's payroll
- **Fatality** – a person's death resulting from program violations
- **Program** – herein refers to the College's Drug and Alcohol Abuse Prevention Program
- **Review year(s)** – the two most recently completed fiscal years following the last review. At a minimum, a review shall be conducted biennially (every other year)
- **Sanctions** – disciplinary action taken against individuals for program violations
- **School campus/school activities** – are defined by College policies associated with the program. May also be described as college premises or school property
- **Student** – any person who is enrolled in any of the college's courses or programs. **Enrolled** students are those who are included in the yearly enrollment numbers reported to the college's governing body
- **Violations** – drug and alcohol related offenses that occur on the school campus and/or at school activities. These violations are described in the programs Standards of Conduct



**Drug and Alcohol Abuse Prevention Program  
Biennial Review**

*For Fiscal Years ending June 30, 2019 and June 30, 2020*

Category	Fiscal Year	Number of Violations	Number and Type of Sanctions Imposed	Number enrolled/employed	Effectiveness
Students	2019-2020	0	None	x	99%
Visitors		2	Referred to law enforcement	<i>Not applicable</i>	
Employees		2	1 terminated; 1 referred for testing	x	99%
Students	2018-2019	1	Referred to law enforcement	x	99%
Visitors		1	Referred to law enforcement	<i>Not applicable</i>	
Employees		0	None	x	99%
Summary of effectiveness		The program has been determined to be effective. Zero fatalities resulted from violations of the program.			
Changes to be implemented		None			