



USC Sumter

Palmetto College Campus

Campus Committee Members

Dr. Eric Reisenauer - Associate Dean, Academic and Student Affairs

Dr. Hendrikus van Bulck - Assistant Dean, Safety and Security Officer

Marchetta Williams - 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 Sumter has a long-standing commitment to alcohol and other drug prevention. USC Sumter 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 synopsisized 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 Sumter's Drug and Alcohol Policy, the Palmetto College Annual Security and Right to Know Report, and the USC Sumter 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

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	
Drug law violations	0	0	0	0	0	0	0	0	
Liquor law violations	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	
Drug law violations	0	0	0	0	0	0	0	0	
Liquor law violations	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 Sumter 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 Sumter’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.

Appendix

From: [HOLLINS, VICTORIA](#)
To: [COPALM_AllFacultyStaff](#)
Subject: Annual Notification of Alcohol/Drug Policies and Related Resources
Date: Tuesday, November 10, 2020 2:20:19 PM
Attachments: [image001.png](#)

The Federal Drug Free Workplace Act of 1988, the Drug Free Schools and Communities Act and its amendments of 1989, the Higher Education Reauthorization Act, and EDGAR 86 require all federal grant recipients to certify a drug-free environment.

Dear Employees:

Palmetto College and the Regional Palmetto Colleges strive to provide the optimum combination of teaching, research, cocurricular 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.

You will want to read and remember the following information for developing a healthier and happier community of scholars!

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

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.
 1. https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf
2. A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
 1. **Federal sanctions include:**
 2. <https://www.law.cornell.edu/uscode/text/21/844>
 3. <https://www.criminaldefenselawyer.com/crime-penalties/federal/Possession-Controlled-Substance.htm>
 4. **State of South Carolina sanctions include:**
 5. It's a misdemeanor to possess lysergic acid diethylamide (LSD) or a Schedule I or II narcotic controlled substance category in SC. Penalties differ depending on the number of offenses. If this is your first offense, a fine of up to \$5,000 or two years in jail or both is the penalty. Marijuana is a Schedule I drug.
 6. A second offense is a felony. The fine is as much as \$5,000 or up to five years in prison or both.
 7. Each successive offense raises the fine, though not the jail time. Three offenses or more is a fine of up to \$10,000, and up to five years in prison or both.
 8. Other Schedule I, II, III, IV, or V controlled dangerous substance is a misdemeanor for possession, with the exception of cocaine. A first offense penalty is a fine of up to \$1,000 or up to six months in jail or both.
 9. A second offense or more incurs fines of up to \$2,000 or up to one year in jail or both.
 10. A first offense of cocaine possession is a misdemeanor. The fine is up to \$5,000 or up to three years in prison or both. As with the other narcotics, a second offense is a felony.
 11. The penalty carries a fine of up to \$7,500, as much as three years in prison or both. A third offense or more of cocaine possession has a penalty of up to \$12,500 or up to 10 years in prison or both.
 12. If you're caught in possession of more than one gram of cocaine, judges presume intent to sell. This carries harsher penalties.
3. A description of the health risks associated with the abuse or use of illicit drugs.
 1. Page-9 of the Annual Security and Right to Know Report link below:
https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf
4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to students and employees.
 1. Pages 14-18 of the Annual Security and Right to Know Report link below:
https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf
5. 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.
 1. Pages 7-8 of the Annual Security and Right to Know Report link below:
https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf
 2. 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.
 1. 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.

Thank you,
Victoria

Victoria Hollins
Office of the Chancellor

Palmetto College
1420 Pendleton Street
Main: 803-777-7695 Direct: 803-777-4025
hollinsv@mailbox.sc.edu



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From: [HOLLINS, VICTORIA](#)
To: [COPALM_AllFacultyStaff](#)
Subject: Annual Notification of Alcohol/Drug Policies and Related Resources
Date: Monday, February 1, 2021 1:32:59 PM
Attachments: [image001.png](#)

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 1. **Federal sanctions include:**
 2. <https://www.law.cornell.edu/uscode/text/21/844>
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Collins, Walter

From: Hollins, Victoria
Sent: Friday, October 1, 2021 12:45 PM
To: COPALM_AllFacultyStaff
Cc: Smith, Sandy
Subject: Annual Notification of Alcohol/Drug Policies and Related Resources

The Federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act and its amendments of 1989, the Higher Education Reauthorization Act, and EDGAR 86 require all federal grant recipients to certify a drug-free environment.

Palmetto College remains 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 adopts and provides 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 to professionals and resources that enhance health and personal efficacy. Take advantage of these resources to promote wellness while avoiding harmful habits from abusing alcohol, tobacco, and drugs.

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

1. **Standards of conduct that prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by employees**

HR1.01 Drug-Free Workplace policy <http://www.sc.edu/policies/ppm/hr101.pdf>

HR1.95 Drug and Alcohol Testing Policy. <http://www.sc.edu/policies/ppm/hr195.pdf> The purpose of this policy is to prevent the hiring and/or continued employment of an individual in safety-sensitive or security-sensitive positions who, due to the abuse of alcohol or use of illegal drugs, may harm themselves or others or cause property damage.

Tobacco-Free Campus policy. The use of tobacco is a personal privilege that can be offensive and even harmful to health when abused or excessively practiced in the presence of non-tobacco users. This policy aims to eliminate the ill effects of tobacco use on the Palmetto College campuses.

https://sc.edu/about/offices_and_divisions/student_health_services/wellness-prevention/tobacco-cessation-and-treatment/tobacco-free-usc/index.php

Providing additional information on the effects of tobacco use.

https://www.cdc.gov/tobacco/campaign/tips/index.html?s_cid=OSH_tips_GL0008&utm_source=google&utm_medium=cpc&utm_campaign=TipsRegular+2021%3BS%3BWL%3BBR%3BIMM%3BDTC%3BCO&utm_content=CDC_E&utm_term=cdc+on+smoking&gclid=EAlaIqobChMI1M7rwNiw8QIVesmUCR1J2gUSEAAYASAAEgIR3fD_BwE&gclsrc=aw.ds

2. 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:

<https://www.law.cornell.edu/uscode/text/21/844>

<https://www.criminaldefenselawyer.com/crime-penalties/federal/Possession-Controlled-Substance.htm>

State of South Carolina sanctions include:

SC Code of Laws: Title: 44; Chapter 53; sections 370-375 Poisons, Drugs, and Other Controlled Substances

<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>

3. A description of the health risks associated with the abuse or use of illicit drugs and the abuse of alcohol.

1. **Alcohol and illegal drug use:**

<https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

2. **CDC Alcohol Use and Your Health**

<https://www.cdc.gov/alcohol/pdfs/alcoholyourhealth.pdf>

3. **Alcohol and Drug Use and Abuse**

<https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health>

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

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

4. **Tobacco use health risks:**

https://sc.edu/about/offices_and_divisions/student_health_services/wellness-prevention/tobacco-cessation-and-treatment/tobacco-free-usc/index.php

https://www.cdc.gov/tobacco/campaign/tips/index.html?s_cid=OSH_tips_GL0008&utm_source=google&utm_medium=cpc&utm_campaign=TipsRegular+2021%3B%3BWL%3B%3BBR%3B%3BIMM%3B%3BDTC%3B%3BCO&utm_content=CDC_E&utm_term=cdc+on+smoking&gclid=EAlaIqobChMI1M7rwNiw8QIVesmUCR1J2gUSEAAYASAAEgIR3fD_BwE&gclsrc=aw.ds

5. Page-11 of the Annual Security and Right to Know Report link below:

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf

4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) is available to employees. Many employees live in surrounding counties. The SC Department of Alcohol and Other Drug Abuse Services provides a list that is searched by county.

Pages 14-18 of the Annual Security and Right to Know Report link below:

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf

<https://www.daodas.sc.gov/treatment/local-providers/>

The Employee Assistance Program, commonly referred to as EAP, was developed as a way for the university to support our employees through times of need. The EAP can help with life situations such as marital difficulties, parenting, stress, depression, work-related concerns, alcohol, **drug use/abuse**, or grief and loss.

Employees have access to counselors 24 hours a day, 365 days a year, by calling 800-633-3353 or 704-529-1428. To access work-life services, log in to mygroup.com using the username "USC" and password "guest," or download the MYgroup app.

5. 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

1. Annual Security and Right to Know Report link below:

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf

2. Palmetto College and the Regional Palmetto Colleges will impose various sanctions if a student has violated the Student Code of Conduct. A preponderance of the evidence determines sanctions in the context of 3 criteria: the severity of the infraction, the student's case history, and the student's attitude 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.

3. Palmetto College and the Regional Palmetto Colleges will impose various sanctions if an employee has violated the Code of Conduct. A preponderance of the evidence determines sanctions in the context of 3 criteria: the severity of the infraction, the employee's case history, and the employee's attitude during the conduct process. Sanctions are provided below.

HR1.39 Disciplinary Action Termination for Cause

<https://www.sc.edu/policies/ppm/hr139.pdf>

The purpose of this policy is to provide guidelines for supervisors when correcting inappropriate behavior of employees to ensure discipline is applied consistently. Appendix A: Causes for Disciplinary Action and Recommended Consequences outlines recommended actions for actions relating to alcohol and drug use reporting to work under the influence of alcohol or drugs, drinking or using on the job, possessing, or selling illegal drugs on the job, and failing alcohol or drug test required by Federal or State law, regulation, or policy.

1. Causes for Disciplinary Action and Recommended Consequences

Appendix A from HR1.39 Policy Disciplinary Action Termination for Cause lists Offenses and Violations and the recommended action for first, second, and third occurrences. Offenses related to alcohol or illegal drugs are subject to suspension or dismissal on First and Second Occurrences.

OFFENSE	FIRST OCCURRENCE	SECOND OCCURRENCE	NOTE
Failure to pass an alcohol or drug test required by Federal or State law, regulation, or policy	Suspension or dismissal	Dismissal	Action must be in accord with the state statute on alcoholism & 11-110 SC code of laws
Refusal to submit to an alcohol or drug test required by Federal or State law, regulation, or policy	Suspension or dismissal	Dismissal	Action must be in accord with the state statute on alcoholism & 11-110 SC code of laws
Reporting to work under the influence of alcohol and illegal drugs	Suspension or dismissal	Dismissal	Action must be in accord with the state statute on alcoholism & 11-110 SC code of laws
Drinking alcoholic beverages on the job	Suspension or dismissal	Dismissal	Action must be in accord with the state statute on alcoholism & 11-110 SC code of laws
Using, possessing, or selling illegal drugs on the job	Dismissal		

The above-indicated range of disciplinary actions in response to specific offenses is to be used as a guide and is not intended to be all-inclusive. At the occurrence of any of the listed offenses, or any that are not listed, the

appropriate discipline shall be determined after the circumstances of the case have been carefully considered. In addition, the state and federal laws referenced above are not all-inclusive in administering discipline.

Thank you,
Victoria

Victoria Hollins
Office of the Chancellor
Palmetto College
1420 Pendleton Street
Direct: 803-777-4025 Cell: 803-240-5647
hollinsv@mailbox.sc.edu



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From: [Hollins, Victoria](#)
To: [COPALM_AllFacultyStaff](#)
Cc: [Smith, Sandy](#)
Subject: Annual Notification of Alcohol/Drug Policies and Related Resources
Date: Tuesday, February 1, 2022 9:42:39 AM
Attachments: [image001.png](#)

The Federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act and its amendments of 1989, the Higher Education Reauthorization Act, and EDGAR 86 require all federal grant recipients to certify a drug-free environment.

Palmetto College remains 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 adopts and provides 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 to professionals and resources that enhance health and personal efficacy. Take advantage of these resources to promote wellness while avoiding harmful habits from abusing alcohol, tobacco, and drugs.

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

1. **Standards of conduct that prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by employees**

HR1.01 Drug-Free Workplace policy
<http://www.sc.edu/policies/ppm/hr101.pdf>

HR1.95 Drug and Alcohol Testing Policy.
<http://www.sc.edu/policies/ppm/hr195.pdf> The purpose of this policy is to prevent the hiring and/or continued employment of an individual in safety-sensitive or security-sensitive positions who, due to the abuse of alcohol or use of illegal drugs, may harm themselves or others or cause property damage. Tobacco-Free Campus policy. The use of tobacco is a personal privilege that can be offensive and even harmful to health when abused or excessively practiced in the presence of non-tobacco users. This policy aims to eliminate the ill effects of tobacco use on the Palmetto College campuses.
https://sc.edu/about/offices_and_divisions/student_health_services/wellness-prevention/tobacco-cessation-and-treatment/tobacco-free-usc/index.php

Providing additional information on the effects of tobacco use.
https://www.cdc.gov/tobacco/campaign/tips/index.html?s_cid=OSH_tips_GL0008&utm_source=google&utm_medium=cpc&utm_campaign=TipsRegular+2021%3BS%3BWL%3BBR%3BIMM%3BDTC%3BCO&utm_content=CDC_E&utm_term=cdc+on+smoking&gclid=EA1aIQobChMI1M7rwNiw8QIVesmUCR1J2gUSEAA YASAAEgIR3fD_BwE&gclid=aw.ds

2. **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:

<https://www.law.cornell.edu/uscode/text/21/844>

<https://www.criminaldefenselawyer.com/crime-penalties/federal/Possession-Controlled-Substance.htm>

State of South Carolina sanctions include:

SC Code of Laws: Title: 44; Chapter 53; sections 370-375 Poisons, Drugs, and Other Controlled Substances

<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>

3. A description of the health risks associated with the abuse or use of illicit drugs and the abuse of alcohol.

1. **Alcohol and illegal drug use:**

<https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

2. **CDC Alcohol Use and Your Health**

<https://www.cdc.gov/alcohol/pdfs/alcoholyourhealth.pdf>

3. **Alcohol and Drug Use and Abuse**

<https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health>

-

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

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

4. **Tobacco use health risks:**

https://sc.edu/about/offices_and_divisions/student_health_services/wellness-prevention/tobacco-cessation-and-treatment/tobacco-free-usc/index.php

https://www.cdc.gov/tobacco/campaign/tips/index.html?s_cid=OSH_tips_GL0008&utm_source=google&utm_medium=cpc&utm_campaign=TipsRegular+2021%3BS%3BWL%3BBR%3BIMM%3BDTC%3BCO&utm_content=CDC_E&utm_term=cdc+on+smoking&gclid=EAlalQobChMI1M7rwNiw8QIVesmUCR1J2gUSEAAYASAAEgIR3fD_BwE&gclid=aw.ds

5. Page-11 of the Annual Security and Right to Know Report link below:

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf

4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) is available to employees. Many employees live in surrounding counties. The SC Department of Alcohol and Other Drug Abuse Services provides a list that is searched by county.

Pages 14-18 of the Annual Security and Right to Know Report link below:

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf

<https://www.daodas.sc.gov/treatment/local-providers/>

The Employee Assistance Program, commonly referred to as EAP, was developed as a way for the university to support our employees through times of need. The EAP can help with life situations such as marital difficulties, parenting, stress, depression, work-related concerns, alcohol, **drug use**/abuse, or grief and loss.

Employees have access to counselors 24 hours a day, 365 days a year, by calling 800-633-3353 or 704-529-1428. To access work-life services, log in to mygroup.com using the username "USC" and password "guest," or download the MYgroup app.

5. 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

1. Annual Security and Right to Know Report link below:

https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf

2. Palmetto College and the Regional Palmetto Colleges will impose various sanctions if a student has violated the Student Code of Conduct. A preponderance of the evidence determines sanctions in the context of 3 criteria: the severity of the infraction, the student's case history, and the student's attitude 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.

3. Palmetto College and the Regional Palmetto Colleges will impose various sanctions if an employee has violated the Code of Conduct. A preponderance of the evidence determines sanctions in the context of 3 criteria: the severity of the infraction, the employee's case history, and the employee's attitude during the conduct process. Sanctions are provided below.

HR1.39 Disciplinary Action Termination for Cause

<https://www.sc.edu/policies/ppm/hr139.pdf>

The purpose of this policy is to provide guidelines for supervisors when correcting inappropriate behavior of employees to ensure discipline is applied consistently. Appendix A: Causes for Disciplinary Action and Recommended Consequences outlines recommended actions for actions relating to alcohol and drug use reporting to work under the influence of alcohol or drugs, drinking or using on the job, possessing, or selling illegal drugs on the job, and failing alcohol or drug test required by Federal or State law, regulation, or policy.

1. Causes for Disciplinary Action and Recommended Consequences

Appendix A from HR1.39 Policy Disciplinary Action Termination for Cause lists Offenses and Violations and the recommended action for first, second, and third

occurrences. Offenses related to alcohol or illegal drugs are subject to suspension or dismissal on First and Second Occurrences.

OFFENSE	FIRST OCCURRENCE	SECOND OCCURRENCE	NOTE
Failure to pass an alcohol or drug test required by Federal or State law, regulation, or policy	Suspension or dismissal	Dismissal	Action must be in accord with the state statute on alcoholism & 11-110 SC code of laws
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Reporting to work under the influence of alcohol and illegal drugs	Suspension or dismissal	Dismissal	Action must be in accord with the state statute on alcoholism & 11-110 SC code of laws
Drinking alcoholic beverages on the job	Suspension or dismissal	Dismissal	Action must be in accord with the state statute on alcoholism & 11-110 SC code of laws
Using, possessing, or selling illegal drugs on the job	Dismissal		

The above-indicated range of disciplinary actions in response to specific offenses is to be used as a guide and is not intended to be all-inclusive. At the occurrence of any of the listed offenses, or any that are not listed, the appropriate discipline shall be determined after the circumstances of the case have been carefully considered. In addition, the state and federal laws referenced above are not all-inclusive in administering discipline.

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Collins, Walter

Subject: FW: UofSC Consumer Information for regional campuses

From: UofSC Office of Financial Aid <noreply@mailbox.sc.edu>

Sent: Monday, November 2, 2020 11:47 AM

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.

In accordance with the Higher Education Opportunity Act, we have provided this information 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/>

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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

Due to the large number of emails that are distributed across our campus community, full distribution can take several hours which means that receipt times vary. If you are made aware of email messaging that you have not yet received, please be patient, as your email message is likely on its way.

Collins, Walter

Subject: FW: UofSC Consumer Information for Regional Campuses

From: UofSC Office of Financial Aid <noreply@mailbox.sc.edu>

Sent: Monday, February 1, 2021 4:51 PM

To: BLACKWELL, BRIDGET <BDAVIS@mailbox.sc.edu>

Subject: UofSC Consumer Information for Regional Campuses



Dear Student,

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From: [UofSC Office of Financial Aid](#)
To: [Blackwell, Bridget](#)
Subject: REVISED: UofSC Consumer Information for Regional Campuses
Date: Tuesday, October 5, 2021 3:25:56 PM



We have made the following update to the information that you received on September 30.

*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 \[pdf\]](#)*

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.

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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



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