



## **Biennial Review Documentation Plan**

In order to comply with federal regulations and its value of ensuring a safe and healthy learning environment for its students and to comply with the college's employee and student drug testing policies; Community Care College, Clary Sage College, and Oklahoma Technical College complies with the Drug Free Schools and Communities Act (DFSCA). A review of the College's prevention and intervention program will be conducted and a report developed under the supervision of the Human Resource's Department.

Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, the college 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.

In order to be able to certify its compliance with the regulations, an the college 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 that the college does the following:

At a minimum; annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with drug use; and a description of available treatment programs.

1. Develop a sound method for distributing annual notification information to every student and staff member each year.
2. Conduct a biennial (every 2 years) review on the effectiveness of its Drug and Alcohol Abuse programs and the consistency of sanction enforcement.
3. Maintain its biennial review material on file, so that, if requested to do so by the U.S. Department of Education, the campus can submit it.



*It Takes A Community*

### **Biennial Review Information**

The regulations do not specify a date by which the biennial review must be completed and on file—they simply require that a campus complete a review every two years. Since the regulations went into effect in an even-numbered year (1990), long practice has held that campuses conduct a biennial review by the end of each even-numbered calendar year. Our college typically conducts the review in January.

Periodically, the U.S. Department of Education may direct its Higher Education Center to analyze a random sample of biennial review material from colleges and universities nationwide. The Center will contact campuses included in the sample directly when an analysis is to be conducted.