



May 2023

**Drug-Free Schools and Campuses Regulations
[Edgar Part 86] of the Drug-free Schools and
Communities Act (DFSCA)**

**Drug and Alcohol Abuse Prevention Program
(DAAPP)**

Biennial Review for 2021-2023

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May 2023

Guilford College
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June 1, 2023

**Guilford College
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Drug Prevention Certification**

The undersigned certifies that it has adopted and implemented a drug prevention program that, at a minimum, includes:

1. The annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
 - a. 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;
 - b. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - d. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
 - e. A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, 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.

2. A biennial review by the institution of its program to:
 - a. Determine its effectiveness and implement changes to the program if they are needed; and
 - b. Ensure that its disciplinary sanctions are consistently enforced.

Steven Mencarini, PhD
Dean of Students
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TABLE OF CONTENTS

Certificate of Review	3
The Guilford College Community	5
Accolades	6
Fast Facts	6
Mission	7
Core Values	7
Background on Drug-Free Schools and Communities Regulations	8
Why Guilford College is Conducting a Biennial Review of its DAAPP	8
Biennial Review Process	9
Biennial Review Period	9
Review Procedures	9
Access and Availability of DAAPP Report	9
Alcohol and Drug Policy	10
Annual Notification Policy	10
Student Handbook	10
Employee Handbook	10
Alcohol and Other Drug Prevention Mission and Goals	11
2019-2021 Programming and Services	11
Alcohol and Drug Policy Enforcement and Compliance	14
Point System and Sanctions	15
Access and Availability of Student Policies	15
Student-Athletes	16
Student-Athlete Consequences of Impermissible Drug/Banned Substance Use	16
Student-Athlete Alcohol Consumption	18
Access and Availability of Student-Athlete Policies	18
Methods of Enforcement	19
Alcohol and Other Drug Data	20
Access and Availability of Clery Statistics	21
Alcohol and Drug Prevention Strengths and Weaknesses Analysis	21
Recommendations for Alcohol and Drug Programming	22
Appendices	23
Appendix A - 2019-2021 DAAPP Review Committee Members	23
Appendix B - Social Media pages	24
Appendix C - Annual Emails to Employees and Students	25

The Guilford College Community

Guilford College is an educational community, which strives to integrate personal, physical, and spiritual growth through participation in rich traditions. These traditions include a liberal arts education which values academic excellence and stresses the need in a free society for mature, broadly educated community members; career development and community service which provide students, whatever their age or place in life, with knowledge and skills applicable to their chosen vocations; and Quakerism, which places special emphasis on helping individuals to examine and strengthen their values. We believe that the wise and humane use of knowledge requires commitment to society as well as to self.

The Quaker heritage stresses spiritual receptivity, candor, integrity, compassion, tolerance, simplicity, equality, and strong concern for social justice and world peace. Growing out of this heritage, the College emphasizes educational values, which are embodied in a strong and lasting tradition of coeducation, a curriculum with intercultural and international dimensions, close individual relationships between students and faculty in the pursuit of knowledge, governance by consensus, and commitment to lifelong learning. Guilford expects each student to develop a broad understanding of our intellectual and social heritage and at the same time develop a special competence in one or more disciplines. Flexibility in the curriculum encourages each student to pursue a program of studies suited to personal needs, skills and aspirations.

While accepting many traditional educational goals and methods, the College also promotes innovative approaches to teaching and learning. Both students and faculty are encouraged to pursue high levels of scholarly research and creativity in all academic disciplines. Guilford particularly seeks to explore interdisciplinary and intercultural perspectives and to develop a capacity to reason effectively; to look beneath the surface of issues; to understand the presuppositions and implications of ideas; and to draw conclusions incisively, critically, and with fairness to other points of view. The College desires to have a "community of seekers," individuals dedicated to shared and corporate search as an important part of their lives. Such a community can come about only when there is diversity throughout the institution; diversity of older and younger, diversity of race and origin, diversity of beliefs and of what is valued among individuals. Through experiencing such differing points of view, we seek to free ourselves from bias.

As a community, Guilford strives to address questions of moral responsibility, to explore issues that are deeply felt but difficult to articulate and to support modes of personal fulfillment. The College seeks to cultivate respect for all individuals in an environment wherein conviction, purposes and aspirations can be carried forward. (Adopted by the Guilford College Faculty and Board of Trustees, 1985).

Accolades

- Guilford has been included in [Colleges that Change Lives](#) for more than 20 years
- Guilford ranked one of the "[Best Southeastern Colleges](#)" according to The Princeton Review (2023 Edition)
- Guilford is listed among the the "[Green Colleges](#)" by The Princeton Review (2023 Edition)
- 83% of Guilford graduates are employed or enrolled in Graduate School within a year of graduating - during the last six years, Guilford graduates outpaced the national average by as much as 14%
- Members of Guilford's highly selective [Bonner Leaders Program](#), who are awarded \$3,000 each annually in stipends, [collectively spend tens of thousands of hours](#) each year volunteering in the community
- In a [Sierra Magazine](#) poll of 202 colleges and universities, Guilford ranked seventh for its green initiatives in the food sustainability category. Notable actions include operating a campus farm, waste composting and support of local agriculture.

Fast Facts

- **Founded:** 1837
- **Student body:** 1,400 Students - Guilford has a diverse study body that includes adult and Early College students. Guilford also has the [Wiser Justice](#) program, which gives individuals a chance to earn college credit while incarcerated.
- **Diversity:** 40% of the student body are people of color
- **Degrees and programs:** 39 Majors, 50 Minors, 3 Graduate Programs (Criminal Justice, Business Administration, International Sports Management) - most popular majors include Business Administration, Health Sciences, Psychology, Criminal Justice, Accounting, Biology, Sport Management and Computing Technology and Information Systems. (Business Administration, Psychology, Exercise and Sport Sciences, Health Sciences, Biology, Sport Management, Criminal Justice, and Education Studies)
- **Student-to-faculty ratio:** 12:1
- **Number of countries represented:** Guilford students hail from 36 states and 12 countries
- **Student-Athlete Population:** 38% of students under age 23 participate in Athletics
- **History:** Guilford has links to the Underground Railroad - abolitionist Levi Coffin aided escaping slaves by guiding them through the woods on Guilford's grounds and on their way to freedom in the North.
- **Rare recognitions:** Because of its significant role in the Underground Railroad, the campus is one of very few colleges listed as a National Historic District by the U.S. Department of the Interior.

Mission

Guilford's longstanding mission is clear and distinctive: to provide a transformative, practical and excellent liberal arts education that produces critical thinkers in an inclusive, diverse environment, guided by Quaker testimonies of community, equality, integrity, peace and simplicity and emphasizing the creative problem-solving skills, experience, enthusiasm and international perspectives necessary to promote positive change in the world.

Core Values

Community

Guilford is committed to the cultivation of positive relationships between, and common experiences among, students, faculty and staff.

Diversity

Guilford is committed to creating an academic institution where a variety of persons and perspectives are welcome. Guilford is committed to providing an environment where students from all cultures and backgrounds may succeed.

Equality

Guilford is committed to creating an institution and a society where everyone is appreciated and judged based on their contributions and performance rather than gender, race, religion, physical abilities, sexual identity or socio-economic condition.

Excellence

Guilford is committed to setting high standards of academic rigor in courses and creating high expectations for achievement by everyone. Guilford seeks the personal and intellectual transformation of our students through the liberal arts.

Integrity

Guilford is committed to creating a community that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards and dealing with everyone with respect.

Justice

Guilford is committed to the peaceful resolution of conflict, sharing of economic and natural resources and parity in educational opportunity.

Stewardship

Guilford is committed to making decisions that will ensure the long-term survival of this institution. Guilford must maximize the value of our human, financial and physical resources in ways consistent with our Quaker heritage.

Background on Drug-Free Schools and Communities

Regulations

The Drug-Free Schools and Communities Act (DFSCA) and its amendments, as articulated in the Education Department General Administrative Regulations (EDGAR) [Part 86](#) of Title 34, requires that Institutions of Higher Education (IHE) receiving federal funds or financial assistance certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The Drug and Alcohol Abuse Prevention Program (DAAPP) [must include the following components](#):

- a.** Annual written distribution to students and employees
 - i.** 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;
 - ii.** A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - iii.** A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - iv.** A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
 - v.** A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, 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 required by [paragraph \(a\)\(1\)](#) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program
- b.** A biennial review by the IHE of its program to—
 - i.** Determine its effectiveness and implement changes to the program if they are needed; and
 - ii.** Ensure that the disciplinary sanctions described in [paragraph \(a\)\(5\)](#) of this section are consistently enforced.

IHEs must notify all students and employees annually of the DAAPP components. The notification must be in writing and in a manner that ensures all students and employees receive it. An IHE's failure to certify the adoption and implementation of a DAAPP with the Department of Education could result in the termination of all forms of financial assistance and may require repayment of federal funds.

See also [this statement: § 86.3 What actions shall an IHE take to comply with the requirements of this part?](#)

(a) An IHE shall adopt and implement a drug prevention program as described in [§ 86.100](#) 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.

(b) An IHE shall provide a written certification that it has adopted and implemented the drug prevention program described in [§ 86.100](#).

Why Guilford College is Conducting a Biennial Review of its

DAAPP

An important aspect of the DFSCA is the [requirement](#) that campuses closely examine their prevention program on a biennial basis in order to assess the scope and effectiveness of a campus prevention program. While the review is critical to complying with the regulations, it also provides significant benefits and opportunities for the college and its students.

Biennial Review Process

Guilford College is committed to monitoring and evaluating the effectiveness of its Alcohol and Other Drugs (AOD) programs and policies and implementing any needed changes or improvements. The biennial review is the joint responsibility of the [DAAPP Review Committee](#), which consists of, at minimum, the Director of Public Safety, Director of Financial Aid, Director of Human Resources, Director of Counseling Services, and Dean of Students.

Biennial Review Period

Following the guidance found in the [Drug-Free Schools and Communities Act \(DFSCA\)](#) publication, Guilford College will conduct a biennial review of its AOD programs and policies every two years, specifically by the end of each odd-numbered Spring semester, and will cover the previous two academic years. The timeframe reviewed in this report covers the Fall 2021-Spring 2023 academic years.

Review Procedures

The Drug and Alcohol Abuse Prevention Program (DAAPP) Review Committee is charged biennially to review the program's data, evaluate the program's effectiveness, and make necessary recommendations for improvement. The Committee will convene, at minimum, every two years to prepare the biennial Drug and Alcohol Abuse Prevention Program written biennial report.

The report is conducted with support from the Director of Financial Aid, Director of Counseling Services, Dean of Students, Director of Public Safety, and the Human

Resources department. The final report is submitted to the Dean of Students for review and final approval and certification.

Access and Availability of DAAPP Report

The final report, reviewed and approved by the Dean of Students, will be available prior to December 31, 2023. Students, employees, and the public can access the report online at <https://www.guilford.edu/health-and-safety/alcohol-and-other-drugs-resources> .

Copies can also be obtained by contacting the Guilford College Student Health & Counseling Center, 5800 West Friendly Avenue, Greensboro, North Carolina 27410 or by email at wellness@guilford.edu.

Alcohol and Drug Policies

Guilford College's policy on alcohol and other drugs for [employees](#) states that the use, possession, manufacture, sale, or transfer of illegal or prescription drugs, drug paraphernalia (purchased or homemade), or alcoholic beverages on College property or while engaged in College work or other official College activities is strictly forbidden. Being under the influence of drugs or alcohol while engaged in College work or other official College activities, while on College property also is prohibited.

Guilford College's policies for Substance Use (including Alcohol and Other Drugs) for [students](#) outlines the definitions of and behaviors that violate the student code of conduct. All first-year living spaces are considered dry areas of campus where alcohol is not permitted. Additionally, consumption or possession of alcohol is prohibited in all communal or open access areas of the Residence Halls.

The College does not tolerate and strictly prohibits the possession, use, or selling/distribution of illegal drugs, drug paraphernalia, and other controlled substances. The College reserves the right to notify appropriate law enforcement authorities for any level of drug violation that involves a violation of local, state, or federal laws.

Annual Notification Policy

To ensure that all members of the Guilford community are aware of the College's Drug and Alcohol Abuse Prevention Program (DAAPP) and policies, all students and employees shall annually receive an alcohol and drug disclosure via email. This email shall include links to the [College's webpage](#) outlining the policies and additional links to reference documents, [resources and prevention information](#).

Student Handbook

Guilford College's student handbook is updated each academic year and presents an overview of how Guilford operates and summarizes the rights and responsibilities that govern student life at Guilford. The 2022-2023 handbook contains sections on [substance use \(alcohol or other drug\) violations](#), [point system and sanctions](#), and policies and procedures for violations of [student conduct](#). The handbook is available to students at <https://catalog.guilford.edu/student-handbook/>.

Employee Handbook

The Guilford College employee handbook contains employment-related policies applicable to both faculty and staff members of Guilford College, including the College's [alcohol and other drug policy](#). The handbook is available to both faculty and staff at <https://www.guilford.edu/employee-handbooks>.

Alcohol and Other Drug Prevention Mission and Goals

Guilford College, in collaboration with various campus departments and groups, utilizes a comprehensive approach to promoting healthy behaviors, educating students and staff with accurate information concerning alcohol and drugs, increasing awareness of health risks associated with alcohol and drug misuse, identifying students at risk for alcohol and/or drug misuse for early intervention, eliminating myths about alcohol and drugs, and addressing alcohol and drug-related issues on campus.

Health Outreach and Wellness goals for alcohol and drug prevention include:

- 1) Assisting students in making responsible decisions and choices around alcohol and drug use, with aims to:
 - a) Reduce risks and harm associated with the use of alcohol and/or drugs
 - b) Reduce underage drinking
 - c) Reduce use of marijuana
 - d) Help students to understand alcohol and drug safety and harm reduction strategies, if they choose to use alcohol or drugs
 - e) Help students resolve discrepancies between their behaviors and their values/beliefs/goals

- 2) Guiding the Guilford community in assessing concerns around alcohol and drug use by implementing actions to address those concerns and in evaluating outcomes, via
 - a) Maintaining collaborative working relationships with other campus departments and community partners
 - b) Providing resources and consultation to students and staff

In order to be effective in our approach, we value the following key components of effective prevention: assessment and evaluation, strategic planning, social media advocacy and campaigning, student involvement, campus-wide involvement and support, and building relationships with key stakeholders.

2021-2023 Programming and Services

The following programming and services have been implemented during the 2021-2023 academic years as a part of our comprehensive approach to promoting healthy behaviors, raising awareness about alcohol and drugs, and addressing alcohol and drug-related issues:

- Annual emails to employees, and students detailing standards of conduct; risks of use; federal, state, and local laws and campus policy; potential sanctions and employment consequences; and resources and treatment options.
- Ongoing campus-wide collaboration among various offices and departments such as Student Affairs; Office of Student Leadership & Engagement; Office of

Diversity, Equity & Inclusion; Public Safety; Campus Activity Board; Active Minds; Residential Education and Housing; Student Health, Wellness, and Counseling; and other student and staff leaders.

- Weekly convening of the Care Team in which drug and alcohol-related infractions are discussed among a multi-disciplinary team and students are directed to appropriate campus and community resources.
- Mandating all first-year students to complete Part 1 of the online AlcoholEdu module through EVERFI/Vector Solutions Higher Education prior to coming to campus and completing Parts 2 and 3 of the course 30-45 days later as part of the Initiate class requirement.
- Annual training of RAs to ensure knowledge of College policy and procedures around Drug and Alcohol use/misuse, including BAC, sanctions and resources. This training undergoes update and revision annually, and now contains information about Blood Alcohol Content and neurological impacts that it previously did not, which RAs indicated through provided feedback as helpful.
- The Residential Education and Housing department assigned students to the Brief Alcohol Screening and Intervention for College Students (BASICS) course through the Counseling Center (which was modified in academic year 2022-23 to become the Substance Use Reflection and Education [SURE] program) if they were found responsible for underage drinking or drug policy violation. The goal of BASICS/SURE is to help students examine their decisions and understand how alcohol/drug usage affects their goals and journey at Guilford.
- Lowering the cost/fee associated with the BASICS/SURE course to encourage engagement in and completion of course.
- Residential Education and Housing staff provided late night programs as an alternative to alcohol-related activities for students.
- Having RAs and Public Safety Officers trained in Mental Health First Aid.
- Annual participation in Mental Illness Awareness Week via screening for mental health and substance use.
- Annual administration of the PHQ-9 depression screening by athletic staff for student athletes. Students with scores 10 or higher have consultation with the Head Athletic Trainer for connection to campus resources.
- Use of the DSM5 Cross-Cutting Symptoms Measure, which includes questions that screens for Drug and Alcohol use and misuse, for entry into counseling services
- Updating the Counseling Center Intake form to include a modified version of the CAGE Substance Abuse Assessment
- Several “mocktails” events hosted by the OSLE department as alternatives to alcohol usage
- The Office of Student Leadership & Engagement (OSLE) in collaboration with the Campus Activities Board (CAB), Residential Education and Housing and Resident Assistants, offered a program entitled “AAA Awareness” during Serendipity week. This program focused on education and awareness about alcohol. Activities included an alcohol awareness trivia game and a “mocktails” bar and a sexual health Jeopardy style game.

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- The Campus Activities Board hosted a WWW (Wild World of Wellness) event during finals week. This program served as an alternative outlet to alcohol that helped students relieve stress and prepare for finals. Activities included massage chairs, facials, and more.
 - A "4/20" event to share information with students about THC potency levels and the impact of driving while high/inebriated, doubling as an effort to collect usage information via the AUDIT and CUDIT assessment tools.
 - Speaking with the Guilford Student Body Association in Spring 2023 to discuss student perception into the culture of usage on campus--whys, hows, and alternatives.
 - A "DWI Awareness" event organized by students, which included the opportunity to speak with law enforcement who specialize in this area.
 - A "Party Safer" event focused on student-athletes via an outside vendor, with topics such as bystander intervention, BAC, and enthusiastic consent.

Alcohol and Drug Policy Enforcement and Compliance

The Dean of Students is designated by the College's President to be responsible for the administration of student conduct. The Dean of Students, in consultation with designated students, faculty and staff, develops policies for the administration of campus discipline. The Guilford Student Body Association, along with several additional faculty and staff members, review the policies and procedures and recommend changes to the Dean of Students.

The Office of Academic and Student Affairs staff members observe and respond to student behavior, and offer guidance, advice, and counsel in assisting students to make healthy decisions that impact themselves and the community. Students are expected to be aware of the Core Values of the College and the policies set forth in the [Student Handbook](#).

The student conduct process at Guilford begins with "incident reports," submitted by any member of the campus community involving potential violations of the Student Conduct Code and/or concerns for the health and safety of members of the community. The Dean of Students, or their designee, in collaboration as needed with representatives from Residential Education and Housing, Department of Public Safety, and the Academic Dean's Office, conducts a preliminary review of the submitted incident reports to determine whether student conduct charges are warranted, additional investigation is needed, or a referral to other campus offices is made.

After the Dean of Students, or their designee, reviews an initial incident report, students identified as being principally involved in the incident will receive an email to their Guilford College account of their identification as a party to the incident. This email will contain the following information:

- The date, time, and location of the documented incident;
- Any pending charges as indicated under "violations" in the Student Handbook;
- Information about the student conduct hearing process (including date, time, and location of hearing, if possible) to discuss the pending charges;
- Links to general information about the College's student conduct processes; and
- If the incident involves a potential sexual misconduct violation, the name of the reporting student will be included, unless the reporting student chooses to remain confidential.

During the student conduct hearing, students will receive a full explanation of student conduct procedures and have an opportunity to discuss the pending charges with the hearing officer. All hearings are considered confidential.

Point System and Sanctions

Guilford College uses a [point system](#) as one of the sanctions for violations of the student code of conduct. All violations are assigned points. Once a student is found responsible for a violation, points will be assigned accordingly along with educational sanctions designed to address issues, encourage student development, and provide support for the student. Multiple violations will result in multiple points being assigned for any given case.

1-3 cumulative points

An email will be sent letting the student know they were documented, found responsible and any or all of the following sanctions have been applied to their record: appropriate points and educational sanctions such as the SURE and/or AlcoholEdu courses for alcohol or substance violations (\$25 fee charged to student account), fines as indicated by the violation(s), coach notification, and parental notification.

4-6 cumulative points

Students will be scheduled for a student conduct hearing with any or all of the following sanctions applied: appropriate points, fines as indicated by the violation(s), coach notification, parental notification, 5 hours of community engagement, SURE and/or AlcoholEdu courses (\$25 fee charged to student account) for alcohol or substance violations.

7-9 cumulative points

Students will be scheduled for a student conduct hearing with any or all of the following sanctions applied: appropriate points, any fines as indicated by the violation(s), coach notification, parental notification, 10 hours of community engagement. SURE course will be assigned for substance violations (\$25 fee charged to student account), coach notification, behavioral contract, possible revocation of athletic team membership, and/or study abroad opportunities.

10 cumulative points

Students will be scheduled for a conduct hearing and sanctioning may be suspension or dismissal.

Access and Availability of Student Policies

Information about the points system, sanctions, and violations can be found in the [Student Handbook](#) and at <https://www.guilford.edu/health-and-safety/alcohol-and-other-drugs-resources>.

Student Athletes

Student athletes comprise approximately 38% of the Guilford College undergraduate student body. The Dean of Students, Athletic Director, Head Athletic Trainer and Head Coach are responsible for student athlete conduct, policy enforcement, communication with athletes, drug testing policies, and support for student athletes.

In addition to abiding by the Student Handbook, student athletes have additional policies to follow as outlined in the [2022-23 Guilford College Student Athlete Handbook](#), pages 29-32. All student athletes must comply with Guilford College's Drug and Alcohol Policy as outlined in the Student Handbook. In addition, a student athlete, during the period of either their membership on or affiliated with an intercollegiate athletic team, may not use the drugs/substances specified in the [NCAA list of banned substances and non-prescribed Drugs](#).

Student athletes who have a medical condition for which the use of a prescribed drug is authorized, a physician must provide a statement of such authorization and a copy of the prescription to the Certified Athletic Training Staff at Guilford College. This documentation will be kept in their medical file.

Student Athlete Consequences of Impermissible Drug/Banned Substance Use

Guilford College Athletics Department bases its substance policies for student athletes off the NCAA policies. There are explicit statements within the student athlete handbook around use of Alcohol, THC, and substances banned by the NCAA.

In 2021, NCAA policies changed the expectations for testing of banned substances for D3 schools, such as Guilford. Due to the absence of positive test results in the 3 years preceding, Guilford Athletics department no longer routinely or randomly tests student athletes. Any student athlete who is found in violation of the Guilford College Student Handbook Code of Conduct regarding Alcohol and Other Drugs is subject to the same sanctions and penalties as any non-athlete student, with the addition of coach and Athletic Director notification. .

In response to Competitive Safeguards and Medical Aspects of Sports Committee recommendations, each division considered and recommended changes to the current NCAA penalty structure for student-athletes who test positive for THC. Divisional recommendations eliminate penalties associated with positive drug tests for THC if the student athlete and their school engage in an education and management plan for substance misuse as developed or facilitated by the school (e.g., engagement with campus counseling services, participation in identified programs to address substance misuse, enrollment in evidence-based educational sessions, etc.). Medical exceptions for a substance in the class of cannabinoids are still not permitted.

Any athlete may come forward at any time and seek help by contacting their head coach, athletic trainer, or Director of Athletics, in addition to the other resources available to the Guilford College Community.

Athlete Alcohol Consumption

1. An alcohol-involved police offense [i.e., DWI/DUI, drunk and disorderly, etc.] during the season, while school is in session must be made known to the Director of Athletics. ACTION: Student is suspended until all legal actions and/or penalties have been officially documented. A guilty plea, admission or guilty verdict shall be treated as a POSITIVE Drug Test Result and sanctions applied at the discretion of the Athletics Director.

2. Drinking on any athletic trip to include vans/buses to or from games. ACTION: Treated as a POSITIVE Drug Test Result and sanctions applied.

3. Campus Violation.

ACTION: Meeting with coach and/or Director of Athletics and sanctions will be at his/her discretion.

Access and Availability of Student Athlete Policies

Athletic coaches can find information about athletics' alcohol and drug policies and sanctions for faculty/staff in the Athletics Handbook found at <https://www.guilford.edu/employee-handbooks> .

Methods of Enforcement

Public Safety

Guilford College's [Department of Public Safety](#) staff is composed solely of non-sworn officers, with no arrest authority outside the guidelines provided for private citizens. The Department of Public Safety provides continuous programming and support to keep safety and crime prevention awareness high among students and staff. The Department of Public Safety provides 24-hour patrolling of campus areas (including during athletic events), 24-hour blue-light emergency phones with immediate connection to Public Safety, 24 hour monitoring via voluntary uses of the Guilford Guard app, on-campus escorts, and documents incidents for referral to student conduct when violations of College policies or regulations occur. Criminal incidents are referred to the Greensboro Police Department who have jurisdiction on campus.

The Department of Public Safety also conducts room searches, if warranted. As a private institution, Guilford College has the right to enter any residential room to address maintenance concerns, conduct routine health and safety checks, and initiate room searches and searches of vehicles or personal belongings. Any illegal items or items in

violation of the student conduct code will be confiscated, labeled, and bagged by the Public Safety officers as evidence for the search. All confiscated items will be placed in the designated vault in the Public Safety office and reviewed after 30 days by the Director of Public Safety and then destroyed.

Response to Students

Guilford College is committed to educating students about alcohol and drug use. Thus, all first-year students are required to complete Part 1 of the online AlcoholEdu module through Vector Solutions prior to coming to campus. After 30 to 45 days, students receive an invitation to complete Part 2 of the course, which will be completed as part of the Reflection Seminar 1 (RS1) class requirement.

Response to Employees

The Office of Human Resources oversees the conduct of employees. Any employee who is found to be under the influence of alcohol or drugs while at work will be subject to disciplinary action by the College, which is not limited to, but may include rehabilitation programs, probation, discipline, or termination. In accordance with federal law and regulations governing the receipt of federal monies, an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The College must notify the appropriate federal granting agency within ten (10) days after receiving notice from an employee or otherwise receiving official notice of such a conviction. Within thirty (30) days of a conviction, the College will take appropriate personnel action regarding the employee, up to and including dismissal, or require the employee to participate satisfactorily in drug misuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. In addition, when there is suspicion of illegal activity, the College will cooperate voluntarily with local law enforcement personnel who seek information concerning an employee's involvement with drugs.

Employees who must possess and consume drugs prescribed by a doctor for medical purposes may be asked to submit a physician's statement that authorizes the employee to work while under the influence of prescribed drugs, and addresses any limitations caused by the drug on the individual's ability to work. In certain situations, the College may, but is not required to, mandate medical evaluation and treatment of the employee as a condition of continuing employment if the employee's substance problem is affecting work performance or is creating a dangerous, intimidating, or unprofessional work environment for others. In some cases the College may require that the employee take a leave of absence from the College in order to seek treatment.

Alcohol and Other Drug Data

The Department of Public Safety, in cooperation with local law enforcement agencies, and the Office of Academic and Student Affairs, publishes the [Annual Safety and Security report](#) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, which requires colleges and universities to collect, classify, and count crime reports and crime statistics. The report includes statistics for certain categories of crimes, including alcohol and drug law violations, that occur on campus, at off campus facilities controlled by the college, and public property contiguous to campus.

Despite current educational and prevention efforts, some students practice high-risk choices around alcohol and other drug use. Students may refer themselves to the Counseling Center, may be referred by another member of the Guilford community, or may be mandated to the Counseling Center by violating the campus alcohol and drug policy. The table below provides the statistics for arrests and/or persons referred for disciplinary action for alcohol violations and drug violations for 2019-2021 academic years. Please note numbers for 2020 are likely artificially deflated due to the impacts of the COVID-19 pandemic; including early campus closing in Spring 2020 and atypically high levels of remote learning in Fall 2020 combined with Health & Safety policies limiting gathering sizes. Numbers for 2022 will become available beyond the completion of this report.

Category	Location	2019		2020		2021	
		A	R	A	R	A	R
LIQUOR LAW VIOLATIONS	Total Incidents	0	38	0	41	1	41
	On Campus	0	38	0	41	1	41
	On Campus Student Housing	0	37	0	38	0	37
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	2	0	0	0
DRUG LAW VIOLATIONS	Total Incidents	0	65	0	36	0	47
	On Campus	0	65	0	36	0	47
	On Campus Student Housing	0	63	0	36	0	40
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
WEAPONS LAW VIOLATIONS	Total Incidents	0	4	0	6	0	0
	On Campus	0	4	0	6	0	0
	On Campus Student Housing	0	4	0	5	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0

A-Arrest, R-Referrals

Access and Availability of Clery Statistics

Each year, an announcement is disseminated to the Campus community by direct email providing the community access to the Annual Safety and Security report. The completed report is also [posted online](#) on the College's website. Copies of the report may be obtained at the Department of Public Safety, or the Office of Academic and Student Affairs located in Founders Hall, or by calling the Office of Public Safety at 336-316-2908. All prospective employees may obtain a copy from Human Resources in King Hall or by calling 336-316-2138, and a link is attached to Guilford College employment applications.

Alcohol and Drug Prevention Strengths and Weaknesses Analysis

As a part of the review process, the DAAPP Review Committee examined the outcome of alcohol and drug prevention programming within the Guilford College community during 2021-2023 academic years and provided the following strengths and weaknesses:

Strengths:

- Collaborative community amongst various departments and student-led campus organizations;
- Support from campus partners and students;
- Community and campus-wide partnerships and resources;
- Multiple opportunities to provide education/awareness on campus;
- Social media presence (Instagram - [@gchealthandwellness](#) & Facebook - [Guilford College Health Outreach & Wellness](#));
- The College's drug and alcohol policies are simple and easy to understand; and
- Return of staff position serving as coordinator and evaluator for wellness activities (including AOD programming)
- Hire of an Licensed Clinical Abuse Specialist (LCAS) doing clinical work in the Counseling Center
- Revamp of BASICS to SURE protocol, allowing for beginning efforts at a recovery community

Weaknesses:

- Programming pre- and post-assessment/evaluation;
- Student attendance and engagement in programming;
- Advertising programs/events;
- Lack of funding;
- Enhancement of peer education; and
- Low engagement on social media platforms.
- Acceptance of alcohol and drug use culture on campus

Recommendations for Alcohol and Drug Programming

As a result of the biennial review process conducted, the DAAPP Review Committee recommend the following actions in order to improve the effectiveness of Guilford College's alcohol and drug misuse prevention programming:

- Creation of a working group/committee to evaluate ongoing fidelity to DAAPP process recommendations;
- Updating the membership of the Committee to review DAAPP report and recommendations;
- Connect DAAPP committee membership to roles across campus (faculty, staff, and student)
 - Proposed additional membership include Faculty Clerk, Staff Clerk, GSBA Wellness Chair (student), and Head Athletic Trainer
- Have DAAPP committee meet at least twice yearly, once per semester, to ensure recommendations are being acted on in preparation for 2025 report OR a Mid process report review;
- Create and implement a system to capture data regarding drug and alcohol use on campus, in order to evaluate the effectiveness of our alcohol and drug education efforts;
- Email College's website resources regarding Drug and Alcohol policies and a description of health risks associated with alcohol and drug use to all incoming students (first years and transfers) each semester;
- Research and implement creative, fun ways to get students to attend and participate in programming (i.e., involve faculty in marketing/advertising efforts, student volunteers, guest speakers, incentives, etc.);
- Better utilize Guilford's social media platforms (Instagram, Facebook) to inform Guilford community of information and awareness events;
- Continued partnership between campus groups/organizations/departments to increase visibility of campus-sponsored events (all official campus events are substance free);
- Research new sources of revenue for alcohol and drug programming (i.e., grants, stipends, donations, fundraisers);
- Increase student participation in educational programming and relaying information to their peers (i.e., student volunteers, student-led events, RA involvement, etc.); and
- Develop a method to ensure every student and staff member acknowledges receipt of the College's Drug and Alcohol Abuse Prevention Program Policy.

Recommendations will be implemented, evaluated, and adjusted as needed by the DAAPP Review Committee to ensure achievement of the overall goals of promoting healthy behaviors and emphasizing the importance of drug and alcohol misuse prevention to the Guilford community.

Appendices

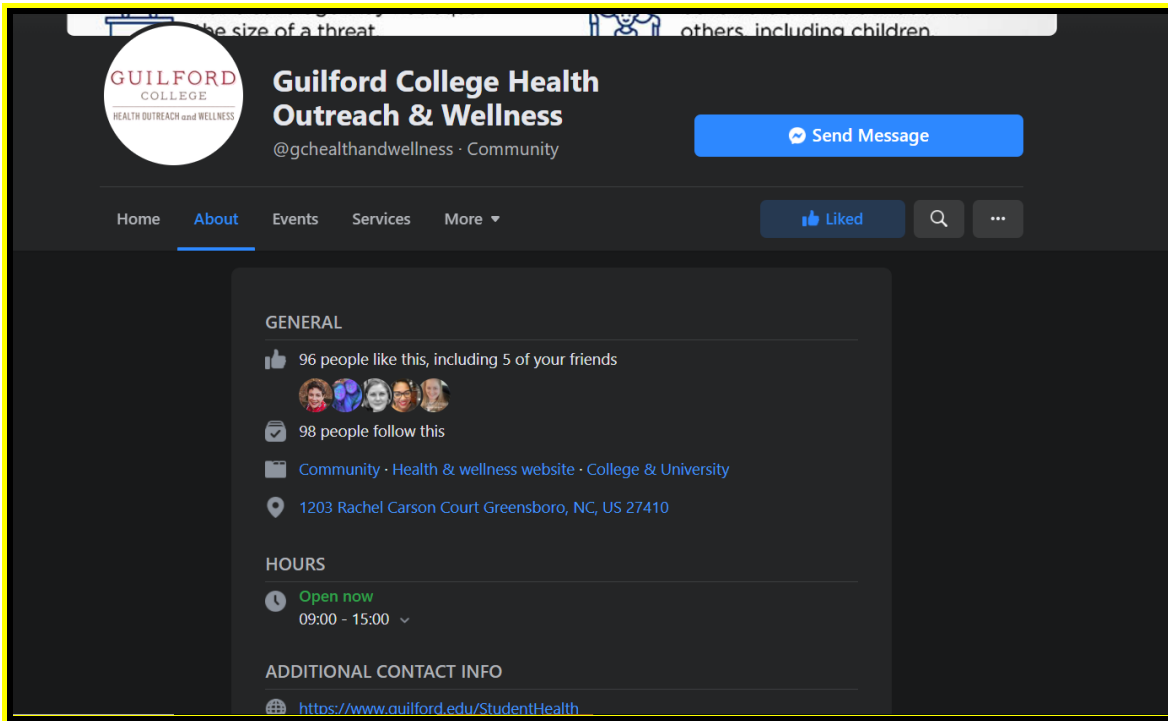
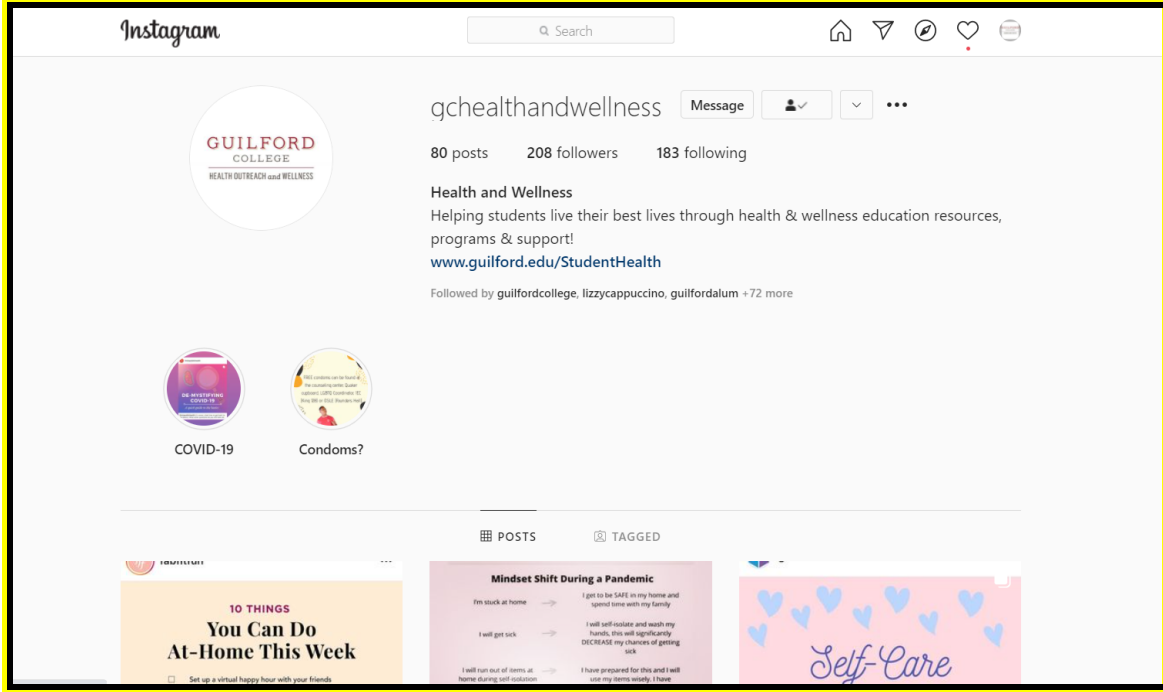
Appendix A

2021-2023 DAAPP Review Committee Members

Name	Title	Location
Taleisha Bowen, MS, EdS, LCMHC	Director of Counseling	Milner Student Health and Counseling Center
Steven Mencarini, PhD	Dean of Students	Founders 210
Charlene "Char" Bedillion	Director of Financial Aid	Financial Aid, New Garden Hall basement
Erickia Elbert	Director of Human Resources and Payroll	Bauman Hall
Vanessa White, MS, MEd	Director of Department of Public Safety & Deputy Title IX Coordinator for Public Safety	Public Safety

Appendix B

Screenshot of the Health and Wellness department's social media pages (Instagram, Facebook)



Appendix C

Annual Email sent to employees

Guilford College's Alcohol and Drug Policy: Annual Notification to All Employees

Dear Guilford College Employees,

Guilford College is committed to providing a safe, drug and alcohol-free environment for all and expects its employees to report for work in appropriate mental and physical condition to effectively carry out their job responsibilities. As stated in the [Employee Handbook](#), the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances on College premises or while conducting college business off College premises is absolutely prohibited.

In accordance with federal law and regulations governing the receipt of federal monies, an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Within thirty (30) days of a conviction, the College will take appropriate personnel action regarding the employee, up to and including dismissal, or require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The College will also cooperate voluntarily with local law enforcement personnel if there is suspicion of an employee engaging in illegal drug activity.

Additionally, the College views alcohol, drug, and other dependencies as treatable behavioral and medical problems. Therefore, any employee, for their own benefit, as well as the benefit of fellow employees and students, may voluntarily seek help for a drug or alcohol problem from the Human Resources office. Employees who desire more information or confidential assistance with alcohol or substance abuse may contact the College's Employee Assistance Program (EAP) Unum Benefits hotline 24 hours a day, 7 days per week at 1-800-854-1446 or visit www.unum.com/lifebalance. You may also contact the Human Resources and Payroll Department directly at (336) 316-2134 or hr@guilford.edu.

More information about the Employee Assistance Program can be found on the GuilfordNet under the Human Resources tab. The GuilfordNet can be accessed on the [Faculty & Staff](#) page. You may also see the attached flyer (Unum Health Advocate EAP).

Community and national drug and alcohol resources can be found on the [Alcohol and Other Drugs Resources](#) page.

Information about the health risks of alcohol and drug misuse can be found at the following websites:

Centers for Disease Control and Prevention <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
WebMD <https://www.webmd.com/mental-health/addiction/addiction-heavy-drinking#1>
National Institute on Alcohol Abuse & Alcoholism <https://www.niaaa.nih.gov/alcohols-effects-body>

THIS COMMUNICATION IS NOT DIRECTED TO ANY SPECIFIC INDIVIDUAL. THE ANNOUNCEMENT IS REQUIRED ANNUALLY, PER FEDERAL REGULATIONS.

Text reads:

“Guilford College's Alcohol and Drug Policy: Annual Notification to All Employees

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WebMD <https://www.webmd.com/mental-health/addiction/addiction-heavy-drinking#1>

National Institute on Alcohol Abuse & Alcoholism <https://www.niaaa.nih.gov/alcohols-effects-body>

THIS COMMUNICATION IS NOT DIRECTED TO ANY SPECIFIC INDIVIDUAL. THE ANNOUNCEMENT IS REQUIRED ANNUALLY, PER FEDERAL REGULATIONS."

Annual Email sent to Students

Guilford College is required to send this email to all students every year to comply with federal regulations.

Drug and Alcohol Education and Prevention

Guilford Students,

Guilford College is committed to promoting healthy behaviors, educating students with accurate information concerning alcohol and drugs, increasing awareness of health risks associated with alcohol and drug misuse, identifying students at risk for alcohol and/or drug misuse for early intervention, eliminating myths about alcohol and drugs, and addressing alcohol and drug-related issues on campus.

Guilford College's Student Code of Conduct and alcohol and drug policy prohibits the possession, manufacture, sale, or transfer of illegal prescription drugs, paraphernalia (purchased or homemade), or alcoholic beverages on College property. Being under the influence of drugs or alcohol while engaged in College work or other official College activities, while on College property, is also prohibited.

The following constitute violations of the College's alcohol policies and are subject to educational sanctions, fines, community service, dismissal from athletic teams and/or study abroad opportunities, suspension, or dismissal from the College and/or Federal and North Carolina sanctions/penalties:

Abusive Use/Misconduct Under the Influence of Alcohol (abusive behavior or behavior that leads to medical consequences or police reports or behavior that causes harm to others)
Common containers (i.e., kegs, bong, funnels, etc.)
Drinking games of any type
Drug possession, use, and/or distribution & drug paraphernalia (i.e., scales, bong, etc.)
Consumption or possession of alcohol in communal or open access areas, such as hallways, balconies, basements, bathrooms, lounges, campus grounds, administrative or classroom buildings)
Purchase of Alcohol with College Funds
Underage Possession/Use for students under the age of 21
Presence of empty alcohol containers (bottles, boxes, caps etc.) in the living space of a student under the age of 21

More information about the Student Code of Conduct as it relates to drug and alcohol violations can be found in the 2022-23 [Student Handbook](#).

More information about Federal and North Carolina penalties and laws for alcohol and drug violations can be found at <https://www.guilford.edu/health-and-safety/alcohol-and-other-drugs-resources>.

Text reads:

"THIS EMAIL IS NOT DIRECTED TO ANY SPECIFIC INDIVIDUAL.

Guilford College is required to send this email to all students every year to comply with federal regulations.

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More information about the Student Code of Conduct as it relates to drug and alcohol violations can be found in the 2020-21 Student Handbook.

More information about Federal and North Carolina penalties and laws for alcohol and drug violations can be found at <https://www.guilford.edu/health-and-safety/alcohol-and-other-drugs-resources>.

A description of the health risks associated with the use of illicit drugs and alcohol misuse can also be found at <https://www.guilford.edu/health-and-safety/alcohol-and-other-drugs-resources>.

If you would like help addressing your alcohol or substance use, you may contact the Counseling Center at 336-316-2163 or counselingcenter@guilford.edu to arrange an appointment with a counselor."

Annual Email of 2022 Security and Fire Report

Department - Public Safety <security@guilford.edu> Sep 21, 2022, 11:49 AM

to Department, staff, faculty, students

Dear Guilfordians,

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the 2022 Annual Security Report and Fire Safety Report for Guilford College is now available. The report is attached to this email, in PDF format. The report may also be accessed online: [2022 Annual Security Report and Fire Safety Report](#). A hard copy may be obtained at the P-Safe Office, located at 818 Quadrangle Dr.

The report contains campus security policies as well as campus crime statistics for the past three calendar years. It also contains residence hall fire safety policies and fire statistics for the past three calendar years.

I encourage you to take the time to review this report.

Please feel free to contact me at vwhite1@guilford.edu with any questions.

Thank you,

Vanessa White
Director of Public Safety