



**USC Lancaster**

**Palmetto College Campus**

**Campus Committee Members**

**Dr. Todd Lekan, Associate Dean, Academic and Student Affairs**  
**Dr. John Rutledge, Sr., Director of Law Enforcement and Security**  
**Mrs. Tracey Mobley-Chavous, Director, Human Resources**

**Biennial Review: Academic Years 2020-2021 and 2021-2022**  
**Drug-Free Schools and Campuses Regulations [Edgar Part 86]**  
**October 1, 2022**

## Introduction/Overview

*The Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act of 1989, requires that any institution of higher education that receives federal financial assistance must adopt and implement a program to prevent the use of illicit drugs and alcohol abuse by students and employees (<https://www.govinfo.gov/app/details/USCODE-1997-title20/USCODE-1997-title20-chap28-subchapXII-sec1145g/summary>).*

*Pursuit to this requirement, the Department of Education General Administrative Regulations (EDGAR), 34 C.F.R. Part 86 (Part 86), mandate that colleges and universities: 1) annually distribute specified drug and alcohol prevention information to students and employees (“annual notification”), and 2) conduct a biennial review of their drug and alcohol prevention programs[1].*

University of South Carolina Lancaster has a long-standing commitment to alcohol and other drug prevention. USC Lancaster has regularly used national tools to measure our progress and to select and implement best practices. We have developed this inventory and recommendations in the spirit of continuous improvements of both our efforts and compliance.

[1] These regulations were originally published in the Federal Register, Vol. 55, No. 159, Aug. 16, 1990, pp. 33580–33601, and are now available at <https://www.govinfo.gov/content/pkg/FR-1990-08-16/pdf/FR-1990-08-16.pdf> (accessed on September 13, 2022).

## Biennial Review Process

A committee from each campus of USC Palmetto College was recruited to serve as a biennial review work group. Committee members included faculty and staff from the Office of Academic and Student Affairs, Safety and Security, and Human Resources. Information and data from these offices and others such as Athletics and University 101 were consulted and used. The committees on each of the Palmetto College campuses have met several times between November 2020 and August 2022. Our initial objectives were threefold: 1) to gather information and determine the effectiveness of AOD prevention/education efforts, 2) to gather information about enforcement efforts, and 3) to determine how the annual notification is being conducted. Our findings are synopsized in the first half of this report; appendices are included with copies of major relevant documents. In the future, the biennial review work groups will use this report’s findings and goals to measure progress. Lastly, the committee developed a list of four overarching recommendations from the next biennium. Biennial Reviews will be kept on the four Palmetto College campuses at two central locations: the Office of Academic and Student Affairs and the respective office where Safety and Security functions are managed. They will also be archived online on the websites of each of the four campuses.

## **Annual Policy Notification Process**

### ***Employees***

The employee policy notification is required to have the following elements:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
4. A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
5. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct; a disciplinary sanction may include the completion of an appropriate rehabilitation program.

This required content is contained in policy HR 1.01, Drug-Free Workplace, although the health risks section is not very explicit. Policy language notes the practice of distribution to new employees and annually to continuing employees.

During this biennium, notification of our Drug-Free Workplace policy (HR 1.01) to new employees and annually to continuing employees occurred in multiple ways to ensure compliance:

- In our New Employee Orientation;
- Temporary employees who do not attend University Orientation are informed through the USC Human Resources Onboarding Process upon hire and review of all applicable University/HR policies;
- Through the University's Clery Act Annual Security and Fire Report under the "ALCOHOL AND DRUG POLICIES AND PROGRAMS TO PREVENT ALCOHOL AND DRUG ABUSE" section.
- Through direct email communication to all employees twice a year.

## **Students**

The student policy notification is required to have the following elements:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
4. A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
5. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct; a disciplinary sanction may include the completion of an appropriate rehabilitation program.

Twice a year, students are sent notifications that include, at a minimum, USC Lancaster's Drug and Alcohol Policy, the Palmetto College Annual Security and Right to Know Report, and the USC Lancaster Student Handbook. These documents describe the standards of conduct that are clearly prohibited, including associated state laws that they violate, a description of the health risks associated with the use of illicit drugs and the abuse of alcohol, a description of resources, and clear statements and descriptions regarding disciplinary sanctions. Copies of these emails for this reporting period are attached to the end of this report.

## **Inventory of Policies, Policy Enforcement & Programs**

The work group gathered information from across campus on student behavioral data, policy and law enforcement, and prevention, education, and intervention programs regarding alcohol and other drugs. We organized this inventory into four major categories:

- A. Student Alcohol & Other Drug Behavior Data
- B. Policy Inventory
- C. Policy Enforcement Data
- D. Prevention Programming

### ***A. Student Alcohol & Other Drug Behavior Data***



Public intoxication	0	0	0	0	0	0	0	0	
Violating other regulations while under the influence	0	0	0	0	0	0	0	0	
Gameday Ejections due to Alcohol	0	0	0	0	0	0	0	0	

*2. Annual Security Report: Safety and Security Offices (2020-2022)*

**Criminal Arrests for Violations for Illegal Weapons, Drugs, and Alcohol**

Arrests for weapons, drugs, and alcohol	Total on campus			Non-campus			Public Property		
Illegal weapons possession	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0

**Disciplinary Referrals for Illegal Weapons, Drugs, and Alcohol**

Disciplinary Referrals for weapons, drugs, and alcohol	Total on campus			Non-campus			Public Property		
Illegal weapons possession	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0

*Summary of Sanctions:*

As there were no incidents for this period, there were no sanctions and thus no fatalities.

*D. Prevention and Early Intervention Programming*

The Office of Academic and Student Affairs and the Office of Safety and Security regularly sponsor programming aimed at the prevention of the abuse of alcohol and other drugs on the campus and in the community. Education about university policies as well as prevention communication are shared widely through new student orientation, University 101, and other appropriate resources. When available and applicable, resources from and referrals to health organizations in the community are involved and included. Public health practice and research supports the

effectiveness of mutually reinforcing efforts at all levels with evidence that policy and community-based interventions are particularly effective.

### **Recommendations for future implementation**

*Recommendations for on-campus alcohol and drug prevention initiatives:*

- The university should develop and implement clear, consistent prevention communication messages that align with the institution's policies and practices and should be void of gaps and duplications.

*The committee affirms this as a major recommendation. The institution sends a consistent set of linked messages to incoming students from orientation to University 101. Intentional examination and planning of future messages can deepen and reinforce efforts.*

- The university should increase efforts to change norms about drinking by requiring training for all faculty advisors and student organizations, to include all campus groups. This initiative should include the development of faculty training materials in addressing alcohol and drug issues and concerns during academic advising.

*We affirm the recommendation for correcting unhealthy social norms. While students should be the primary target of a normative campaign, addressing the faculty and staff role in shifting cultural beliefs and proactively engaging faculty and staff in the campaign can lower resistance and increase saturation of the messages.*

- The university should develop a systematic approach to address student substance use issues by providing a full continuum of alcohol and other drug university services to include prevention, early identification, intervention, and referral to local health care provider.
- The university must understand that reshaping norms, culture, and behavior requires motivation and educational interventions to prepare the campus for change, skill building interventions to help members carry out new practice, and reinforcement/enforcement of the new structural changes. Institutional change occurs incrementally and over long periods of time. The university must be committed to these efforts for the long run in order to make sustainable changes.

*The university must continue to hold its position and partnerships through pushback in order to effect long-term change.*

*Recommendations for off-campus initiatives:*

- The university should initiate statewide lobbying efforts to reduce access and availability to illicit drugs and alcohol in hospitality districts surrounding the university and at student-attended events that include: reducing high alcohol retail outlet density; enforcing S.C. laws on drink

specials, happy hours and hours of operation; limiting alcohol promotional messaging on social media; and strict enforcement on minimum age drinking laws. Lobbying efforts also should include support for developing independent funding sources that allow for state and local offices to function without relying on the cost of underage drinking/misbehavior. This initiative should include collaborating with the city and county officials to develop and enforce laws addressing sales, service practices and environmental design in areas where this illegal behavior might take place.

### **Recommendations for next Biennium**

After consideration of campus policy, program and behavior data and considering recent and evolving institutional initiatives, the committee highlights the following recommendations for the next biennium.

The institution needs to continue to act on the Edgar 86 requirements for an annual student notification. Other methods like electronically requiring content review before registration or an all-student email would also meet requirements. The latter is in place twice yearly. Similarly, the Biennial Review process will be continued, with the next review filed by October 1, 2024. The review committee could continue as is or be appointed by the Chancellor of Palmetto College or the Dean (or designee) of the respective campus.

The major recommendations include:

1. Consistently communicate messages to the USC Lancaster community and local community about high-risk drinking from pre-matriculation through alumni status, with a focus on supplementing messages beyond the end of the first semester,
2. Increase communication efforts to enhance and supplement policy enforcement,
3. Enhance current efforts to build consistent programs for the student body and a positive environment for non-drinking students,
4. Implement effective prevention strategies for high-risk students and groups.
5. Implement newly acquired AlcoholEdu online training module for students.

Further, we recommend that the institution continue its momentum to “right size” its resource allocation toward alcohol and drug prevention efforts. These resources can be strategically brought to bear across enforcement, community relations, prevention, and health and safety campus partners.

### **Conclusion**

In conclusion, the committee hopes that our report will be received as a good faith review of the status of USC Lancaster’s extensive alcohol and drug prevention efforts and a set of actionable goals and objectives for the next biennium. As we have neared the conclusion of our work, the



Committee plans to adopt these recommendations as their strategic plan for the next two years to create a structured implementation strategy.

















































Campus Phone: (864) 429-8024  
Website: <http://uscunion.sc.edu/>

We look forward to assisting you.

**Financial Aid Office**





## Collins, Walter

---

**From:** Blackwell, Bridget  
**Sent:** Monday, January 31, 2022 5:18 PM  
**To:** CONTROLLER, COMPLIANCE  
**Cc:** Collins, Walt; Hollins, Victoria; Smith, Sandy  
**Subject:** FW: UofSC Consumer Information for Regional Campuses Spring 2022

Thanks!

Bridget D. Blackwell

---

**From:** UofSC Office of Financial Aid <noreply@sc.edu>  
**Sent:** Monday, January 31, 2022 4:49 PM  
**To:** Blackwell, Bridget <BDAVIS@mailbox.sc.edu>  
**Subject:** UofSC Consumer Information for Regional Campuses



Dear Student:

You are receiving this email because as an enrolled or prospective student of the University of South Carolina, you have the right to know certain information about the university.

Palmetto College and the Regional Palmetto Colleges strive to provide the optimum combination of teaching, research, co-curricular learning, service, and campus life. For this combination to occur, health and wellness must thrive. Palmetto College and the Regional Palmetto Colleges remain dedicated to complying with the Drug-Free Schools and Communities Act, EDGAR 86, and all related provisions.

Alcohol, tobacco, and drug policies and programs apply to administrators, faculty, staff and students. Palmetto College and the Regional Palmetto Colleges adopt and provide programs “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.” In addition, the University refers employees and students to professionals and resources that enhance health and personal efficacy. Take advantage of these resources to promote wellness while avoiding harmful habits that come from abusing alcohol, tobacco, and drugs.

The following information is provided for developing a healthier and happier community of scholars!

An **annual notification** is necessary to specify the following issues:

- Palmetto College prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
  - Access our [Annual Security and Right to Know Report \[pdf\]](#)
- A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
  - Federal sanctions include:  
[Penalties for Simple Possession](#)  
[Possession of a Controlled Substance: Drug Possession Laws](#)
  - State of South Carolina sanctions include:  
SC Code of Laws: Title: 44; Chapter 53; sections 370-375 Poisons, Drugs, and Other Controlled Substance  
<https://www.scstatehouse.gov/code/t44c053.php>
  - SC Code of Laws: Title: 61; Chapter 4; sections 80-90 Alcohol and Alcoholic Beverages  
<https://www.scstatehouse.gov/code/t61c004.php>
  - Offenses Involving Minors SC Code of Laws: Title 63; Chapter 19; section 2440 Beer and wine purchase, consumption, or possession  
<https://www.scstatehouse.gov/code/t63c019.php>
- A description of the health risks associated with the abuse or use of illicit drugs.
  - Page-11 of the [Annual Security and Right to Know Report \[pdf\]](#)
  - Alcohol and illegal drug use:  
<https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
  - CDC Alcohol Use and Your Health  
<https://www.cdc.gov/alcohol/pdfs/alcoholyourhealth.pdf>
  - Alcohol and Drug Use and Abuse  
[Health Consequences of Drug Addiction](#)  
<https://www.drugabuse.gov/drug-topic>

<https://www.drugabuse.gov/drug-topics/alcohol>

- Tobacco Use Health Risk  
[UofSC Wellness Prevention](#)  
[CDC Tips from Former Smokers](#)
- A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to students and employees.
  - Pages 14-18 of the [Annual Security and Right to Know Report \[pdf\]](#)
- A clear statement that the Institution of Higher Education (IHE) will impose disciplinary sanctions for the violations of these standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.
  - Links to the Student Handbook which includes a section on the applicable Code of Student Conduct as well as possible **Sanctions** for violations to conduct rules can be found on pages 64 through 108 of the [Annual Security and Right to Know Report \[pdf\]](#)
  - Palmetto College and the Regional Palmetto Colleges will impose a variety of sanctions if a student has violated the Student Code of Conduct. Sanctions are determined by a preponderance of the evidence in the context of 3 criteria: the severity of the infraction, the case history of the student and the attitude of the student during the conduct process.
    - Sanctions can include: Probation, Social Probation, Online education, Fines, Research Papers, Loss of campus privileges, Mandatory Drug Testing, Required Alcohol-Drug Counseling, Residence Hall relocation, Residence Hall suspension, Suspension and Expulsion.

In addition to the Drug-Free School and Communities Act, we have provided information, in accordance with the Higher Education Opportunity Act, about financial aid [consumer information](#) for you on our website. You may also [download a PDF version of the Consumer Information \[pdf\]](#). Other than reviewing this information, there is no additional action that you need to take.

If you need assistance obtaining the consumer information listed on the website or wish to receive a paper copy of the Consumer Information, please contact the Financial Aid Office at your campus.

### **USC Lancaster**

Campus Phone: (803) 313-7068

Website: <http://usclancaster.sc.edu/>

### **USC Salkehatchie**

West Campus-Allendale, SC

Campus Phone: (803) 584-3446

East Campus-Walterboro, SC  
Campus Phone: (843) 549-6314  
Website: <http://uscsalkehatchie.sc.edu/>

**USC Sumter**

Campus Phone: (803) 938-3840  
Website: <http://uscsumter.sc.edu/>

**USC Union**

Campus Phone: (864) 429-8024  
Website: <http://uscunion.sc.edu/>

We look forward to assisting you.

**Financial Aid Office**