



Dakota College at Bottineau
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Biennial Review: 2020

Larry Brooks
Student Services
March 2021

DAKOTA COLLEGE AT BOTTINEAU
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Drug Prevention Certification

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, includes –

1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:

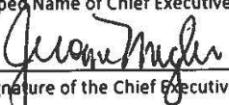
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
- 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.

2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:

- Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed
- Ensure that its disciplinary sanctions are consistently enforced.

Dakota College at Bottineau
Name of University

Jerome Migler
Typed Name of Chief Executive Officer


Signature of the Chief Executive Officer

3/22/21
Date

105 Simrall Blvd, Bottineau, ND
Address of University

45-6002445
IRS Employer Identification Number

701-228-5480
Telephone number

jerome.migler@dakotacollege.edu
Email address

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I. Introduction / Overview

Dakota College at Bottineau is committed to an environment that supports the academic success and health of our faculty, staff and students and has a Drug-Free Campus Program that serves to provide the campus with activities and services designed to encourage a healthy and drug-free lifestyle.

In keeping with the requirements of the Drug-Free Schools and Campuses Regulations [EDGAR Part 86], Dakota College at Bottineau has an Alcohol and Drug Abuse Prevention policy that describes standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any College sponsored activities. The policy includes the following:

- A. A description of legal sanctions under federal, state, or local law for the unlawful possession use or distribution of illicit drugs and alcohol;
- B. A clear statement of disciplinary sanctions the College will impose on students and employees for violations of the standards of conduct;
- C. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- D. A description of the drug and alcohol counseling and treatment resources available to students and employees.

As outlined in the “Complying with the Drug-Free Schools and Campuses Regulations” (EDGAR Part 86), the policy is distributed to all students and employees as part of our Drug-Free Campus Program.

This required biennial review has the following two objectives. First, to determine the effectiveness of, and to implement necessary changes to, the ATOD Prevention Program. Secondly, to ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently.

II. Biennial Review Process

This Review covers the period of 2018-2020. Specifically, it spans the period from Fall 2018 through the Summer 2020.

- A. Biennial Review Preparer
 - i. Larry Brooks, Associate Dean for Academic and Student Affairs
- B. Location of Biennial Review
 - i. The Biennial Reviews are kept for a period of six years. To request a copy of a review, contact Larry Brooks at Dakota College at Bottineau, 105 Simrall Blvd, Bottineau ND 58318, 701-228-5457, larry.brooks@dakotacollege.edu.

III. Annual Policy Notification Process

- A. Content of Alcohol/Drug Abuse Prevention Statement
 - i. https://www.dakotacollege.edu/application/files/8316/0944/9442/Campus_Safety_and_Security_Handbook_2020-2021.pdf
- B. Notification Process for Employees
 - i. During the annual staff and faculty in-service trainings, employees are informed the Dakota College at Bottineau’s Drug and Alcohol Policy is located on the website, as well as being available in the Student Services Office.

- ii. All new employees of Dakota College at Bottineau receive a copy of the Dakota College at Bottineau's Drug and Alcohol Policy as part of their employment packet.
- C. Notification Process for Students
 - i. An email is sent with the policy in the body of the email. Official campus email addresses are used for this mailing.
 - ii. Information and policy are discussed during the First Year Experience course. These are discussed during the following sessions: Campus Housing and Judicial Affairs/Security.
 - iii. Information and policy are discussed during the mandatory orientation sessions, specifically during the Campus Housing portion.
 - iv. Each student and faculty/staff member receives an email from the Human Resource Office. This email contains the full text of the Dakota College at Bottineau Drug and Alcohol Policy and is sent during the beginning of the fall semester. In addition, each student receives an email from the Financial Aid Office. This email contains the full text of the Dakota College at Bottineau Drug and Alcohol Policy and is sent during the beginning of each academic term.

IV. Alcohol and Other Drug (AOD) Prevalence Rate, Incidence Rate, Needs Assessment, and Trend Data

- A. Dakota College at Bottineau has participated in the North Dakota CORE Alcohol and other Drug Survey during 2014 and 2016. In addition, DCB participated in the ND Student Wellness and Perceptions Survey (NDSWAPS) in 2018. Per data from these reports, the percent of DCB students who:
 - i. Consumed alcohol in past year - 70.9% (2014); 81.5% (2016); 83.8% (2018)
 - ii. Consumed alcohol in past 30 days – 49.7% (2014); 73.9% (2016); 48.7% (2018)
 - iii. Underage students (<21 years old) consumed alcohol in last 30 days - 41.9% (2014); 62.5% (2016); 43.0% (2018)
 - iv. Used Marijuana in past year – 33.8% (2014); 7.4% (2016); 22.1% (2018)
 - v. Marijuana use in past 30 days – 17% (2014); 5.8% (2016); 13.8% (2018)

V. AOD Policy, Enforcement, and Compliance Inventory

- A. Policies
 - i. Federal Drug Free Campus Policy
 - a. Dakota College at Bottineau's Federal Drug Free Campus Policy is currently under review by the Faculty, Staff and Student Senates and is awaiting final approval.
 - ii. Drug and Alcohol Abuse
 - a. Student Handbook, Student Code of Conduct section
 - i. Alcohol/Drug Abuse: The following are prohibited:
 - a. The manufacture, sale, purchase, transportation, possession or consumption of an alcoholic beverage anywhere on college owned or controlled property (including college vehicles, regardless of location), or in association with any Dakota College at Bottineau sponsored student activities or organizations.
 - b. Public intoxication on College owned and controlled property or at Dakota College at Bottineau supervised functions is prohibited. Persons who endanger directly the safety of themselves or another person or property, or are acting in a manner that causes a public

- disturbance under the influence of alcohol, are considered to be intoxicated.
- c. Driving while under the influence of alcohol or illicit drugs on the Dakota College at Bottineau campus or in association with any other Dakota College at Bottineau sponsored or supervised organizations or vehicles.
 - d. Possession or display of empty alcohol beverage containers, including but not limited to cans, bottles, and kegs, on the Dakota College at Bottineau campus, including those held by individuals for the purpose of recycling.
 - e. Being under the influence of, possessing, manufacturing, exchanging, distributing, using, or selling illegal drugs or any other controlled substance or agent, except pursuant to a physician's or dentist's prescription, or possessing paraphernalia for drug use on Dakota College at Bottineau owned or controlled property, or at Dakota College at Bottineau sponsored or supervised events.
- b. Employee Handbook, General Employee Conduct, Alcohol
- i. All employees are expected to conduct themselves in a businesslike manner. Unlawful consumption of alcoholic beverages or use of illegal drugs, being at work while under the influence of alcohol or drugs, disruptive behavior, unlawful gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of the DCB or the NDUS, are prohibited.
- c. Employee Handbook, Workplace Policy
- i. In accordance with the Drug Free Workplace Act and SBHE Policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by applicable law and SBHE Policy 615 as a condition of employment.
 - ii. An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or system's human resource officer.
 - iii. Each new employee, at the time of hiring, shall receive a copy of SBHE Policy 615 and this procedure and acknowledge in writing that the employee has received and reviewed the policy and procedure.
- Institutions and the university system office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual

- evaluation, in-service training, electronically, or other appropriate procedure.
- iv. Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.
 - iii. Alcoholic Beverages- Campus Housing
 - a. See Appendix I
 - iv. Substance Abuse Policy-Campus Housing
 - a. See Appendix J
 - v. Smoke Free/Tobacco Free Campus
 - a. From the Student Handbook: Dakota College at Bottineau is a tobacco free campus meaning that the use of tobacco products on campus is prohibited.
 - b. See Appendix K for the policy in the Employee Handbook
 - vi. Amnesty/Responsible Action/Good Samaritan Protocol Policies
 - a. Amnesty
 - i. The health and safety of students is of primary concern at Dakota College at Bottineau. As such, any student can seek assistance from campus security for themselves or others who are intoxicated or drug-impaired.
 - ii. NDCC section 5-01-08(6) provides that an individual, under the age of 21, is immune from criminal prosecution if that individual:
 - a. Contacts local emergency response to report another individual under the age of 21 in need of medical assistance due to alcohol consumption, provides assistance to that individual until assistance arrives, and remains on the scene; or
 - b. Is in need of medical assistance and cooperates with medical assistance and law enforcement personnel on the scene.
 - iii. It further provides that the maximum number of individuals who may be immune for any one occurrence is five. Individuals providing help must cooperate with medical assistance and law enforcement personnel on the scene. If they do not, their protection under this law is jeopardized.
 - iv. While neither the student who is impaired or the student(s) assisting the impaired student are exempt from facing disciplinary action under the Dakota College at Bottineau Code of Student Conduct, all efforts made by students to positively impact the health and safety of others will be taken into consideration and may lessen possible disciplinary outcomes.
 - v. The amnesty does not apply to other prohibited conduct, including (but not limited to) assault, violence, property damage, or the distribution of dangerous substances, whether legal or illegal.
 - vii. Athletic Department Alcohol and Other Drug Use Policy
 - a. See Appendix D
 - viii. Athletic Department Alcohol and Other Drug Testing Policy
 - a. See Appendix D
 - ix. Employee Assistance Program Referral Policy
 - a. See Appendix L
 - x. Financial Aid Drug Convictions Policy
 - a. See Appendix M

- xi. Sexual Assault and other Violence related policies that relate to alcohol/other drug use
 - a. See Appendix N
- B. Enforcement
 - i. On-Campus Authorities
 - a. Campus Dean
 - b. Associate Dean of Academic and Student Affairs
 - c. Business Manager
 - d. Director of Athletics
 - e. Director of Distance Education and Academic Support Services
 - ii. Off-Campus Authorities
 - a. Bottineau County Sheriff Office
 - b. North Dakota State Board of Higher Education
 - iii. Other Enforcers
 - a. Campus Security
 - b. Campus Judicial Officer
 - c. Director of Residential and Student Life
 - d. Campus Hall Directors
 - e. Resident Assistants
- C. Record of Violations

All violations were in campus housing. We do not track violations that happen off campus.

 - i. Number of violations observed/reported for each judicial/discipline related policy
 - a. Alcohol
 - i. Arrests – 0
 - ii. Non-Arrest – 1
 - b. Drugs
 - i. Arrests – 0
 - ii. Non-Arrest – 2
 - c. Tobacco
 - i. Arrests = 0
 - ii. Non-Arrest – 0
 - ii. Type and number of sanctions administered for violations of each policy
 - a. Alcohol
 - i. Non-Arrest – 1
 - a. 1st Offense – 1
 - b. 2nd Offense – 0
 - c. 3rd Offense – 0
 - b. Drugs
 - i. Non-Arrest – 2
 - a. 1st Offense – 2
 - b. 2nd Offense – 0
 - c. 3rd offense - 0
 - c. Tobacco
 - i. Non-Arrest – 0

VI. AOD Comprehensive Program /Intervention Inventory & Related Process and Outcomes/Data

A. College Activities/Initiatives

For this report, there were (several) campus-wide drug and alcohol awareness events and initiatives

- i. Programs Offered
 - a. Intramurals
 - b. Billiards tournaments: singles and doubles
 - c. Movie nights
 - d. Dances
 - e. Ping Pong Tournaments
 - f. Grocery Bingo
 - g. All home athletic contests: Volleyball, Men's Basketball, Women's Basketball, Men's Ice Hockey, Women's Ice Hockey, Baseball, and Softball
- B. Programs for Special Populations
 - i. All programs are available for all students
- C. Individual Based Programs/Interventions
 - i. Electronic Check-Up to Go (E-CHUG)
 - a. This program is used as part of the College's sanction for first time violators of the alcohol policy.
 - b. Individuals may also voluntarily participate.
 - ii. Individual Assessment through Health Services
 - iii. Individual Assessment through counseling
 - iv. Individual based counseling and intervention programs
 - v. Employee Assistance Program – referrals to The Village Business Institute
 - vi. Referral programs to off-campus treatment providers for students
 - vii. Individual interventions for staff and faculty
- D. Group Based Programs/Interventions
 - i. Alcohol and other Drug Programs delivered during Orientation programming
 - a. During First Year Experience (FYE) Weekend/Orientation, the staff hosts a block party on the lawn with music, games, and food.
 - ii. Group based programs delivered through housing and athletics
 - a. During FYE, the Director of Residential Life meets with all the incoming freshmen to discuss the alcohol and drug policies. These policies are also discussed during the Campus Security presentation.
 - b. The Resident Assistants and Hall Directors discuss the alcohol and drug policies with all residents during their first floor meeting.
 - c. The coaches and athletic director discuss the student-athlete alcohol and drug policies with their student-athletes during their first week of practices.
 - iii. AA or Recovery based groups
 - a. These services are available to students, faculty, and staff alike at an area church off campus.
 - iv. Life Skills Programs
 - a. The College offers a class on life skills for those students wishing to take it.
- E. Universal or Entire Population Based Programs Programs/Interventions
 - i. Awareness campaigns
 - a. The Campus Nurse and Director of Residential Life work together to bring awareness to students about various causes.
 - i. National Collegiate Alcohol Awareness Week
 - ii. National Smoke-Out Day
 - iii. End Chew Day
- F. Environmental/Socio-Ecological Based Programs
 - i. Alcohol-Free Social Options

- a. The College is alcohol-free, so all social options on campus are alcohol free.
- ii. Alcohol-free Residence Facilities/Wellness Programming Facilities
 - a. The College is alcohol-free, so all residence halls and wellness programming facilities are alcohol free.
 - b. The main academic building also houses the College gym, so the building stays open until 11:00 PM for students to use the cardio and workout facilities as well as the library and computer labs.
- iii. Increased Service Learning/Volunteer Opportunities
 - a. The College has a leadership class, LeaderJacks, which promotes service within the community. They have helped at the food bank, contributed blankets to the Linus Project, and raised money through bake sales and Floats for a Cause fundraisers.
- iv. Alcohol Minimization at Tailgating and other Campus/Community Celebratory Events
 - a. The College is alcohol-free, so all activities associated with the College are alcohol free.

VII. Alcohol and Other Drug Comprehensive Program Goals and Objectives for Biennium

In the prior Biennial Review report, the following recommendations that were made for the reported upon biennium, based on the 2018 Biennial Review

- A. Involve students in campus efforts related to drug and alcohol issues.
 - i. This goal was met, but more still needs to be done. A new committee was established during fall semester and the goal of the committee was to have more students involved in planning activities, thus reducing the number of students who go off campus to consume alcohol or use drugs.
- B. Continue to participate in the North Dakota Higher Education Consortium for Substance Abuse Prevention.
 - i. This goal was met, but again, more needs to be done. Primarily, more than one College representative should be on the monthly call.
- C. Continue to expand activity programming.
 - i. This goal was met, but more can always be done. The Resident Assistants are not keeping their programming goals, which would offer more options for students who would not otherwise drink.
- D. Continue to review the alcohol violation policy.
 - i. This goal was met, but view should be continued.
- E. Develop a method of rewarding students who choose not to drink or use drugs.
 - i. This goal was not met. This will be a topic to continue in the next biennium.

VIII. AOD Strengths and Weaknesses

Based on the review of the past two years, the AOD committee noted several areas as strengths and other areas were noted for needing improvement

- A. Strengths
 - i. Committed student affairs, health services, housing, and student life staff that recognizes the scope of the problem.
 - ii. Excellent working relationship with the Bottineau County Sheriff's Department.
 - iii. Participant in the North Dakota Higher Education Consortium for Substance Abuse Prevention, which provides valuable resources to the campus.
 - iv. Strong support from the campus dean.
- B. Weaknesses

- i. The majority of students enrolling at Dakota College at Bottineau have established drinking habits before arriving to campus.
 - ii. Our small campus and rural community provide fewer alternative social activities, especially on the weekends.
 - iii. Lack of positive reinforcement for students who make good choices regarding alcohol and drug usage.
- C. Recommendations for the next biennium
- i. Involve students in campus efforts related to drug and alcohol issues.
 - ii. Continue to participate in the North Dakota Higher Education Consortium for Substance Abuse Prevention.
 - iii. Continue to expand activity programming.
 - iv. Continue to review the alcohol violation policy.
 - v. Develop a method of rewarding students who choose not to drink or use drug.

Conclusion

- I. General summary of findings of review
 - A. While four of the five goals from the previous biennium were met, there is still room for improvement, most notably in the areas of programming and rewards for making smart choices.
- II. General strengths and weakness of institution
 - A. Dakota College at Bottineau is the smallest community college in the state and it is located in one of the most rural areas. This is a strength is that the city of Bottineau has less peripherally activities to take the students' focus from the classroom. However, the size of the community also makes it a challenge. There are not many activities for students on the weekend within the community. The College is also located more than an hour from the next largest city, and not many of our residential students have vehicles. Although these residents would like to see a new movie and go to a mall, it is not possible for the College to offer that service.
 - B. It is relatively easy to acquire alcohol and, to a lesser extent, some illegal drugs in the community. One of the athletic teams has many student-athletes over the age of 21, and those students typically live off campus and also host a number of parties. The Director of Residential Life is working with the Athletic Director to reduce the number of students who can live off campus.
- III. Summary of recommendations, goals, and objectives
 - A. In summary, the College needs to continue most of the work it has done these last two years in reducing the alcohol and drug consumption done on and off campus. This can be done by continuing the work with the NDHECSAP and offering a reward or incentive program for students who choose to abstain from using substances that will harm them.

Appendices

APPENDIX A: Alcohol/Drug Abuse and Prevention Statement

Dakota College at Bottineau standards of conduct clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on institutional property or as part of any of its activities. The prohibition against this activity and the consequences for violations of the rules and regulations pertaining to alcohol or drugs are clearly stated in the "Student Conduct Code" section of the student handbook. Students are responsible for knowing and complying with these policies.

Drug and Alcohol Counseling The services of a substance abuse counselor and mental health counselor are available to students. Alcoholics Anonymous group meetings are held within the Bottineau Community. These meetings are open to students. A segment on alcohol and drug prevention is included in a Freshman Seminar course required of all new students.

Also, depending on the nature and number of individual student conduct code violations concerning alcohol, a required alcohol evaluation or required attendance at an alcohol education class may be included as part of the disciplinary process.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol (*Excerpts reprinted from The Harvard Mental Health Letter, Schools Without Drugs, The Federal Register, and Drugs of Abuse*)

The health risks associated with illicit drug use and alcohol abuse are numerous. In general, drugs can interfere with memory, sensation, and perception. They distort experiences and cause loss of self-control. Drugs interfere with the brain's ability to take in, sort, and synthesize information. Drugs also have an insidious effect on perception.

More specific health risks associated with illicit drug use and alcohol abuse include:

1. Impairment of reaction time and motor coordination.
2. Death from respiratory depression.
3. Cerebrovascular strokes.
4. Memory loss, impaired judgment, and increased aggressiveness.
5. Anxiety or paranoid reactions.
6. Distortion of experiences and loss of self-control.
7. Instability, agitated paranoia, and unpredictable rage.
8. Drowsiness.
9. Physical exhaustion, malnutrition, loss of concentration, impotence, psychosis, heightened susceptibility to seizures, and severe cardiovascular reactions.
10. Inflamed veins, blocked arteries, spread of hepatitis, AIDS, and other infectious diseases.
11. Cancer, cirrhosis of the liver, heart failure, organic brain disease, and organ damage.
12. Damage to the fetus from use by pregnant women.
13. Potential damage to the lungs (bronchitis, emphysema, lung cancer) when drugs are smoked.

Legal Sanctions The state of North Dakota requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages. Anyone who provides alcoholic beverages to individuals who are less than 21 years of age is in violation of state law and may be cited for contribution to the delinquency of a minor. State law prohibits driving while under the influence (DUI) of liquor or beer or carrying an open container of alcohol in a moving vehicle. In addition, students, faculty, and staff are

expected to comply with all existing and future city, state, and federal statutes concerning alcohol and illegal drugs.

North Dakota has adopted the Uniform Controlled Substance Act, which restricts the manufacture, transfer, and possession of narcotic drugs and other drugs that have a potential for abuse or that may lead to physical or psychological dependence. This law provides a Class B misdemeanor criminal penalty of up to 30 days imprisonment and a \$1,500 fine for the unauthorized possession of up to one ounce of marijuana. For possession of greater amounts of other controlled substances, including such hallucinogens as mescaline and LSD, the penalty may be up to five years' imprisonment and \$10,000 fine. Even stiffer criminal penalties are imposed for the unauthorized delivery of these substances to another person.

Federal law also prohibits the unlicensed or unauthorized possession of narcotic drugs, with the penalty in many cases more severe than that provided by state law.

The College will cooperate completely with law enforcement officials seeking to enforce any laws designed to curb illicit drug use and possession.

For Federal Trafficking Penalties, see the U.S. Drug Enforcement Administration website:
www.usdoj.gov/dea/agency/penalties.htm

Dakota College at Bottineau reserves the right to refer violations of federal, state or local laws to the Bottineau County Sheriff's Department.

Policy on Alcohol and Drugs

Dakota College at Bottineau recognizes the serious problems created by the use and abuse of alcohol and other drugs. In response to this awareness the College is committed to:

- establishing and enforcing clear campus policies regarding the use of alcohol and other drugs
- educating members of the campus community for the purpose of preventing alcohol and other drug abuse
- creating a campus environment that promotes the individual's responsibility to himself/herself and to the campus community
- providing resources through counseling and referral services for students who experience alcohol and/or drug problems

Students concerned about their own alcohol and drug use or about that of others are encouraged to contact the Student Services Office or the Student Health Center.

The following are prohibited:

- A. The manufacture, sale, purchase, transportation, possession, or consumption of an alcoholic beverage anywhere on Dakota College at Bottineau property (including College vehicles, regardless of location), or in association with any DCB sponsored student activities or organizations.
- B. Public drunkenness on College owned and controlled property or at Dakota College at Bottineau supervised functions is prohibited. Persons who endanger directly the safety of themselves or another person or property, or are acting in a manner that causes a public disturbance under the influence of alcohol, are considered to be drunk.

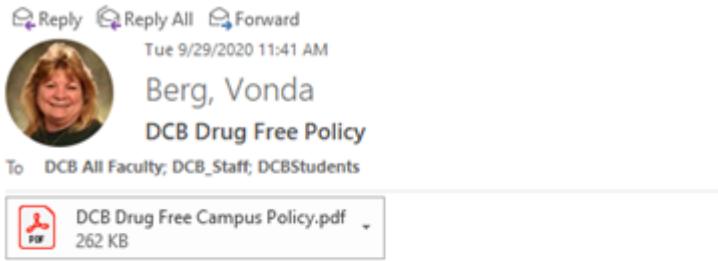
- C. Driving while under the influence of alcohol or illicit drugs on the Dakota College at Bottineau campus or in association with any other DCB sponsored or supervised organizations or vehicles.
- D. Possession or display of empty alcohol beverage containers, including but not limited to cans, bottles, and kegs, on the Dakota College at Bottineau campus, including those held by individuals for the purpose of recycling.
- E. Being under the influence of, possessing, manufacturing, exchanging, distributing, using, or selling illegal drugs or any other controlled substance or agent, except pursuant to a physician's or dentist's prescription, or possessing paraphernalia for drug use on Dakota College owned or controlled property, or at Dakota College sponsored or supervised events.

Students found in violation of the university policy on alcohol or drugs may be subject to one or more of the following penalties:

- probation
- loss of privileges
- required counseling
- suspension from school
- written reprimands
- work assignments
- restitution
- loss of employment
- fines
- removal from the residence halls

APPENDIX B: Email Statements to Faculty, Staff and Students

DCB Drug Free Campus Policy



Good Morning,

See attached Drug Free Campus Policy for DCB.
This policy can also be found on DCB Website.

Thanks,

Vonda Berg
Payroll Specialist, HR Asst., Business Office
Dakota College at Bottineau
105 Simrall Boulevard
Bottineau, ND 58318
701-228-5409

DCB Campus Safety and Security Report

From: Brooks, Larry
Sent: Thursday, September 26, 2019 7:26 AM
To: Brooks, Larry <larry.brooks@dakotacollege.edu>
Subject: 2019-2020 Campus Safety and Security Report

Good Morning,

On September 26, 2019, Dakota College at Bottineau (DCB) posted the 2019-2020 Campus Safety and Security Handbook to our website. This handbook, which is commonly referred to as the Clery Report, requires campuses to collect, report and disseminate information about on-campus crimes to all faculty, staff and students. In addition, this report also provides information on the following:

- 1) Campus policies about safety and security measures,
- 2) Campus crime prevention programs,
- 3) Procedures to follow in the investigation and prosecution of alleged sex offenses,
- 4) Missing student notification procedures, and
- 5) Fire safety information.

This handbook can be accessed by clicking on the following link:
https://www.dakotacollege.edu/application/files/7715/6950/0170/Campus_Safety_and_Security_Handbook_2019-2020.pdf

Hard copies of this report can also be made available by contacting the DCB Student Services Office at (701) 228-5452.

If you have any questions or concerns about this report, please contact Larry Brooks at (701) 228-5457 or via email at larry.brooks@dakotacollege.edu.

Larry Brooks
Associate Dean for Academic and Student Affairs
Dakota College at Bottineau
105 Simrall Boulevard
Bottineau, ND 58318
(701) 228-5457
Larry.brooks@dakotacollege.edu

APPENDIX C: Sample Notification Email to Students

DCB Drug Free Campus Policy

[Reply](#) [Reply All](#) [Forward](#)
Mon 1/25/2021 10:36 AM

FA
Financial Aid
Federal Student Financial Aid Penalties for **Drug** Law Violations

To: DCBStudents; Lynnes, Jalee
! This message was sent with High importance.

 FAFSA & Drug Control Policy.pdf 2 MB

To all DCB Students,

Please see the attached policy regarding **drug** convictions and your eligibility for Federal Student Aid.

Sincerely,
Jalee



JaLee Lynnes
Financial Aid Assistant
Student Services

105 Simrall Blvd.
Bottineau, ND 58318
www.dakotacollege.edu

701-228-5469

jalee.lynnes@dakotacollege.edu



APPENDIX D: Student-Athlete Policy on Alcohol, Tobacco, and Illegal Drug Use and Misuse

Dakota College at Bottineau Athletic Department Policy on Alcohol, Tobacco, and Illegal Drug Use and Misuse

The Dakota College at Bottineau Athletic Department recognizes the use of alcohol, tobacco, and illegal drugs as a significant problem of college campuses, and for many student athletes, resulting in negative effects on behavior, relationships, academic performance, and the overall learning environment. The use and misuse of these substances also affects athletic performance as well as team morale. Although we realize that problems with alcohol and other drugs are not confined to student-athletes, they are of special concern to us because of the high visibility and additional social pressures athletes often face as representative of our institution.

College and Department Expectations and Policy

The Dakota College at Bottineau alcohol and other drug policy applies to all student-athletes throughout the academic year as written in the college handbook. Violations will be handled by the college according to Dakota College at Bottineau policy, and the Athletic Director and/or Head Coach has the right to impose additional penalties if deemed appropriate. Because athletes have a responsibility to themselves and their teammates to report to practice and competition and participate at 100%, the following policy pertains to in-season training:

There shall be no use of alcohol, tobacco, or other drugs by anyone in any form at practices, games, or during team travel from the time the team leaves campus until the team returns to campus. There will be no use of alcohol or tobacco or other drugs by any other student personnel (i.e., student managers, assistant coaches) associated with the athletic program during these times.

Other situations exist relative to the athletic program where athletes are expected to act responsibly throughout the academic year. Among these are:

1. There can be no use of alcohol, tobacco, or other drugs at team meetings, dinners, or banquets.
2. No alcohol, tobacco, or other drugs can be provided to or made available to recruits and prospective students.

Beginning Fall 2015, mandatory, random drug testing including all men's and women's athletic programs began at Dakota College at Bottineau. Refusal to take part in this program will deem the student-athlete automatically ineligible. More information is available upon request to your coach or the Athletic Director. Refusal to participate in the testing program will disqualify you from participating in athletics at Dakota College at Bottineau.

Student-athlete's signature: _____

Sport: _____

Student-athlete's name: _____

Date: _____

APPENDIX E: Federal Financial Aid Drug Policy

This policy is currently undergoing review by Faculty Senate, Staff Senate, and Student Senate.

APPENDIX F: EDGAR Part 86 Worksheets 2016, 2017, 2018, and 2020

Dakota College at Bottineau

ND University System Part 86 Compliance Checklist

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist 2016

- 1. Does the institution maintain a copy of its drug prevention program? Yes No**

- 2. Does the institution provide *annually to each employee and each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?**
 - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities**
Students: Yes No Staff and Faculty: Yes No

 - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol**
Students: Yes No Staff and Faculty: Yes No

 - c. A description of applicable legal sanctions under local, state, or federal law**
Students: Yes No Staff and Faculty: Yes No

 - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs**
Students: Yes No Staff and Faculty: Yes No

 - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions**
Students: Yes No Staff and Faculty: Yes No

- 3. Are the above materials distributed to students in one of the following ways?**
 - a. Mailed to each student (separately or included in another mailing)**
Yes No

 - b. Through campus post offices boxes**
Yes No

 - c. Class schedules which are mailed to each student**
Yes No

 - d. During freshman orientation**
Yes No

 - e. During new student orientation**
Yes No

 - f. In another manner (*describe*)**

Yes No

- 4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?**

Yes No

- 5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?**

Yes No

- 6. Are the above materials distributed to staff and faculty in one of the following ways?**

- a. **Mailed**

Staff: Yes No Faculty: Yes No

- b. **Through campus post office boxes**

Staff: Yes No Faculty: Yes No

- c. **During new employee orientation**

Staff: Yes No Faculty: Yes No

- d. **In another manner:**

- 7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?**

Staff: Yes No Faculty: Yes No

- 8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?**

Staff: Yes No Faculty: Yes No

- 9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?**

- a. **Conduct student alcohol and drug use survey**

Yes No

- b. **Conduct opinion survey of its students, staff, and faculty**

Students: Yes No Staff and Faculty: Yes No

- c. **Evaluate comments obtained from a suggestion box**

Students: Yes No Staff and Faculty: Yes No

- d. **Conduct focus groups**

Students: Yes No Staff and Faculty: Yes No

- e. **Conduct intercept interviews**

Students: Yes No Staff and Faculty: Yes No

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees

Students: Yes No Staff and Faculty: Yes No

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: Yes No Staff and Faculty: Yes No

10. Who is responsible for conducting these biennial reviews?

Larry Brooks, Associate Dean of Academic and Student Affairs

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?

Yes No

12. Where is the biennial review documentation located?

Thatcher Hall on the campus of Dakota College at Bottineau

If yes, where is it located?

The Biennial Review is available in the office of the Business Office Manager and in Student Services.

Student Policy on Drugs and Alcohol

Dakota College at Bottineau standards of conduct clearly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on institutional property or as part of any of its activities. The prohibition against this activity and the consequences for violations of the rules and regulations pertaining to alcohol or drugs are clearly stated in the "Student Conduct Code" section of the student handbook. Students are responsible for knowing and complying with these policies.

Drug and Alcohol Counseling

The services of a substance abuse counselor and mental health counselor are available to students. Alcoholics Anonymous group meetings are held within the Bottineau Community. These meetings are open to students. A segment on alcohol and drug prevention is included in SOC 105 First Year Experience course required of all new students. Also, depending on the nature and nature of individual student conduct code violations concerning alcohol, a required alcohol evaluation or required attendance at an alcohol education class may be included as part of the disciplinary process.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

(excerpts reprinted from The Harvard Mental Health Letter, Schools Without Drugs, The Federal Register, and Drugs of Abuse)

The health risks associated with illicit drug use and alcohol abuse are numerous. In general, drugs can interfere with memory, sensation, and perception. They distort experiences and

causes loss of self-control. Drugs interfere with the brain's ability to take in, sort, and synthesize information. Drugs also have an insidious effect on perception.

More specific health risks associated with illicit drug use and alcohol abuse include:

- Impairment of reaction time and motor coordination.
- Death from respiratory depression.
- Cerebrovascular strokes.
- Memory loss, impaired judgment and increased aggressiveness.
- Anxiety or paranoid reactions.
- Distortion of experiences and loss of self-control.
- Instability, agitated paranoia, and unpredictable rage.
- Drowsiness.
- Physical exhaustion, malnutrition, loss of concentration, impotence, psychosis, heightened susceptibility to seizures, and severe cardiovascular reactions.
- Inflamed veins, blocked arteries, spread of hepatitis, AIDS, and other infectious diseases.
- Cancer, cirrhosis of the liver, heart failure, organic brain disease, and organ damage.
- Damage to the fetus from use by pregnant women.
- Potential damage to the lungs (bronchitis, emphysema, lung cancer) when drugs are smoked.

Legal Sanctions

The state of North Dakota requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages. Anyone who provides alcoholic beverages to individuals who are less than 21 years of age is in violation of state law and may be cited for contribution to the delinquency of a minor. State law prohibits driving while under the influence (DUI) of liquor or beer or carrying an open container of alcohol in a moving vehicle. In addition, students, faculty, and staff are expected to comply with all existing and future city, state, and federal statutes concerning alcohol and illegal drugs.

North Dakota has adopted the Uniform Controlled Substance Act, which restricts the manufacture, transfer, and possession of narcotic drugs and other drugs that have a potential for abuse or that may lead to physical or psychological dependence. This law provides a Class A misdemeanor criminal penalty of up to one year's imprisonment and a \$1,000 fine for the unauthorized possession of up to one ounce of marijuana. For possession of greater amounts of other controlled substances, including such hallucinogens as mescaline and LSD, the penalty may be up to five years imprisonment and \$5,000 fine. Even stiffer criminal penalties are imposed for the unauthorized delivery of these substances to another person.

Federal law also prohibits the unlicensed or unauthorized possession of narcotic drugs, with the penalty in many cases more severe than that provided by state law.

The College will cooperate completely with law enforcement officials seeking to enforce any laws designed to curb illicit drug use and possession.

For Federal Trafficking Penalties, see the U.S. Drug Enforcement Administration website:
www.usdoj.gov/dea/agency/penalties.htm

Dakota College at Bottineau reserved the right to refer violations of federal, state, or local laws to the Bottineau County Sheriff's Department

DRUG-FREE WORKPLACE POLICY

In accordance with the Drug Free Workplace Act and SBHE Policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by applicable law and SBHE Policy 615 as a condition of employment. An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or system's human resource officer. Each new employee, at the time of hiring, shall receive a copy of SBHE Policy 615 and this procedure and acknowledge in writing that the employee has received and reviewed the policy and procedure. Institutions and the University System Office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual evaluation, in-service training, electronically, or other appropriate procedure. Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.

- b. See Item A
 - c. See Item A
 - d. See Item A
 - e. See Item A
- 1.
 - a. An email is sent with the policy in the body of the email. Official campus email addresses are used for this mailing.
 - b. Dakota College at Bottineau does not have campus post office boxes.
 - c. Dakota College at Bottineau does not mail class schedule.
 - d. Information and policy are discussed during the First Year Experience course. These are discussed during the following sessions: Student Handbook, Campus Housing, and Judicial Affairs.
 - e. Information and policy are discussed during the mandatory orientation sessions, specifically during the Campus Housing portion.

- f. Each student receives an email from the Associate Dean of Academic and Student Affairs. This email contains the full text of the Dakota College at Bottineau Drug and Alcohol Policy. This email is sent out mid-fall semester, early spring semester, and the beginning of the summer semester.
 - 2. Once a student is admitted to Dakota College at Bottineau, they are given an official Dakota College at Bottineau email address. This email address is used for all official communication by the College with that student.
 - 3. The policy is distributed at least once each semester.
 - 4. a. N/A
 - b. N/A
 - c. N/A
 - d. The full text of Dakota College at Bottineau's Drug and Alcohol Policy is available on the Dakota College at Bottineau website.
 - 5. During the annual staff and faculty in-service training, employees are informed the Dakota College at Bottineau's Drug and Alcohol Policy is located on the website, as well as being available in the office of the Business Office Manager.
 - 6. All new employees of Dakota College at Bottineau receive a copy of the Dakota College at Bottineau's Drug and Alcohol Policy as part of their employment packet.
 - 7. a. The Core Alcohol and Drug Survey was developed to measure alcohol and other drug usage, as well as attitudes and perceptions among college students attending two and four year institutions nationwide. This survey is administered every other year (2006, 2008, 2010, 2012, 2014, 2016) in an attempt to measure drinking and drug use behaviors, as well as their perceptions of the norms surrounding alcohol use among students
 - b. N/A
 - 8. Larry Brooks, Associate Dean of Academic and Student Affairs, Dakota College at Bottineau, 105 Simrall Blvd, Bottineau ND 58318
 - 9. Thatcher Hall at Dakota College at Bottineau, specifically in the office of Business Office Manager and in Student Services.

Dakota College at Bottineau

ND University System Part 86 Compliance Checklist

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist 2017

1. Does the institution maintain a copy of its drug prevention program? Yes No

If yes, where is it located? The Biennial Review is available in the office of the Business Office Manager and in Student Services

2. Does the institution provide *annually* to *each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?*

- Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities

Students: Yes No Staff and Faculty: Yes No

Student Policy on Drugs and Alcohol

Dakota College at Bottineau standards of conduct clearly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on institutional property or as part of any of its activities. The prohibition against this activity and the consequences for violations of the rules and regulations pertaining to alcohol or drugs are clearly stated in the "Student Conduct Code" section of the student handbook. Students are responsible for knowing and complying with these policies.

Drug and Alcohol Counseling

The services of a substance abuse counselor and mental health counselor are available to students. Alcoholics Anonymous group meetings are held within the Bottineau Community. These meetings are open to students. A segment on alcohol and drug prevention is included in SOC 105 First Year Experience course required of all new students. Also, depending on the nature and nature of individual student conduct code violations concerning alcohol, a required alcohol evaluation or required attendance at an alcohol education class may be included as part of the disciplinary process.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

(*excerpts reprinted from The Harvard Mental Health Letter, Schools Without Drugs, The Federal Register, and Drugs of Abuse*)

The health risks associated with illicit drug use and alcohol abuse are numerous. In general, drugs can interfere with memory, sensation, and perception. They distort experiences and causes loss of self-control. Drugs interfere with the brain's ability to take in, sort, and synthesize information. Drugs also have an insidious effect on perception.

More specific health risks associated with illicit drug use and alcohol abuse include:

- Impairment of reaction time and motor coordination.
- Death from respiratory depression.
- Cerebrovascular strokes.
- Memory loss, impaired judgment and increased aggressiveness.

- Anxiety or paranoid reactions.
- Distortion of experiences and loss of self-control.
- Instability, agitated paranoia, and unpredictable rage.
- Drowsiness.
- Physical exhaustion, malnutrition, loss of concentration, impotence, psychosis, heightened susceptibility to seizures, and severe cardiovascular reactions.
- Inflamed veins, blocked arteries, spread of hepatitis, AIDS, and other infectious diseases.
- Cancer, cirrhosis of the liver, heart failure, organic brain disease, and organ damage.
- Damage to the fetus from use by pregnant women.
- Potential damage to the lungs (bronchitis, emphysema, lung cancer) when drugs are smoked.

Legal Sanctions

The state of North Dakota requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages. Anyone who provides alcoholic beverages to individuals who are less than 21 years of age is in violation of state law and may be cited for contribution to the delinquency of a minor. State law prohibits driving while under the influence (DUI) of liquor or beer or carrying an open container of alcohol in a moving vehicle. In addition, students, faculty, and staff are expected to comply with all existing and future city, state, and federal statutes concerning alcohol and illegal drugs.

North Dakota has adopted the Uniform Controlled Substance Act, which restricts the manufacture, transfer, and possession of narcotic drugs and other drugs that have a potential for abuse or that may lead to physical or psychology dependence. This law provides a Class A misdemeanor criminal penalty of up to one year's imprisonment and a \$1,000 fine for the unauthorized possession of up to one ounce of marijuana. For possession of greater amounts of other controlled substances, including such hallucinogens as mescaline and LSD, the penalty may be up to five years imprisonment and \$5,000 fine. Even stiffer criminal penalties are imposed for the unauthorized delivery of these substances to another person.

Federal law also prohibits the unlicensed or unauthorized possession of narcotic drugs, with the penalty in many cases more severe than that provided by state law.

The College will cooperate completely with law enforcement officials seeking to enforce any laws designed to curb illicit drug use and possession.

For Federal Trafficking Penalties, see the U.S. Drug Enforcement Administration website: www.usdoj.gov/dea/agency/penalties.htm

Dakota College at Bottineau reserved the right to refer violations of federal, state, or local laws to the Bottineau County Sheriff's Department

DRUG-FREE WORKPLACE POLICY

In accordance with the Drug Free Workplace Act and SBHE Policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by applicable law and SBHE Policy 615 as a condition of employment. An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or system's human resource officer. Each new employee, at the time of hiring, shall receive a copy of SBHE Policy 615 and this procedure and acknowledge in writing that the employee has received and reviewed the policy and procedure. Institutions and the University System Office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual evaluation, in-service training, electronically, or other appropriate procedure. Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.

○ **A description of the health risks associated with the use of illicit drugs and the abuse of alcohol**

Students: Yes No Staff and Faculty: Yes No

See Item A above

○ **A description of applicable legal sanctions under local, state, or federal law**

Students: Yes No Staff and Faculty: Yes No

See Item A above

○ **A description of applicable counseling, treatment, or rehabilitation or re-entry programs**

Students: Yes No Staff and Faculty: Yes No

See Item A above

○ **A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions**

Students: Yes No Staff and Faculty: Yes No

See Item A above

3. Are the above materials distributed to students in one of the following ways?

a. Mailed to each student (separately or included in another mailing)

Yes No

An email is sent with the policy in the body of the email. Official campus email addresses are used for this mailing.

b. Through campus post offices boxes

Yes No

Dakota College at Bottineau does not have campus post office boxes.

c. Class schedules which are mailed to each student

Yes No

Dakota College at Bottineau does not mail class schedule.

d. During freshman orientation

Yes No

Information and policy are discussed during the First Year Experience course. These are discussed during the Campus Housing session.

e. During new student orientation

Yes No

Information and policy are discussed during the mandatory orientation sessions, specifically during the Campus Housing portion.

f. In another manner (*describe*)

Yes No

- a. Each student receives an email from the Associate Dean of Academic and Student Affairs. This email contains the full text of the Dakota College at Bottineau Drug and Alcohol Policy. This email is sent out mid-fall semester, early spring semester, and the beginning of the summer semester.

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?

Yes No

Once a student is admitted to Dakota College at Bottineau, they are given an official Dakota College at Bottineau email address. This email address is used for all official communication by the College with that student.

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

Yes No

The policy is distributed at least once each semester.

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed

Staff: Yes No Faculty: Yes No
N/A

b. Through campus post office boxes

Staff: Yes No Faculty: Yes No
N/A

c. During new employee orientation

Staff: Yes No Faculty: Yes No
N/A

d. In another manner (*describe*)

The full text of Dakota College at Bottineau's Drug and Alcohol Policy is available on the Dakota College at Bottineau website.

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?

Staff: Yes No Faculty: Yes No

During the annual staff and faculty in-service training, employees are informed the Dakota College at Bottineau's Drug and Alcohol Policy is located on the website, as well as being available in the office of the Business Office Manager.

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Staff: Yes No Faculty: Yes No

All new employees of Dakota College at Bottineau receive a copy of the Dakota College at Bottineau's Drug and Alcohol Policy as part of their employment packet.

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

a. Conduct student alcohol and drug use survey

Yes No

The Core Alcohol and Drug Survey was developed to measure alcohol and other drug usage, as well as attitudes and perceptions among college students attending two and four year institutions nationwide. This survey is administered every other year (2006, 2008, 2010, 2012, 2014, 2016) in an attempt to measure drinking and drug use behaviors, as well as their perceptions of the norms surrounding alcohol use among students

b. Conduct opinion survey of its students, staff, and faculty

Students: Yes No Staff and Faculty: Yes No

c. Evaluate comments obtained from a suggestion box

Students: Yes No Staff and Faculty: Yes No

d. Conduct focus groups

Students: Yes No Staff and Faculty: Yes No

e. Conduct intercept interviews

Students: Yes No Staff and Faculty: Yes No

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees

Students: Yes No Staff and Faculty: Yes No

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: Yes No Staff and Faculty: Yes No

10. Who is responsible for conducting these biennial reviews?

Larry Brooks, Associate Dean of Academic and Student Affairs, Dakota College at Bottineau, 105 Simrall Blvd, Bottineau ND 58318

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?

Yes No

Where is the biennial review documentation located?

Thatcher Hall at Dakota College at Bottineau, specifically in the office of Business Office Manager and in Student Services.

DAKOTA COLLEGE AT BOTTINEAU

ND University System Part 86 Compliance Checklist

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist 2018

- 1. Does the institution maintain a copy of its drug prevention program? Yes No**
If yes, where is it located? The Biennial Review is available in the office of the Business Office Manager and in Student Services.

- 2. Does the institution provide *annually* to *each employee* and *each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?**
 - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities**
Students: Yes No Staff and Faculty: Yes No

 - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol**
Students: Yes No Staff and Faculty: Yes No

 - c. A description of applicable legal sanctions under local, state, or federal law**
Students: Yes No Staff and Faculty: Yes No

 - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs**
Students: Yes No Staff and Faculty: Yes No

 - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions**
Students: Yes No Staff and Faculty: Yes No

Any comments or clarifications on items 2 a-e:

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violations concerning alcohol, a required alcohol evaluation or required attendance at an alcohol education class may be included as part of the disciplinary process.

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In accordance with the Drug Free Workplace Act and SBHE Policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by applicable law and SBHE Policy 615 as a condition of employment. An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or system's human resource officer. Each new employee, at the time of hiring, shall receive a copy of SBHE Policy 615 and this procedure and acknowledge in writing that the employee has received and reviewed the policy and procedure. Institutions and the University System Office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual evaluation, in-service training, electronically, or other appropriate procedure. Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.

3. Are the above materials distributed to students in one of the following ways?

a. Mailed to each student (separately or included in another mailing)

Yes No

b. Through campus post offices boxes

Yes No

c. Class schedules which are mailed to each student

Yes No

d. During freshman orientation

Yes No

e. During new student orientation

Yes No

f. In another manner

Yes No

Each student receives an email from the Associate Dean of Academic and Student Affairs. This email contains the full text of the Dakota College at Bottineau Drug and Alcohol Policy. This email is sent out mid-fall semester, early spring semester, and the beginning of the summer semester.

a. Any comments or clarifications on items 3 a-f:

a) An email is sent with the policy as a link in the body of the email. Official campus email addresses are used for this mailing. b & c) Dakota College at Bottineau does not have campus mail boxes nor mail out class schedules. d & e) Information and policy are discussed during the First Year Experience course. These are discussed during the Residence Life session.

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?

Yes No

Once a student is admitted to Dakota College at Bottineau, they are given an official Dakota College at Bottineau email address. This email address is used for all official communication by the College with that student.

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

Yes No

The policy is distributed at least once a semester.

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed

Staff: Yes No Faculty: Yes No

b. Through campus post office boxes

Staff: Yes No Faculty: Yes No

c. During new employee orientation

Staff: Yes No Faculty: Yes No

d. In another manner

The full text of Dakota College at Bottineau's Drug and Alcohol Policy is available on the Dakota College at Bottineau website.

Any comments or clarifications on items 6 a-d:

All regular employees and student employees must all sign a form that states they have read and understand the Drug-Free Workplace Policy.

- 7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?**
Staff: Yes No Faculty: Yes No
- 8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?**
Staff: Yes No Faculty: Yes No
- 9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?**
- a. Conduct student alcohol and drug use survey**
Yes No
 - b. Conduct opinion survey of its students, staff, and faculty**
Students: Yes No Staff and Faculty: Yes No
 - c. Evaluate comments obtained from a suggestion box**
Students: Yes No Staff and Faculty: Yes No
 - d. Conduct focus groups**
Students: Yes No Staff and Faculty: Yes No
 - e. Conduct intercept interviews**
Students: Yes No Staff and Faculty: Yes No
 - f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees**
Students: Yes No Staff and Faculty: Yes No
 - g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees**
Students: Yes No Staff and Faculty: Yes No

Any comments or clarifications on items 9 a-g:

The Core Alcohol and Drug Survey was developed to measure alcohol and other drug usage, as well as attitudes and perceptions among college students attending two and four year institutions nationwide. This survey is administered every other year (2006, 2008, 2010, 2012, 2014, 2016) in an attempt to measure drinking and drug use behaviors, as well as their perceptions of the norms surrounding alcohol use among students. A new survey, NDSWAP, was implemented for 2018; those results are not yet available.

10. Who is responsible for conducting the biennial reviews?

Michelle Davis, Director of Residential & Student Life, Dakota College at Bottineau, 105 Simrall Blvd, Bottineau ND 58318

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?

Yes No

12. Where is the biennial review documentation located?

Thatcher Hall at Dakota College at Bottineau, specifically in the office of Business Office Manager and in Student Services.

Comments or clarifications on any above items:

- a. During the annual staff and faculty in-service training, employees are informed the Dakota College at Bottineau's Drug and Alcohol Policy is located on the website, as well as being available in the office of the Business Office Manager.
- b. All new employees of Dakota College at Bottineau receive a copy of the Dakota College at Bottineau's Drug and Alcohol Policy as part of their employment packet.

DAKOTA COLLEGE AT BOTTINEAU

ND University System Part 86 Compliance Checklist

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist 2019

- 1. Does the institution maintain a copy of its drug prevention program? Yes No**
If yes, where is it located? The Biennial Review is available in the office of the Business Office Manager and in Student Services.

- 2. Does the institution provide *annually to each employee and each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?**
 - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities**
Students: Yes No Staff and Faculty: Yes No

 - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol**
Students: Yes No Staff and Faculty: Yes No

 - c. A description of applicable legal sanctions under local, state, or federal law**
Students: Yes No Staff and Faculty: Yes No

 - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs**
Students: Yes No Staff and Faculty: Yes No

 - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions**
Students: Yes No Staff and Faculty: Yes No

Any comments or clarifications on items 2 a-e:

Student Policy on Drugs and Alcohol

Dakota College at Bottineau standards of conduct clearly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on institutional property or as part of any of its activities. The prohibition against this activity and the consequences for violations of the rules and regulations pertaining to alcohol or drugs are clearly stated in the "Student Conduct Code" section of the student handbook. Students are responsible for knowing and complying with these policies.

Drug and Alcohol Counseling

The services of a substance abuse counselor and mental health counselor are available to students. Alcoholics Anonymous group meetings are held within the Bottineau Community. These meetings are open to students. A segment on alcohol and drug prevention is included in SOC 105 First Year Experience course required of all new students. Also, depending on the nature and nature of individual student conduct code

violations concerning alcohol, a required alcohol evaluation or required attendance at an alcohol education class may be included as part of the disciplinary process.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

(excerpts reprinted from The Harvard Mental Health Letter, Schools Without Drugs, The Federal Register, and Drugs of Abuse)

The health risks associated with illicit drug use and alcohol abuse are numerous. In general, drugs can interfere with memory, sensation, and perception. They distort experiences and causes loss of self-control. Drugs interfere with the brain's ability to take in, sort, and synthesize information. Drugs also have an insidious effect on perception.

More specific health risks associated with illicit drug use and alcohol abuse include:

- Impairment of reaction time and motor coordination.
- Death from respiratory depression.
- Cerebrovascular strokes.
- Memory loss, impaired judgment and increased aggressiveness.
- Anxiety or paranoid reactions.
- Distortion of experiences and loss of self-control.
- Instability, agitated paranoia, and unpredictable rage.
- Drowsiness.
- Physical exhaustion, malnutrition, loss of concentration, impotence, psychosis, heightened susceptibility to seizures, and severe cardiovascular reactions.
- Inflamed veins, blocked arteries, spread of hepatitis, AIDS, and other infectious diseases.
- Cancer, cirrhosis of the liver, heart failure, organic brain disease, and organ damage.
- Damage to the fetus from use by pregnant women.
- Potential damage to the lungs (bronchitis, emphysema, lung cancer) when drugs are smoked.

Legal Sanctions

The state of North Dakota requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages. Anyone who provides alcoholic beverages to individuals who are less than 21 years of age is in violation of state law and may be cited for contribution to the delinquency of a minor. State law prohibits driving while under the influence (DUI) of liquor or beer or carrying an open container of alcohol in a moving vehicle. In addition, students, faculty, and staff are expected to comply with all existing and future city, state, and federal statutes concerning alcohol and illegal drugs.

North Dakota has adopted the Uniform Controlled Substance Act, which restricts the manufacture, transfer, and possession of narcotic drugs and other drugs that have a potential for abuse or that may lead to physical or psychology dependence. This law provides a Class A misdemeanor criminal penalty of up to one year's imprisonment and a \$1,000 fine for the unauthorized possession of up to one ounce of marijuana. For possession of greater amounts of other controlled substances, including such hallucinogens as mescaline and LSD, the penalty may be up to five years imprisonment and \$5,000 fine. Even stiffer criminal penalties are imposed for the unauthorized delivery of these substances to another person.

Federal law also prohibits the unlicensed or unauthorized possession of narcotic drugs, with the penalty in many cases more severe than that provided by state law.

The College will cooperate completely with law enforcement officials seeking to enforce any laws designed to curb illicit drug use and possession.

For Federal Trafficking Penalties, see the U.S. Drug Enforcement Administration website:
www.usdoj.gov/dea/agency/penalties.htm

Dakota College at Bottineau reserved the right to refer violations of federal, state, or local laws to the Bottineau County Sheriff's Department

DRUG-FREE WORKPLACE POLICY

In accordance with the Drug Free Workplace Act and SBHE Policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by applicable law and SBHE Policy 615 as a condition of employment. An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or system's human resource officer. Each new employee, at the time of hiring, shall receive a copy of SBHE Policy 615 and this procedure and acknowledge in writing that the employee has received and reviewed the policy and procedure. Institutions and the University System Office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual evaluation, in-service training, electronically, or other appropriate procedure. Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.

3. Are the above materials distributed to students in one of the following ways?

a. Mailed to each student (separately or included in another mailing)

Yes No

b. Through campus post offices boxes

Yes No

c. Class schedules which are mailed to each student

Yes No

d. During freshman orientation

Yes No

e. During new student orientation

Yes No

f. In another manner

Yes No

Each student receives an email from the Associate Dean of Academic and Student Affairs. This email contains the full text of the Dakota College at Bottineau Drug and Alcohol Policy. This email is sent out mid-fall semester, early spring semester, and the beginning of the summer semester.

Any comments or clarifications on items 3 a-f:

a) An email is sent with the policy as a link in the body of the email. Official campus email addresses are used for this mailing. b & c) Dakota College at Bottineau does not have campus mail boxes nor mail out class schedules. d & e) Information and policy are discussed during the First Year Experience course. These are discussed during the Residence Life session.

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?

Yes No

Once a student is admitted to Dakota College at Bottineau, they are given an official Dakota College at Bottineau email address. This email address is used for all official communication by the College with that student.

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

Yes No

The policy is distributed at least once a semester.

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed

Staff: Yes No Faculty: Yes No

b. Through campus post office boxes

Staff: Yes No Faculty: Yes No

c. During new employee orientation

Staff: Yes No Faculty: Yes No

d. In another manner The full text of Dakota College at Bottineau's Drug and Alcohol Policy is available on the Dakota College at Bottineau website.

Any comments or clarifications on items 6 a-d:

All regular employees and student employees must all sign a form that states they have read and understand the Drug-Free Workplace Policy.

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?

Staff: Yes No Faculty: Yes No

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Staff: Yes No Faculty: Yes No

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

a. Conduct student alcohol and drug use survey

Yes No

b. Conduct opinion survey of its students, staff, and faculty

Students: Yes No Staff and Faculty: Yes No

c. Evaluate comments obtained from a suggestion box

Students: Yes No Staff and Faculty: Yes No

d. Conduct focus groups

Students: Yes No Staff and Faculty: Yes No

e. Conduct intercept interviews

Students: Yes No Staff and Faculty: Yes No

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees

Students: Yes No Staff and Faculty: Yes No

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: Yes No Staff and Faculty: Yes No

Any comments or clarifications on items 9 a-g:

The Core Alcohol and Drug Survey was developed to measure alcohol and other drug usage, as well as attitudes and perceptions among college students attending two and four year institutions nationwide. This survey is administered every other year (2006, 2008, 2010, 2012, 2014, 2016) in an attempt to measure drinking and drug use behaviors, as well as their perceptions of the norms surrounding alcohol use among students. A new survey, NDSWAP, was implemented for 2018; those results are not yet available.

10. Who is responsible for conducting the biennial reviews?

Michelle Davis, Director of Residential & Student Life, Dakota College at Bottineau, 105 Simrall Blvd, Bottineau ND 58318

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?

Yes No

12. Where is the biennial review documentation located?

Thatcher Hall at Dakota College at Bottineau, specifically in the office of Business Office Manager and in Student Services.

13. Comments or clarifications on any above items:

- a. During the annual staff and faculty in-service training, employees are informed the Dakota College at Bottineau's Drug and Alcohol Policy is located on the website, as well as being available in the office of the Business Office Manager.
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Dakota College at Bottineau

ND University System Part 86 Compliance Checklist

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist 2020

- 1. Does the institution maintain a copy of its drug prevention program? Yes No**
If yes, where is it located? The document is available on the website and in the Student Services Office.

- 2. Does the institution provide *annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?***
 - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities**
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 - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol**
Students: Yes No Staff and Faculty: Yes No

 - c. A description of applicable legal sanctions under local, state, or federal law**
Students: Yes No Staff and Faculty: Yes No

 - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs**
Students: Yes No Staff and Faculty: Yes No

 - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions**
Students: Yes No Staff and Faculty: Yes No

Any comments or clarifications on items 2 a-e:
No

- 3. Are the above materials distributed to students in one of the following ways?**

- a. Mailed to each student (separately or included in another mailing)**
Yes No

- b. Through campus post offices boxes**
Yes No

- c. Class schedules which are mailed to each student**
Yes No

- d. During freshman orientation**
Yes No

- e. During new student orientation**

Yes No

f. In another manner

Yes No

Any comments or clarifications on items 3 a-f:

The DCB Student Policy on Drugs and Alcohol is provided below.

Student Policy on Drugs and Alcohol

Dakota College at Bottineau standards of conduct clearly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on institutional property or as part of any of its activities. The prohibition against this activity and the consequences for violations of the rules and regulations pertaining to alcohol or drugs are clearly stated in the "Student Conduct Code" section of the student handbook. Students are responsible for knowing and complying with these policies.

Drug and Alcohol Counseling

The services of a substance abuse counselor and mental health counselor are available to students. Alcoholics Anonymous group meetings are held within the Bottineau Community. These meetings are open to students. A segment on alcohol and drug prevention is included in SOC 105 First Year Experience course required of all new students. Also, depending on the nature and nature of individual student conduct code violations concerning alcohol, a required alcohol evaluation or required attendance at an alcohol education class may be included as part of the disciplinary process.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

(excerpts reprinted from The Harvard Mental Health Letter, Schools Without Drugs, The Federal Register, and Drugs of Abuse)

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- Anxiety or paranoid reactions.
- Distortion of experiences and loss of self-control.
- Instability, agitated paranoia, and unpredictable rage.
- Drowsiness.
- Physical exhaustion, malnutrition, loss of concentration, impotence, psychosis, heightened susceptibility to seizures, and severe cardiovascular reactions.
- Inflamed veins, blocked arteries, spread of hepatitis, AIDS, and other infectious diseases.
- Cancer, cirrhosis of the liver, heart failure, organic brain disease, and organ damage.

- Damage to the fetus from use by pregnant women.
- Potential damage to the lungs (bronchitis, emphysema, lung cancer) when drugs are smoked.

Legal Sanctions

The state of North Dakota requires that individuals be at least 21 years of age to buy, possess, and consume alcoholic beverages. Anyone who provides alcoholic beverages to individuals who are less than 21 years of age is in violation of state law and may be cited for contribution to the delinquency of a minor. State law prohibits driving while under the influence (DUI) of liquor or beer or carrying an open container of alcohol in a moving vehicle. In addition, students, faculty, and staff are expected to comply with all existing and future city, state, and federal statutes concerning alcohol and illegal drugs.

North Dakota has adopted the Uniform Controlled Substance Act, which restricts the manufacture, transfer, and possession of narcotic drugs and other drugs that have a potential for abuse or that may lead to physical or psychological dependence. This law provides a Class A misdemeanor criminal penalty of up to one year's imprisonment and a \$1,000 fine for the unauthorized possession of up to one ounce of marijuana. For possession of greater amounts of other controlled substances, including such hallucinogens as mescaline and LSD, the penalty may be up to five years imprisonment and \$5,000 fine. Even stiffer criminal penalties are imposed for the unauthorized delivery of these substances to another person.

Federal law also prohibits the unlicensed or unauthorized possession of narcotic drugs, with the penalty in many cases more severe than that provided by state law.

The College will cooperate completely with law enforcement officials seeking to enforce any laws designed to curb illicit drug use and possession.

For Federal Trafficking Penalties, see the U.S. Drug Enforcement Administration website:
www.usdoj.gov/dea/agency/penalties.htm

Dakota College at Bottineau reserved the right to refer violations of federal, state, or local laws to the Bottineau County Sheriff's Department

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?

Yes No

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

Yes No

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed

Staff: Yes No

Faculty: Yes No

b. Through campus post office boxes

Staff: Yes No Faculty: Yes No

c. During new employee orientation

Staff: Yes No Faculty: Yes No

d. In another manner Yes, the full text of Dakota College at Bottineau's Drug and Alcohol Policy is available on the Dakota College at Bottineau website.

Any comments or clarifications on items 6 a-d:

All regular employees and student employees must all sign a form that states they have read and understand the Drug-Free Workplace Policy.

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?

Staff: Yes No Faculty: Yes No

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Staff: Yes No Faculty: Yes No

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

a. Conduct student alcohol and drug use survey

Yes No

b. Conduct opinion survey of its students, staff, and faculty

Students: Yes No Staff and Faculty: Yes No

c. Evaluate comments obtained from a suggestion box

Students: Yes No Staff and Faculty: Yes No

d. Conduct focus groups

Students: Yes No Staff and Faculty: Yes No

e. Conduct intercept interviews

Students: Yes No Staff and Faculty: Yes No

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees

Students: Yes No Staff and Faculty: Yes No

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: Yes No Staff and Faculty: Yes No

Any comments or clarifications on items 9 a-g:

The Core Alcohol and Drug Survey was developed to measure alcohol and other drug usage, as well as attitudes and perceptions among college students attending two and four year institutions nationwide. This survey is administered every other year (2006, 2008, 2010, 2012, 2014, 2016) in an attempt to measure drinking and drug use behaviors, as well as their perceptions of the norms surrounding alcohol use among students. A new survey, NDSWAP, was implemented during 2018 and 2020.

10. Who is responsible for conducting the biennial reviews?

Larry Brooks, Associate Dan for Academic and Student Affairs, in conjunction with others.

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?

Yes No

12. Where is the biennial review documentation located?

Name: Larry Brooks
Title: Associate Dean for Academic and Student Affairs
Department: Student Services
Phone: (701) 228-5457
Email: larry.brooks@dakotacollege.edu

13. Comments or clarifications on any above items:

During the annual staff and faculty in-service training, employees are informed the Dakota College at Bottineau's Drug and Alcohol Policy is located on the website. This policy is also available, as well as being available in the Student Services Office and Business Office (Human Resources).

All new employees of Dakota College at Bottineau receive a copy of the Dakota College at Bottineau's Drug and Alcohol Policy as part of their employment packet.

APPENDIX G: 2014 Dakota College at Bottineau NDCORE Alcohol and Drug Survey

2014 DAKOTA COLLEGE AT BOTTINEAU NDCORE ALCOHOL AND DRUG SURVEY

Summary

The NDCORE Survey was developed in conjunction with the Core Institute of Southern Illinois University to identify high-risk drinking predictors for ND college students and used to develop evidence-based interventions specific to North Dakota and for each campus. The NDCORE Survey contains several items about alcohol and drugs, including questions specific to ND culture. Included are questions regarding respondent demographics, alcohol and drug behaviors, and perceptions of alcohol and other drugs.

All undergraduate students at Dakota College at Bottineau (DCB) had the opportunity to be included in this study through a stratified random sampling procedure, which included a total of 161 students.¹ Students were drawn from all ethnic backgrounds, all colleges, and all classes (e.g. freshman, sophomore). The key findings are summarized² below.³ The resulting data set is compared with data from previous DCB NDCORE surveys and with the North Dakota composite data from all eleven NDUS institutions. It is also compared with the most recent National CORE data set collected from 39,064 students nationwide in 2013.

Overall Findings

Demographics

- 52.8% of students are freshman, 37.3% are sophomore, 6.2% identified themselves as junior, and 3.7% identified themselves as senior
- 98.8% are full-time students
- 62.7% are male, 31.7% are female, and 5.6% chose not to respond
- 92.5% of students are between the age of 18-22, with an average age of 19.9
- 79.2% live on-campus
- 38.1% reported they work full or part-time

Alcohol Use (Entire Population)

- The average number of drinks consumed by students per week is 2.7.
- The peak blood alcohol content (BAC) for **males is 0.0586; for females it is 0.0957.**
- 30% reported having **five or more drinks at a sitting** at least once over the past two weeks
- 49.7% have used alcohol within the past 30 days
- 70.9% have used alcohol at least once within the last year.
- The most common places to use alcohol were private parties (38.7%), their own homes (31.3%), and at a bar or restaurant (17.3%).

Alcohol Use (Students Under 21 Years of Age)

- The peak blood alcohol content (BAC) for **males is 0.0544, for females it is 0.0962.**

¹ This analysis excluded 6 surveys completed by students who identified themselves as graduate students, non-degree seeking, or other students, resulting in a total sample size of 161.

² Inquiries on the entire data set can be directed to Becky Lambole, NDUS Director of Student Affairs, at 701-224-2688 or rebecca.lambole@ndus.edu.

³ This report was prepared by Dr. Ericka Wentz, Research Consultant and Jane Vangsness Frisch, AVP for Student Success – NDSCS.

- 27.3% reported having **five or more drinks at a sitting** at least once over the past two weeks
- The most common sources for those under the age of 21 to obtain alcohol is from **friends over 21** (54.4%), **purchasing it themselves** (34.4%), and from **friends under 21** (31.1%).

Alcohol Use for Entire Student Population

Question	2014	2012	2010	2008	2014 ND Aggregate	National*
Average Number of Drinks per week	2.7	4.79	3.95	4.7	4.36	4.1
Alcohol Use within the last 30 days	49.7%	67.7%	65.1%	74.6%	66.6%	68.6%
Alcohol use in the last year	70.9%	83.5%	82%	90.1%	80.4%	81.3%
Peak BAC						
Male	.0586	.09	.105	.117	.0950	N/A
Female	.0957	.07	.111	.107	.1016	N/A

Alcohol Use for Students Under 21

Question	2014	2012	2010	2008	2014 ND Aggregate	National*
Average Number of Drinks per week	2.67	3.53	3.89	5.33	4.04	N/A
Alcohol Use within the last 30 days	41.9%	61.7%	59.6%	80.6%	60.9%	N/A
Alcohol use in the last year	64.2%	79.7%	78.3%	91.7%	76.4%	N/A
Peak BAC						
Male	.0544	.07	.08	.127	.0901	N/A
Female	.0962	.05	.119	.133	.0993	N/A

Age of first use (Alcohol)

Have not used	Under 10	10-11	12-13	14-15	16-17	18-20	21-25	26+
31.9%	3.4%	0%	7.6%	23.5%	19.3%	13.4%	0%	.8%

Abstainer and High-Risk Alcohol Use

	2014	2012	2010	2008	2014 NDCORE Aggregate
Abstainers					
Weekly	55.4%	42.9%	47%	40%	41.4%
30 day	50.3%	32.9%	34.9%	25.4%	33.4%

Amount 6+drinks/week	9.6%	25%	19.7%	30%	24.5%
Frequency 3+ times/week	12.7%	14.2%	11.4%	21%	13.8%
Five or more drinks in a sitting in the past 2 weeks	30%	51.1%	44%	54.9%	45.8%

Tobacco and Marijuana Use

- 26.1% of students used tobacco within the past 30 days
- 35.2% of students used tobacco at least once within the last year
- Marijuana was the most commonly reported illicit drug ever used by DCB Students
- 15.9% first used marijuana between the age of 16-17; 12.1% between the age of 14-15; 50.3% have never used marijuana
- 17% of students used marijuana within the past 30 days
- 33.8% of students used marijuana at least once within the last year
- 23.8% of DCB students believe that marijuana is necessary for a good time
- The most common places to use marijuana were at private parties (18%), in their own homes (16%), or in a car (14.7%).
- The most common sources used to obtain marijuana were friends at home (34.9%), from a drug dealer (31.3%), or friends at school (28.9%).

Question	2014	2012	2010	2008	2014 ND Aggregate	National Data*
Marijuana Use within the last 30 days	17%	17.9%	9.4%	15.5%	14%	18.8%
Marijuana use in the last year	33.8%	38.8%	24.1%	24.3%	26.3%	32.5%

Other Drugs (not including marijuana)

- The most commonly reported drugs ever used were **non-medical use of prescription drugs** (10.8%), **amphetamines** (7.5%), and **synthetic drugs** (6.3%).
- The most frequently reported drugs used within the past 30 days were **non-medical use of prescription drugs** (3.2%) and **amphetamines** (2.6%).
- The most frequently reported drugs used within the last year were **non-medical use of prescription drugs** (8.2%), **amphetamines** (5.1%), and **synthetic drugs** (4.4%).

Medical Marijuana and Non-medical use of prescription drugs

- 4% report currently, or in the past, having a prescription for medical marijuana
- The most common sources to obtain non-medically used prescription drugs were **friends** (36.8%) and **doctors** (17.6%).

Campus Policies

% of Students that	2014	2012	2010	2008	2014 Aggregate	National Data*
are familiar with campus policies regarding alcohol and drugs	86.6%	92%	90.7%	83.1%	93.4%	90.8%
reported having knowledge of alcohol and drug prevention program(s) on campus	22.6%	25.3%	39.8%	33.8%	44.5%	52.2%
believe DCB is concerned about the prevention of alcohol and drug use	65.6%	70.9%	77.3%	76.1%	75.2%	76.5%
are actively involved in efforts to prevent alcohol and drug use on campus	17.1%	14.1%	19.8%	8.7%	10.1%	N/A

Campus Climate

Percent of students that:	2014	2012	2010	2008	2014 Aggregate	National Data*
believe alcohol is necessary for a good time	24.2%	23%	14.7%	11.4%	10.2%	N/A
prefer that alcohol be available in social settings	49%	64%	49.2%	67.6%	63.3%	69.5%
prefer that drugs be available in social settings	19.2%	21.8%	11.8%	15.5%	14.6%	19.2%
believe their lives are unaffected by other students' alcohol use	71.4%	60.2%	67.2%	76.1%	75.2%	N/A
believe that there are enough alcohol-free activities where they live	42%	39.3%	42.4%	23%	48%	N/A

High-Risk Consequences during the Last Year (*due to drinking and/or drug use*)

	2014	2012	2010	2008	2014 Aggregate	National Data*
had at least one hangover	49%	55.2%	65.4%	77.5%	59.7%	58.3%
became nauseated or vomited at least once	40.4%	44.7%	51.2%	49.2%	46.4%	49.4%
reported doing something they later regretted	25.5%	37.6%	37.5%	37.1%	28%	32.3%
had a memory loss at least once	24.8%	34.9%	25.4%	27.1%	27.7%	32%
got into an argument or fight	30.1%	43.5%	33.9%	35.7%	25.6%	25.2%
missed a class	25.5%	28.2%	42.3%	43.7%	22%	23.8%
reported driving a car while under the influence	24.2%	35.3%	39.2%	40.8%	21.6%	16.5%
were criticized by someone they know	27.7%	35.7%	32.3%	29.6%	23.1%	26.4%
performed poorly on a test or project	25.8%	26.7%	30%	31%	18.6%	18.8%
reported getting hurt or injured	15.4%	24.7%	16.5%	16.9%	10.9%	13.7%
had been in trouble with police, residence hall, or campus authorities	19.9%	20.9%	19.4%	12.7%	12.1%	10.4%
thought they might have a drinking or drug problem	10.2%	17.6%	10%	15.5%	8%	9%
damaged property, pulled a fire alarm, etc.	3.8%	10.5%	5.4%	0%	4.4%	4.5%
attempted to quit unsuccessfully	8.3%	11.8%	2.3%	4.2%	3.7%	4.1%
reported taking advantage of someone sexually	0.6%	9.4%	3.1%	2.8%	2.2%	1.9%
seriously thought about suicide	5.7%	10.6%	3.1%	2.8%	4.2%	4.4%
were arrested for a DUI/DWI	1.9%	6%	2.3%	1.4%	1%	1%
seriously attempted suicide	3.2%	4.7%	1.6%	1.4%	1.2%	1.2%

- 7.6% of survey respondents reported that they had been **taken advantage of sexually** while under the influence of alcohol or other drugs.
- 24.6% believe that **stricter campus policies, state laws, or city ordinances** would deter them from using alcohol
 - 33.3% believe fines/fees would be the most effective deterrent

Consequences (due to marijuana use)

	2014 DCB	2014 Aggregate
Irritability	25.5%	17.1%
Nervousness or anxiety	21.8%	35.5%
Sleep difficulty (e.g. insomnia, disturbing dreams)	12.7%	11.2%
Decreased appetite or weight loss	16.4%	8.6%
Increased appetite or weight gain	45.5%	46.2%
Restlessness, difficulty focusing/attention	12.7%	17%
Depressed mood	16.4%	10.2%
At least one of the following physical symptoms causing significant discomfort: abdominal pain, shakiness/tremors, fever, chills, or headache	16.4%	10.2%
Difficulty remembering or recalling information	29.1%	26.9%

Parental Influence

- 74.3% believe that their **parents' expectations or rules about alcohol** is an effective way to limit their alcohol consumption.
- 77.1% believe that their **parents' expectations or rules about tobacco** is an effective way to limit their tobacco consumption
- 78.6% believe that their **parents' expectations or rules about other drugs** is an effective way to limit their drug consumption
- 39.5% report that their **parents have talked to them** regarding their drinking behavior
- 71.3% of students report that their parents talked to them about **their expectations** regarding their alcohol use.

Faculty Influence

- 24.8% of students consider their instructors' expectations as a **very effective** way of limiting or controlling their alcohol use.
 - 33.8% indicate it is a **somewhat effective** way.
- 69.8% indicate that they have **heard their instructors making light-hearted comments** about alcohol use.
- 35.3% indicate that they have **daily or often hear their instructors talk about the risks associated with alcohol use**.
- 56.5% indicate that they daily, often or occasionally have heard their **instructors talk about their expectations that they limit or control their alcohol use**.
- 27.5% indicate that they would **likely, somewhat likely, or very likely change their alcohol use behavior based on their instructor's expectations**.

References

*Southern Illinois University Carbondale/CORE Institute. (2014). *CORE Drug and Alcohol Survey*,

Retrieved February 25, 2015 from <http://www.core.siuc.edu>.

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ND University System. (2015). *NDCORE 2014 Dakota College at Bottineau Alcohol and Other Drug Survey Report*.

Bismarck, ND: ND Higher Education Consortium for Substance Abuse Prevention.

April 2015

APPENDIX H: 2016 Dakota College at Bottineau NDCORE Alcohol and Drug Survey

2016 Dakota College at Bottineau ALCOHOL, TOBACCO, AND OTHER DRUG SURVEY

Summary
Prepared by: Dr. Jeremy Penn

The 2016 Alcohol, Tobacco, and Other Drug Survey (ATOD) was developed in to identify high-risk drinking predictors for North Dakota college students and used to develop evidence-based interventions specific to North Dakota and for each campus. The 2016 ATOD was administered in an electronic format with email survey invitations using the Qualtrics survey software.

All undergraduate students in the North Dakota University System were invited to participate in this study. A total of 34,780 students were invited to participate in the study through five email contacts sent October 17, 2016 through November 10, 2016. 8,967 students respondent to the survey invitation for a response rate of 25.8%. 187 students declined to participate in the survey by selecting the "I decline to participate in this survey" option in the informed consent portion of the survey. This leaves a total of 8,780 students (25.2%) who answered one or more questions in the survey, although not all students answered every question so the number of responses to a given item will vary. Unless otherwise noted, all survey results were weighted to adjust for survey nonresponse bias, age (21 and over / under 21), and birth sex (male / female).

All undergraduate students at Dakota College at Bottineau were invited to participate in this study. A total of 454 students were contacted through email. Students received up to five email messages explaining the purpose of the survey and asking them to participate. 16 students opted-out of survey email contacts and 5 students declined to participate in the survey's informed consent. A total of 114 students completed one or more items in the survey (25.1%) and 108 (23.8%) received a survey weight (some students did not provide sufficient information to allow a survey weight to be calculated), although not all students answered every question so the number of responses to a given item will vary.

The key findings are summarized⁴ below. The results were compared with data from previous NDCORE surveys and with the North Dakota composite data from all eleven NDUS institutions. Data were also compared with the most recent National CORE data set collected from 39,064 students nationwide in 2013.

Overall Institutional Findings

Demographics: Unweighted

- 114 respondents.
- 49.1% of respondents were freshmen, 48.2% were sophomores, and 2.6% had an

⁴ Inquiries on the entire data set can be directed to Jeremy Penn at Jeremy.penn@ndsu.edu.

unknown academic level.

- 91.6% were full-time students, 8.4% were part-time students.
- 35.1% were male, 62.3% were female (based on data from PeopleSoft), and 2.6% were of unknown sex.
- 44.7% of respondents were below 21 years old, 52.6% were 21 or older (based on data from PeopleSoft), and 2.6% were of unknown age.
- 44.2% lived on-campus.
- 52.6% reported they worked full or part-time.

Demographics: Weighted⁵

- 108 respondents.
- 38.7% of respondents were freshmen and 61.3% were sophomores.
- 92.9% were full-time students, 7.1% were part-time students.
- 52.2% were male, 47.8% were female.
- 47.4% of respondents were below 21 years old, 52.6% were 21 or older.
- 55.4% lived on-campus, 22.8% lived off-campus and rarely or never visited campus.
- 42.2% reported they work full or part-time.

Alcohol Use (Entire Population)

- For students who reported drinking (74.1%), the average number of drinks consumed per week reported was 4.87 (median was 3.00, students who reported more than 100 drinks per week were removed).
- The average peak blood alcohol content (BAC) for **males was 0.1572**, for **females it was 0.0933**.
- 36.1% reported having **five or more drinks at a sitting** at least once over the past two weeks.
- 73.9% reported using alcohol within the past 30 days (62.5% under 21, 83.9% 21 and over).
- 81.5% reported using alcohol at least once within the last year (73.3% under 21, 88.5% 21 and over).
 - o 41.4% reported using alcohol at least once per week within the past year.
- The most common places to use alcohol were where you live (64.7%), private parties (63.9%), at a bar or restaurant (54.9%), in a car (18.6%), on-campus events (15.4%), in a residence hall (14.7%), and in a fraternity / sorority (2.6%).. 33.5% of students living in a single-sex residence hall reported using alcohol in their residence hall.

Alcohol Use (Students Under 21 Years of Age)

- For students who reported drinking (58.0%), the average number of drinks consumed per week reported was 7.17 (median was 6.23, students who reported 100 or more drinks per week were removed).

⁵ See the additional report for details on how the weights were calculated.

- The average peak blood alcohol content (BAC) was 0.1896. For **males under 21** it was **0.2420**, for **females under 21** it was **0.0855**.
- 43.1% reported having **five or more drinks at a sitting** at least once over the past two weeks.
- 62.5% reported using alcohol within the past 30 days.
- 73.3% reported using alcohol at least once within the last year.
- The most common sources for those under the age of 21 to obtain alcohol is from **friends 21 and over** (52.6%), **illegally purchase from store / restaurant (under 21, no ID)** (12.7%), from **parents with their consent** (10.1%), **social media connections (e.g., Facebook, Yik Yak, Snapchat, etc.)** (6.6%), **siblings** (2.2%), and **friends under 21** (2.2%). No students reported **using a fake ID** (0.0%) or **using a false ID (someone else's)** (0.0%) to obtain alcohol.

Table 1. Alcohol Use for Entire Student Population⁶

Question	2016	2016 ND Aggregate	2014 ND Aggregate	2012 ND Aggregate	2010 ND Aggregate	2008 ND Aggregate	National*
Average Number of Drinks per week (drinkers only)	4.87	6.09	N/A	N/A	N/A	N/A	N/A
Average Number of Drinks per week (all respondents)	3.61	4.56	4.36	5.18	4.78	5.39	4.1
Alcohol Use within the last 30 days	73.9%	75.4%	66.6%	72.6%	70.5%	72.0%	68.6%
Alcohol use in the last year	81.5%	81.1%	80.4%	84.8%	82.6%	83.6%	81.3%
Peak BAC							
Male	.1572	.1152	.0950	.12	.112	.154	N/A
Female	.0933	.1007	.1016	.11	.127	.168	N/A

Table 2. Alcohol Use for Students Under 21

Question	2016	2016 ND Aggregate	2014 ND Aggregate	2012 ND Aggregate	2010 ND Aggregate	2008 ND Aggregate	National*
Average Number of Drinks per week (drinkers only)	7.17	7.13	N/A	N/A	N/A	N/A	N/A
Average Number of Drinks per week (all respondents)	4.16	4.15	4.04	4.57	4.44	5.25	N/A

⁶ All results for 2016 are weighted unless otherwise noted.

Alcohol Use within the last 30 days	62.5%	61.3%	60.9%	66.4%	66.2%	67.7%	N/A
Alcohol use in the last year	73.3%	69.5%	76.4%	80.9%	79.4%	80.3%	N/A
Peak BAC							
Male	.2420	.1510	.0901	.11	.12	.13	N/A
Female	.0855	.1117	.0993	.10	.11	.11	N/A

Table 3. Age of first use (Alcohol)

	Have not used	Under 10	10-11	12-13	14-15	16-17	18-20	21-25	26+	Don't remember
2016 ND Aggregate	14.8 %	1.2%	.9%	5.0 %	16.5 %	26.0 %	28.8 %	6.1 %	.2%	.5%
2016	13.3 %	2.6%	1.1 %	8.6 %	17.3 %	25.9 %	24.1 %	6.6 %	0.0 %	0.5%

Table 4. Abstainer and High-Risk Alcohol Use

	2016	2016 ND Aggregate	2014 ND Aggregate	2012 ND Aggregate	2010 ND Aggregate	2008 ND Aggregate
Abstainers						
Weekly	N/A	N/A	41.4%	35.4%	38.3%	36.8%
30 day	26.1%	24.6%	33.4%	27.9%	29.5%	28.0%
Amount 6+drinks/week	29.7%	32.0%	24.5%	28.3%	26.4%	30.0%
Frequency 3+ times/week	N/A	N/A	18%	20%	18.4%	19.3%
Five or more drinks in a sitting in the past 2 weeks	36.1%	42.6%	45.8%	51.4%	48.3%	50.5%

Tobacco and Marijuana Use

- 23.7% of students used tobacco within the past 30 days.
- 37.5% of students used tobacco at least once within the last year.
- Marijuana was the most commonly reported illicit drug ever used by Students (24.8% had ever used).
- 3.0% first used marijuana between the age of 16-17, 5.8% between the age of 18-20, 75.2% have never used marijuana.
- 5.8% of students used marijuana within the past 30 days.
- 7.4% of students used marijuana at least once within the last year.
- The most common places to use marijuana were in a car (10.5%), in their own homes (10.4%), or at private parties (9.2%).
- The most common sources used to obtain marijuana were friends at home (6.2%), friends at school (4.7%), or a drug dealer (3.1%).

Table 5. Marijuana Use

Question	2016	2016 ND Aggregate	2014 ND Aggregate	2012 ND Aggregate	2010 ND Aggregate	2008 ND Aggregate	National Data*
Marijuana Use within the last 30 days	5.8%	13.1%	14.0%	12.2%	12.8%	10.9%	18.8%
Marijuana use in the last year	7.4%	23.0%	26.3%	25.5%	23.5%	22.7%	32.5%

Other Drugs (not including marijuana)

- The most commonly reported drugs ever used were **non-medical use of prescription drugs** (8.6%), **amphetamines** (6.1%), and **other** (heroin, inhalants, synthetic drugs, etc.) (5.3%).
- The most frequently reported drugs used within the past 30 days were **non-medical use of prescription drugs** (5.2%), **amphetamines** (5.4%), and **other illegal drugs** (heroin, inhalants, synthetic drugs, etc.) (5.0%).
- The most frequently reported drugs used within the last year were **non-medical use of prescription drugs** (5.2%), **amphetamines** (5.2%), and **other** (heroin, inhalants, synthetic drugs, etc.) (5.0%).

Table 6. Campus Policies

% of Students that	2016	2016 ND Aggregate	2014 ND Aggregate	2012 ND Aggregate	2010 ND Aggregate	2008 ND Aggregate	National Data*
are familiar with campus policies regarding alcohol and drugs	81.5%	91.6%	93.4%	94.1%	92.1%	91.1%	90.8%
reported having knowledge of alcohol and drug prevention program(s) on campus	38.4%	54.4%	44.5%	40.9%	41.0%	44.4%	52.2%
believe campus is concerned about the prevention of alcohol and drug use	63.0%	77.6%	75.2%	79.9%	77.8%	80.3%	76.5%
are actively involved in efforts to prevent alcohol and drug use on campus	7.6%	11.7%	10.1%	9.4%	9.5%	9.0%	N/A

Table 7. Campus Climate

% of Students that	2016	2016 ND Aggregate	2014 ND Aggregate	2012 ND Aggregate	2010 ND Aggregate	2008 ND Aggregate	National Data*
believe alcohol is necessary for a good time	12.2%	5.9%	10.2%	11.8%	10.4%	11.8%	N/A
prefer that alcohol be available in social settings	N/A	N/A	63.3%	67.4%	65.8%	67.6%	69.5%
prefer that drugs be available in social settings	N/A	N/A	14.6%	13.0%	12.1%	11.6%	19.2%
believe their lives are unaffected by other students' alcohol use	51.0%	62.8%	75.2%	71.1%	71.5%	70.3%	N/A
believe that there are enough alcohol-free activities where they live	63.1% / 66.6%⁷	78.0% / 74.6% ⁷	48.0%	44.9%	43.3%	40.0%	N/A

⁷ "Alcohol-free activities where you live for people under 21 / for people 21 and over."

Table 8. High-Risk Consequences During the Last Year Due to Drinking and / or Drug Use

	2016	2016 ND Aggregate	2014 ND Aggregate	2012 ND Aggregate	2010 ND Aggregate	2008 ND Aggregate	National Data*
had at least one hangover	66.1 %	61.3%	59.7%	67%	64.7%	65.9%	58.3%
became nauseated or vomited at least once	42.3 %	50.2%	46.4%	53.1%	52.2%	54.1%	49.4%
reported doing something they later regretted	17.1 %	31.2%	28%	34%	34.6%	37.9%	32.3%
had a memory loss at least once	23.6 %	29.4%	27.7%	32.9%	33.1%	34%	32%
got into an argument or fight	21.7 %	22.0%	25.6%	31.1%	32.8%	36.2%	25.2%
missed a class	20.9 %	20.4%	22%	26.6%	29.7%	33%	23.8%
reported driving a car while under the influence	13.9 %	18.2%	21.6%	29.9%	31.7%	34%	16.5%
were criticized by someone they know	25.4 %	21.9%	23.1%	27.5%	28.5%	31.3%	26.4%
performed poorly on a test or project	20.9 %	17.2%	18.6%	22.8%	24.4%	27.2%	18.8%
reported getting hurt or injured	9.5%	11.0%	10.9%	13.3%	14.1%	15.9%	13.7%
had been in trouble with police, residence hall, or campus authorities	10.2 %	9.0%	12.1%	14.7%	14.4%	15.9%	10.4%
thought they might have a drinking or drug problem	8.6%	11.9%	8%	9.7%	9.2%	10.6%	9%
damaged property, pulled a fire alarm, etc.	2.7%	3.5%	4.4%	6.2%	5.5%	6.6%	4.5%
attempted to quit unsuccessfully	0.0%	3.8%	3.7%	4.6%	4.4%	5%	4.1%

reported taking advantage of someone sexually	1.3%	1.4%	2.2%	2.5%	2.3%	3.2%	1.9%
seriously thought about suicide	4.1%	4.2%	4.2%	3.9%	4.6%	4.5%	4.4%
were arrested for a DUI/DWI	2.5%	1.2%	1%	1.7%	1.8%	1.8%	1%
seriously attempted suicide	0.3%	0.9%	1.2%	1.1%	1.5%	1.6%	1.2%

- 9.4% of survey respondents reported that they had been **taken advantage of sexually** while under the influence of alcohol or other drugs.
 - 0.0% of male and 19.5% of female respondents reported being taken advantage of sexually while under the influence of alcohol or other drugs.
- 2.9% of respondents under age 21 who either currently use alcohol or plan on using alcohol before they are 21 believed stricter campus policies, state laws, or city ordinances would deter them from drinking alcohol.

Parental Influence

- 78.8% believed their **parents' expectations** about alcohol is an effective way to limit their alcohol consumption.
- 80.0% believed their **parents' expectations** about tobacco is an effective way to limit their tobacco consumption.
- 82.0% believed their **parents' expectations** about other drugs is an effective way to limit their drug consumption.
- 68.9% reported their **parents had talked to them** about **their expectations** regarding their alcohol use.

Faculty Influence

- 11.0% of students considered their instructors' expectations was a very effective way of limiting or controlling their alcohol use. 26.5% indicated it was a somewhat effective way.
- 45.2% indicated that they had **heard their instructors making light-hearted comments** about alcohol use.
- 20.1% indicated they had **daily or often heard their instructors talk about the risks associated with alcohol use**.
- 28.5% indicated they daily, often or occasionally had heard their **instructors talk about their expectations that they limit or control their alcohol use**.
- 29.0% indicated they would **likely, somewhat likely, or very likely change their alcohol use behavior based on their instructor's expectations**.

References

*Southern Illinois University Carbondale/CORE Institute. (2014). CORE Drug and Alcohol Survey,

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Bismarck, ND: ND Higher Education Consortium for Substance Abuse Prevention.

APPENDIX I: 2018 ND SWAPS - Dakota College at Bottineau

2018 North Dakota Student Wellness and Perception Survey Dakota College at Bottineau

Overview

The 2018 North Dakota Student Wellness and Perception Survey (NDSWAPS) was developed to provide an insight into the current well-being of North Dakota College Students, ranging from their experiences using alcohol / other drugs to mental health symptomology and unwanted sexual experiences. The aim of gathering data through NDSWAPS is to inform and develop prevention and intervention efforts specific to students in North Dakota, in addition to students on each institutions campus, within the North Dakota University System.

All undergraduate students enrolled in the North Dakota University System were invited to participate in the 2018 NDSWAPS via an email notification during Fall 2018; all responses were collected through an online survey platform (i.e., Qualtrics) and were anonymous to promote disclosure of students' true experiences. Across institutions, 33,393 students were invited to participate. Of the population, 4,174 students responded to the email invitation and 3,961 students consented to participation (overall response rate of 11.86%). Survey responses were weighted by two auxiliary variables, year in school and gender (male / female); please see the separate report for details on sample weighting.

All undergraduate students at Dakota College at Bottineau (DCB; $n=693$) were invited to participate in the survey. Students received three email invitation notifications for survey participation. A total of 76 students responded to the email invitation and 75 students provided valid responses on at least one question (response rate of 10.8%). However, not every respondent provided a response to each question in the survey, so total sample size per survey item varies. The key findings from the 2018 NDSWAPS among DCB students are provided below. All responses are weighted unless otherwise noted.

Demographics of Respondents

Of the total valid responses, 71.20% of respondents reported being in their first year and 28.70% in their second year. Full-time students represent 98.20% of respondents. The majority of respondents (59.00%) reported taking no online courses, followed by students taking some courses online (39.30%) and all courses being online (1.70%). Of all students, 48.90% reported living off campus and 51.10% reported living on campus. Students involved in activities or organizations on campus are as follows: intercollegiate athlete: 17.20%; intramural or club sport team: 6.40%; sorority or fraternity: 3.50%; student government: 4.60%; fine arts: 4.80%; and resident assistant: 0.00%.

The majority of respondents identified as a woman (86.10%), followed man (13.90%); with 0.00% identifying as non-binary or transgender. Most respondents identified as straight or heterosexual (98.30%); the remaining individuals identifies as follows: bisexual (1.70%), prefer to self-describe (0.00%), and gay or lesbian (0.0%).

Respondents ranged in age from 18 to 52 (Mean = 20.99, SD = 6.84). The majority of respondents identified as White (92.00%); 0.00% identified as Black or African American, 16.90% as American Indian or Alaska Native, 0.00 as Native Hawaiian or Pacific Islander or Asian. Note that respondents were allowed to select more than one racial identity. Respondents that identified as Hispanic or Latinx made up 4.00% of responses. Of respondents, 90.50% reported having

permeant residence in North Dakota, 8.50% reported residence in a state outside of North Dakota, and 1.10% residence outside of the United States. With regard to health insurance, 73.50% of respondents reported being covered by their parent's health insurance, 19.40% having independent health insurance, and 7.10% having no health insurance.

Alcohol Use

Alcohol Use Overview

Recent use. In the 30 days prior to the survey, 26.00% reported consuming alcohol on 1-2 days, 13.10% on 3-5 days, 6.80% on 6-9 days, 72.70% on 10-19 days, 0.00% on 20-29 days, and 0.00% on all 30 days.

Table 1. Past Year Alcohol Use

Alcohol Use Frequency	Percent Endorsement
None	16.20
Once	15.90
Six time per year	32.30
Once per month	25.60
Once per week	8.50
Two to three times per week	0.00
Four to five times per week	1.70
Every day	0.00

Age of onset. Of all respondents, 0.00% reported first drinking alcohol before 10, 1.70% reported first drinking alcohol from 10-11, 2.20% first began drinking from 12-13, 20.60% reported first drinking from 14-15, 34.10% reported first drinking from 16-17, 32.00% reported first drinking alcohol from 18-20 years old, 8.00% reported first drinking from 21-25, and 0.00% first began drinking at 26 or older.

Table 2. Alcohol Use of Sample by Data Collection Year

	2018	2016	2016 NDUS	2014 NDUS	2012 NDUS	2010 NDUS	2008 NDUS
Average Drinks per Week (Drinkers Only)	1.63	4.87	6.09	N/A	N/A	N/A	N/A
Average Drinks per Week (All Respondents)	1.58	3.61	4.56	4.36	5.18	4.78	5.39
Alcohol Use Prior 30 Days (%)	48.70	73.90	75.40	66.60	72.60	70.50	72.00
Alcohol Use Past Year (%)	83.80	81.50	81.10	80.40	84.80	82.60	83.60
Peak BAC							
Male	.034	.157	.115	.095	.12	.11	.15
Female	.063	.093	.101	.102	.11	.127	.168

Use location. In the prior year, 2.00% of respondents reported consuming alcohol at an on-campus event, 14.90% reporting consuming alcohol in on-campus housing, 57.40% reported

consuming alcohol at an off-campus event or location, and 63.30% reported consuming alcohol in off-campus housing.

Alcohol Use for Students Under 21 Years

Recent use. In the 30 days prior to the survey, 19.80% reported consuming alcohol on 1-2 days, 13.30% on 3-5 days, 9.20% on 6-9 days, 0.70% on 10-19 days, 0.00% on 20-29 days, and 0.00% on all 30 days.

Table 3. Past Year Alcohol Use of Sample Under 21

Alcohol Use Frequency	Percent Endorsement
None	16.10
Once	17.50
Six time per year	32.90
Once per month	22.00
Once per week	11.50
Two to three times per week	0.00
Four to five times per week	0.00
Every day	0.00

Age of onset. Of respondents, 0.00% reported first drinking alcohol before 10, 0.00% reported first drinking alcohol from 10-11, 0.00% first began drinking from 12-13, 25.30% reported first drinking from 14-15, 38.80% reported first drinking from 16-17, and 35.90% reported first drinking alcohol from 18-20 years old.

Table 4. Alcohol Use of Sample Under 21 Years of Age by Data Collection Year

	2018	2016	2016	2014	2012	2010	2008
			NDUS	NDUS	NDUS	NDUS	NDUS
Average Drinks per Week (Drinkers Only)	1.46	7.17	7.13	N/A	N/A	N/A	N/A
Average Drinks per Week (All Respondents)	1.46	4.16	4.15	4.04	4.57	4.44	5.25
Alcohol Use Prior 30 Days (%)	43.00	62.59	61.30	60.90	66.40	66.20	67.70
Alcohol Use Past Year (%)	83.90	73.30	69.50	76.40	80.90	79.40	80.30
Peak BAC							
Male	.026	.24	.151	.090	.11.	.12	.13
Female	.060	.09	.112	.099	.10	.11	.11

Use location. In the prior year, 2.70% of respondents reported consuming alcohol at an on-campus event, 20.20% reporting consuming alcohol in on-campus housing, 47.70% reported consuming alcohol at an off-campus event or location, and 59.10% reported consuming alcohol in off-campus housing.

Alcohol Use Perceptions

Respondents reported, on average, believing that 44.61% of students on campus have two drinks or less in a typical week ($SD=23.80$, Median = 45.00) and that 21.06% of students on campus do not drink in a typical week ($SD=18.44$, Median = 13.37).

Table 5. Alcohol Use Perceptions

	2018	2016	2016 NDUS	2014 NDUS	2012 NDUS	2010 NDUS	2008 NDUS
Necessary for a good time (%)	2.70	12.20	5.90	10.20	11.80	10.40	11.80

Table 6. Students Perceptions of Student Annual Alcohol Use

Alcohol Use Frequency Perceptions	Percent Endorsement
Never	0.00
Once per year	0.50
Six times per year	6.40
Once per month	25.90
Once per week	24.10
Two to three times per week	38.00
Four to five times per week	5.10
Every day	0.00

Parent Influence on Alcohol Use

Of all respondents, 69.20% of respondents reported that their parents have talked with them about their expectations regarding alcohol use. Respondents reported parent's expectation or rules about limiting or controlling alcohol use as very effective (32.50%), somewhat effective (51.40%), and not effective (16.10%).

Tobacco and Electronic Cigarette Use

Tobacco Use Overview

Recent use. In the prior 30 days, 87.90% did not use tobacco, 7.70% used tobacco on 1-2 days, 0.00% used tobacco on 3-5 days, 0.00% used tobacco on 6-9 days, 0.00% used tobacco on 10-19 days, 0.50% used tobacco on 20-29 days, and 3.90% used tobacco on all 30 days.

Table 7. Past Year Tobacco Use

Tobacco Use Frequency	Percent Endorsement
None	77.10
Once	3.40
Six time per year	8.00
Once per month	1.10
Once per week	6.00
Two to three times per week	0.50
Four to five times per week	0.50
Every day	3.40

Age of onset. Of those reporting having ever used tobacco, 0.00% reported first using tobacco before 10, 0.00% reported first began using tobacco from 10-11, 24.60% first using tobacco from 12-13, 11.20% reported first using tobacco from 14-15, 33.30% reported first using tobacco from 16-17, 30.90% reported first using tobacco 18-20 years old, and 0.00% first began using tobacco at 21 or older.

Table 8. Tobacco Use (Percentages) of Sample by Data Collection Year

	2018	2016	2016 NDUS
Tobacco Use Prior 30 Day	12.10	23.70	7.13
Tobacco Use Past Year	12.90	37.50	5.15

Vaping / Electronic Cigarette Use

Recent use. In the prior 30 days, 69.60% did not vape/use e-cigarettes, 1.70% used vaping/e-cigarettes on 1-2 days, 0.50% used vaping/e-cigarettes on 3-5 days, 2.20% used vaping/e-cigarettes on 6-9 days, 6.00% used vaping/e-cigarettes on 10-19 days, 0.00% used vaping/e-cigarettes on 20-29 days, and 19.90% used vaping/e-cigarettes on all 30 days.

Table 9. Past Year Vaping / Electronic Cigarette Use

Vaping / E-Cig Use Frequency	Percent Endorsement
None	66.70
Once	3.40
Six time per year	1.70
Once per month	0.00
Once per week	7.70
Two to three times per week	0.00
Four to five times per week	7.10
Every day	13.40

Age of onset. Of those reporting having ever used vaping/e-cigarettes, 0.00% reported first using vaping/e-cigarettes before 10, 0.00% reported first using vaping/e-cigarettes from 10-11, 0.00% first began using vaping/e-cigarettes from 12-13, 1.20% reported first using vaping/e-cigarettes from 14-15, 27.40% reported first using vaping/e-cigarettes from 16-17, 67.80% reported first using vaping/e-cigarettes from 18-20 years old, 3.70% first using vaping/e-cigarettes from 21-25, and 0.00% first began using vaping/e-cigarettes at 26 or older.

Use location. In the prior year, 1.60% of respondents reported using vaping / e-cigarettes at an on-campus event, 13.40% reporting vaping / e-cigarettes in on-campus housing, 53.70% reported vaping / e-cigarettes at an off-campus event or location, and 0.00% reported vaping / e-cigarettes in off-campus housing.

Tobacco and Electronic Cigarette Use Perceptions

Table 10. Students Perceptions of Student Annual Tobacco Use

Tobacco Use Frequency Perceptions	Percent Endorsement
Never	12.40
Once per year	4.70
Six times per year	11.10
Once per month	6.30
Once per week	12.40
Two to three times per week	23.00
Four to five times per week	20.20
Every day	9.90

Table 11. Students Perceptions of Student Annual Vaping / Electronic Cigarette Use

Vaping / E-Cig Use Frequency Perceptions	Percent Endorsement
Never	17.60
Once per year	0.00
Six times per year	1.70
Once per month	10.70
Once per week	7.70
Two to three times per week	25.50
Four to five times per week	18.50
Every day	18.30

Parents Influence on Tobacco and Electronic Cigarette Use

Respondents reported parent's expectation or rules about limiting or controlling tobacco use as very effective (52.40%), somewhat effective (28.80%), and not effective (18.80%). Respondents reported parent's expectation or rules about limiting or controlling vaping / electronic cigarette use as very effective (42.00%), somewhat effective (26.60%), and not effective (31.50%).

Marijuana Use

Marijuana Use

Recent use of marijuana. In the prior 30 days, 9.90% used marijuana on 1-2 days, 0.00% used marijuana on 3-5 days, 0.00% used marijuana on 6-9 days, 0.50% used marijuana on 10-19 days, 1.70% used marijuana on 20-29 days, and 1.70% used marijuana on all 30 days.

Table 12. Past Year Marijuana Use

Marijuana Use Frequency	Percent Endorsement
None	77.90
Once	8.20
Six time per year	9.90
Once per month	0.00
Once per week	0.00
Two to three times per week	1.70
Four to five times per week	2.20
Every day	0.00

Recent use of vaping marijuana. Of all respondents, 97.80% did not vape marijuana in the prior 30 days. In the prior 30 days, 1.70% vaped marijuana on 1-2 days, 0.0% vaped marijuana on 3-5 days, 0.00% vaped marijuana on 6-9 days, 0.50% vaped marijuana on 10-19 days, 0.00% vaped marijuana on 20-29 days, and 0.00% vaped marijuana on all 30 days.

Table 13. Past Year Vaping Marijuana

Vaping Marijuana Frequency	Percent Endorsement
None	93.90
Once	1.70
Six time per year	3.90
Once per month	0.50
Once per week	0.00
Two to three times per week	0.00
Four to five times per week	0.00
Every day	0.00

Age of onset. Of those reporting having ever used marijuana, 0.00% reported first using marijuana before 10, 0.00% reported first using marijuana from 10-11, 4.40% reported first using marijuana from 12-13, 3.40% reported first using marijuana from 14-15, 51.80% reported first using marijuana from 16-17, 37.10% reported first using marijuana from 18-20 years old, 0.00% first began using marijuana from 21-25, and 3.40% began using marijuana at 26 or older.

Table 14. Marijuana Use (Percentages) of Sample by Data Collection Year

	2018	2016	2016 NDUS	2014 NDUS	2012 NDUS	2010 NDUS	2008 NDUS
Prior 30 Days	13.80	5.80	13.10	14.00	12.20	12.80	10.90
Past Year	22.10	7.40	23.00	26.30	25.50	23.50	22.70

Use location. In the prior year, 2.40% of respondents reported using marijuana at an on-campus event, 2.40% reporting using marijuana in on-campus housing, 37.30% reported using marijuana at an off-campus event or location, and 43.20% reported using marijuana in off-campus housing.

Marijuana Use Perceptions

A total of 1.70% of respondents believe that marijuana is necessary to have a good time.

Table 15. Students Perceptions of Student Annual Marijuana Use

Marijuana Use Frequency Perceptions	Percent Endorsement
Never	19.50
Once per year	3.40
Six times per year	5.20
Once per month	7.70
Once per week	22.30
Two to three times per week	17.30
Four to five times per week	18.20
Every day	6.50

Table 16. Students Perceptions of Student Annual Vaping Marijuana

Vaping Marijuana Frequency Perceptions	Percent Endorsement
Never	28.90
Once per year	18.40
Six times per year	2.20
Once per month	7.70
Once per week	18.20
Two to three times per week	8.20
Four to five times per week	15.90
Every day	0.50

Parent Influence on Marijuana Use

Respondents reported parent's expectation or rules about limiting or controlling marijuana use as very effective (60.90%), somewhat effective (30.30%), and not effective (9.10%).

Other Drug Use

Other Drug Use

Recent use. During the prior 30 days, 0.00% of respondents reported using amphetamines, 0.00% reported using opioids, 0.00% reported a non-medical use of prescription drugs, and 0.00% reported using other illicit drugs. During the prior year, 0.00% of respondents reported using amphetamines, 1.70% reported using opioids, 3.40% reported a non-medical use of prescription drugs, and 3.40% reported using other illicit drugs.

Age of onset. The most common age of onset for amphetamine use was 14-15 years old, 16-17 years old for opioids, 18-20 years old for non-medical use of prescription drugs, and 16-17 years old for other illicit drugs.

Other Drug Use Perceptions

The majority of respondents believe that students on campus have never used amphetamines (60.60%), followed by once per year (22.30%). The majority of respondents believe that students on campus have never used opioids (60.60%), followed by once per year (30.00%). The majority of respondents believe that students on campus have never used prescription drugs for non-medical purposes (46.40%), followed by once per year (15.90%). The majority of respondents believe that students on campus have never used other illicit drugs (66.60%), followed by once per year (10.30%).

Parent Influence on Other Drug Use

A total of 70.40% of respondents reported that their parents have talked to them about their expectations regarding drug use. Respondents reported parent's expectation or rules about limiting or controlling drug use as very effective (73.80%), somewhat effective (19.30%), and not effective (6.90%).

Alcohol, Tobacco and Other Drug Use

Consequences of Using Alcohol and Other Drugs

Table 17. Prior Year Alcohol and Other Drug Consequences

Consequence	Percent Endorsement
Hangover, nauseated, or vomited	80.80
Blackout or memory loss	44.50
Performed poorly on test / project, missed class	35.00
Been in trouble with a college authority	2.80
Driven while under the influence	13.70
Thought they might have a problem	6.40
Done something they later regretted	39.30
Been criticized by someone due to their behavior	27.50
Been arrested for DWI/DUI	2.10
Been hurt or injured	11.80

Policies Related to Alcohol and Other Drug Use

Of the total respondents, 86.60% reported being aware the campus' alcohol and other drug policies and 58.70% stated that the policies are enforced. The majority of respondents stated that stricter policies, laws, or ordinances would not deter them from using alcohol or other drugs (52.60%), whereas 21.70% said that it would. Of those who responded, 45.10% reported that fines

or fees would be most effective in deterring their use, followed by expulsion from college (33.40%) and jail (20.40%).

Instructor Influence on Alcohol and Other Drug Use

Respondents stated that 49.80% of their instructors never make a lighthearted comment about alcohol or drug use, followed by less than once per month (26.70%). Instructors were reported to never talk about their expectations for students to control their limit of alcohol or other drugs 65.30% of the time, followed by less than once per week (13.60%). Instructors were reported to never talk about resources of alcohol or other drugs 70.90% of the time, followed by less than once per month (14.20%).

Respondents stated that they would be very unlikely to change their alcohol or drug use based on their instructors' expectations (28.00%), followed by unlikely (27.30%). Respondents reported instructor's expectation as a way of limiting or controlling alcohol drug use as not effective (46.50%), somewhat effective (46.00%), and very effective (7.50%).

Mental Health and Well Being

Depression and Anxiety

Table 18. Percent endorsement of depression and anxiety symptoms over prior two weeks

	Nearly every day	More than half the days	Several days	Not at all
Feeling down and depressed	9.50	9.50	32.30	48.70
Little interest / pleasure in things	17.30	1.70	25.50	55.40
Feeling nervous, anxious, on edge	11.20	13.90	36.90	38.00
Not able to control / stop worry	19.00	3.40	30.60	47.00

In considering the aforementioned depression and anxiety symptoms, 11.20% reported that these experiences have made it extremely or very difficult to complete their academic work; 12.90% reported it has made is extremely or very difficult to take care of daily activities; and 20.70% reported it has made it extremely or very difficult to get along with others.

Stress and Emotional Distress

Over the previous month, 24.00% of respondents stated that they have very or fairly often found it hard to cope with all the things they had to do and 23.90% of respondents stated that they have very or fairly often felt that their difficulties were piling up so high that they could not overcome them.

Over the previous month, nearly every day or more than half of the days 20.00% have felt hopeless, 47.90% of respondents have felt mentally exhausted, 25.60% have felt very lonely, and 7.80% have felt overwhelmed by anger.

Sleep

Table 19. Average hours of sleep

Hours of Sleep	Percent Endorsement
Less than 5	3.50
5-6	60.80
7-8	32.30

9 or more	3.30
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Over the past two weeks, 3.30% of respondents reported being bothered by their quality or duration of sleep nearly every day. In considering sleep difficulties, 0.00% reported that these experiences have made it extremely difficult to complete their academic work; 0.00% reported it has made it extremely difficult to take care of daily activities; and 3.30% reported it has made it extremely difficult to get along with others.

Social Support

Of all respondents, 2.30% either very strongly disagreed that they have friends they can share their ups and downs with. Similarly, 0.50% either very strongly disagreed that when they are on-campus they receive the emotional support they need.

Mental Health Social Environment

Of all respondents, 14.40% reported that they very strongly agreed that students on their campus have a negative attitude about those who receive psychological help; 8.30% reported that they very strongly agreed that their family has a negative attitude about those who receive psychological help. Overall, 10.20% of respondents very strongly agreed that they would be more likely to receive professional psychological help if those around them did not view it negatively.

Respondents stated that their instructors never make a lighthearted comment about mental health difficulties 67.40% of the time, followed by less than once per month (21.90%). Respondents stated that their instructors never talk about resources for mental health difficulties 36.60% of the time, followed by less than once per week (33.50%).

Mental Health Diagnosis History

Table 20. Mental Health Disorder Diagnosis in Prior 12 Months

Diagnosis	Percent Endorsement
Major depressive disorder	23.70
Generalized or social anxiety disorder	25.60
Panic attacks or panic disorder	11.90
Eating disorder	2.30
Alcohol use disorder	0.00
Drug use disorder	0.00
Attention deficit hyperactivity disorder	9.70
Sleep disorder or insomnia	16.40
Other mental health disorder	14.10

Self-Injurious Thoughts and Behavior

Non-Suicidal Self-Injury

In the prior year, 3.40% of respondents had intentionally hurt themselves without the intent of killing themselves at least one time and 1.70% reported engaging in self-injury five or more times.

Suicidal Thoughts and Behaviors

In the prior year, 25.10% of respondents reported having thoughts of killing themselves, 11.80% of respondents reported having a plan to kill themselves, 1.70% of respondents attempted to kill themselves.

Table 21. Percent Endorsement of Suicidal Thoughts and Behaviors in Prior Year History

	Once	Twice	Three to Five Times	Six to Ten Times	More than Ten Times
Thoughts of killing oneself	6.10	1.70	11.20	6.10	0.00
Plan to kill oneself	6.10	1.70	0.00	0.00	0.00
Attempted to kill oneself	1.70	0.00	0.0	0.0	0.00

Disclosure of Suicidal Thoughts and Behaviors

In considering any of the aforementioned suicidal thoughts or behaviors, 13.70% of respondents reported telling a peer on campus about their experience, 62.10% reported telling a peer not on their campus, 37.90% reported telling a family member, 0.00% reported telling an on-campus health professional, 0.00% reported telling an off-campus health professional, and 0.00% reported telling an on-campus staff or faculty.

Self-Injurious Thoughts and Behaviors Perceptions

Respondents reported believing that 18.18% of students on their campus had either thought about suicide or attempted to kill themselves in the past year ($SD = 14.64$, Median = 12.00).

Instructor Influence on Suicidal Thoughts and Behaviors

Respondents stated that their instructors never make a lighthearted comment about suicidal thoughts or behaviors 91.10% of the time, followed by less than once per month (8.30%). Respondents stated that their instructors never talk about resources suicidal thoughts and behaviors 42.70% of the time, followed by less than once per month (26.60%).

Unwanted Sexual Experiences

Unwanted Sexual Experiences

During the prior year, 20.70% of respondents reported that someone has made an unwanted attempt to stroke, fondle, or kiss them without their consent or against their will at least once; 5.70% of respondents reported that someone has attempted to have sex with them without their consent or against their will at least once in the prior year; 1.70% of respondents reported that someone has had sex with them without their consent or against their will at least once in the prior year.

Disclosure of Unwanted Sexual Experiences

In considering any of the aforementioned unwanted experiences, 24.20% of respondents reported telling a peer on campus about their experience, 44.70% reported telling a peer not on their campus, 65.20% reported telling a family member, 0.00% reported telling an on-campus health professional, 9.60% reported telling an off-campus health professional, and 0.00% reported telling an on-campus staff or faculty.

Perceptions of Unwanted Sexual Experiences

Respondents reported believing that 16.30% of students on their campus had an unwanted sexual experience in the past year ($SD = 14.92$, Median = 10.00).

Instructor Influence on Unwanted Sexual Experiences

Respondents stated that their instructors never make a lighthearted comment about sexual assault or harassment 96.60% of the time, followed by less than once per month (3.40%). Respondents stated that their instructors never talk about resources for sexual assault or harassment 60.30% of the time, followed by less than once per month (32.70%).

APPENDIX J: Residential Student Alcohol Policy

Alcohol

The use or possession of alcoholic beverages in college housing is prohibited by the State Board of Higher Education. Students in violation of the prohibition of alcohol in the residence halls will be subject to disciplinary action which may include, but is not limited to; fines, mandatory visits to the campus counselor or an alcohol education class, and possible dismissal from campus housing. College officials will be allowed judgment when imposing sanctions dependent on the circumstances involved in the violation.

Residents are responsible for the activity that occurs in the residence halls. Thus, if an alcohol violation is taking place, the resident has the responsibility to report the violation to the hall staff or vacate the area.

In addition, any student who is under the influence of alcohol and brings attention to themselves by making noise or general disruption or publicly displaying underage intoxication is in violation of this policy and will face disciplinary action.

The residence hall staff is aware that in certain situations a resident will not be observed actually consuming alcoholic beverages. Therefore, it is the responsibility of the Housing Staff and Student Services Office to investigate cases of suspected alcohol, examine the circumstances involved, and arrive at a conclusion concerning guilt or innocence. If it is determined that a violation has occurred, a standard course of action will be followed.

Repeat violations of the alcohol policy will usually mean removal from the hall for a specified period of time. Students removed from college housing must petition the Housing Committee to re-enter the residence halls.

Where excessive or extraordinary disruption of residence hall life is caused by use of alcohol, extraordinary disciplinary measures will be taken to remediate the situation. As in cases of other violations of residence hall rules and regulations, the residents present in a living area where an alcohol violation has occurred will be held responsible for the conduct in that area until that time when those responsible for the violation are identified.

The college will not accept intoxication as an excuse for disruptive and disorderly behavior or for property damage. The College also reserves the right to confiscate alcoholic beverages.

Empty alcohol containers are also prohibited within residence halls. This restriction applies to containers used for decorative purposes, can collections for recycling, furniture made from empty containers (lights, etc.), or containers saved as souvenirs.

APPENDIX K: Residential Student Drug Policy

Drugs

No student or his/her guest may possess, distribute, manufacture, exchange, consume, use, or sell illegal or un-prescribed drugs anywhere on DCB premises. Any drug or smoking paraphernalia (pipes, hookahs, rolling papers, etc.) found on Dakota College at Bottineau owned or controlled property will be viewed as a violation of the drug policy. In addition, any student, under the influence of illegal or un-prescribed drugs who brings attention to themselves by general disruption or publicly displaying that they are under the influence of drugs is in violation of this policy. Any student present where drug violations are taking place are also subject to this policy no matter if they are under the influence or not.

There will be a minimum of one (1) drug dog search in each residence hall per semester.

Violators of the drug policy may be reported to local law enforcement officials and the college will fully cooperate with the authorities. A penalty or punishment dictated by civil courts and authorities will not preclude disciplinary action by the College. Violation of this regulation will generally mean removal from the residence hall whether or not the use and possession was on the college campus.

APPENDIX L: Smoke-Free/Tobacco-Free Campus & Prohibition of Tobacco Use, Advertising and Sales

35. Tobacco-Free Campus (10/2017)

35.1 Definitions

College/University means Dakota College at Bottineau (DCB)

Campus Property includes all property, both indoor and outdoor, that is owned, operated, leased, occupied or controlled by DCB including, but not limited to, all buildings, green spaces, athletic fields, parking lots, sidewalks, walkways and vehicles.

Off-Campus School-sponsored Event means any event sponsored by DCB that does not take place on campus property.

Staff means any person employed by DCB in a full- or part-time capacity or any positions contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by DCB, or any person working on campus property on a volunteer basis. The term includes, but is not limited to, faculty, administrator, personnel, contractor, consultants and vendors.

Student means any person enrolled in any educational course or program offered by DCB.

Tobacco Products includes any product that contains tobacco, is derived from tobacco or contains nicotine or other similar substances that is intended for human consumption, or is likely to be consumed, whether smoked, heated, inhaled, chewed, absorbed, dissolved, or ingested by any other means. The term tobacco products includes e-cigarettes and other electronic smoking devices, pipes and rolling papers, but does not include any product approved by the United States Food and Drug Administration (USDA) for legal sale as tobacco cessation products and is being marketed and sold solely for the approved purpose.

E-cigarette means any electronic oral device, such as one composed of a heating element, battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, and e-pipe or under any other product name or descriptor. E-cigarette also includes any component part of such a product whether or not sold separately. E-cigarette does not include any product approved by the USDA for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

Tobacco Use means the use of any tobacco product in any form. Tobacco use includes, but is not limited to smoking, heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe or hookah, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette.

Visitor means any person who is not a student, faculty, or staff.

35.2 Rationale for Prohibiting Tobacco Use

The health hazards of tobacco use have been well established. Use of tobacco products is the leading cause of preventable death and disability in North Dakota. DCB is committed to promoting healthier educational, work and living environments. DCB recognizes the serious health risks associated with the use of tobacco products, both to users and non-users alike, and believes that the use of tobacco products is detrimental to the health and safety of students, staff and visitors.

This tobacco-free policy is established to:

- Reduce the high incidence of tobacco use in North Dakota.
- Protect the health and safety of all students, staff, and the general public.
- Establish a standard of healthy, tobacco-free behavior.

To support and model a healthy lifestyle for our students, staff and community, DCB establishes the following tobacco-free policy.

35.3 Prohibition of Tobacco Use, Advertising and Sales

a. Tobacco Use: DCB prohibits the use of all forms of tobacco products on campus property and at all off-campus, school-sponsored events at all times. This includes, but is not limited to, the use of tobacco products by students, staff and visitors to DCB.

This tobacco-free policy includes all events held on campus property, whether or not such events are sponsored by, or associated with, DCB, and all off campus, school-sponsored events.

Whenever DCB does not have jurisdiction over adjoining streets, sidewalks, parking lots or other common areas, students, staff and visitors are encouraged to comply with the spirit of the policy.

b. Advertising and Sponsorship: DCB prohibits all advertising of tobacco products, whether formal or informal, on campus property, at DCB functions, and in all DCB publications. This includes all signs that contain a logo of, advertisement for, or reference to, any tobacco product.

DCB will not accept any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco

industry for the sponsorship or promotion of any event or activity affiliated in any manner with DCB or located on campus property.

Sales: DCB prohibits the sale or free sampling of tobacco products on campus property and at off-campus, school-sponsored events.

Exceptions:

- It is not a violation of this policy for an adult Native American to use tobacco as part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is an enrolled member of a federally recognized tribe.
- It is not a violation of this policy for tobacco products to be included in instructional or work-related activities on Campus Property if the activity is conducted by a staff member or an approved visitor and is approved by the Campus Dean. Work-related activities may include, but are not limited to, research studies intended to assess any harms that may be caused by tobacco use.

35.4 Communicating the Policy to Students, Staff, and Public

This policy will be printed in the employee and the student handbooks. DCB shall post signs indicating that the campus property is tobacco-free in all locations and in the manner identified in NDCC 23-12-10.4.1(a) and (b). In addition, notices should be posted in other highly visible places on campus property including, but not limited to, walkways, athletic fields, parking lots and at all off-campus, school-sponsored events. Students, faculty and staff will be notified of this policy in writing and, when feasible, through verbal announcements at school-sponsored events. In addition, the local media will be asked to communicate this tobacco-free policy communitywide.

a. Enforcement All individuals on campus property or at an off-campus, school-sponsored event share in the responsibility for adhering to and enforcing this policy. All members of the DCB community are expected to support this policy and cooperate in its implementation and enforcement. Students, staff and visitors violating this policy should be reminded of the policy and asked to comply.

Violations of this policy by students may be cause for disciplinary action in accordance with student code of conduct contained in the student handbook. Violations of the tobacco-free policy by staff and faculty will be handled in accordance with written personnel policies contained in the Employee Handbook. Penalties may include verbal warnings, written reprimands, or termination.

Visitors violating this tobacco-free policy will be asked to refrain from using tobacco products while on campus property or to leave the premises. Law enforcement officers may be contacted to escort visitors off the campus property or to cite the visitor for trespassing if the person refuses to leave the campus property.

DCB shall develop regulations for the enforcement and implementation of this policy and such regulations shall be included in the employee and student handbooks.

35.5 Tobacco Cessation Services

All students and staff found in violation of this policy, and any other individual requesting assistance with tobacco cessation services, will be referred to NDQuits, the NDDH multi-media tobacco cessation program. This is a free cessation service provided to anyone currently residing in North Dakota.

APPENDIX M: Benefits Matrix for Faculty and Staff

APPENDIX G - SUMMARY OF BENEFITS FOR DAKOTA COLLEGE AT BOTTINEAU BENEFITED FACULTY

Benefit	Who Pays	When Eligible	Summary of Benefit
Holidays	Dakota College at Bottineau	Upon Employment	10 paid holidays each year, if during contract term. (New Years, Martin Luther King Day, President's Day (Feb), Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day (Nov.), Thanksgiving and Christmas).
Funeral Leave	Dakota College at Bottineau	Upon Employment	In case of death in immediate family of employee or spouse. Up to three days paid time off to make arrangements and attend funeral.
Jury Duty Leave	Dakota College at Bottineau	Upon Employment	Paid time for jury service.
Military Duty Leave	Dakota College at Bottineau	Upon Employment	Paid time for first 20 days of annual military duty.
Insurance a. Health	DCB pays the full monthly premium for single or family	Coverage is effective the 1 st day of the month following month of employment	Enrollment must take place within 31 days of hire date to receive waiver of existing medical condition. Provides group hospital, surgical and medical protection.
b. Life	DCB pays for basic policy, you pay for additional	Coverage is effective the 1 st day of the month following month of employment	DCB provides \$7000 in term insurance. You may purchase additional term life insurance for yourself, spouse and dependents. Contact payroll office for details.
c. Long Term Disability	Dakota College at Bottineau	Upon Employment	Based on medical documentation, employees may be approved for long-term disability up to 60-70% of final average salary if unable to perform job duties because of long term illness or accident.
d. Employee Assistance Program	Dakota College at Bottineau	Coverage is effective the 1 st day of the month following month of employment	A confidential assessment/counseling referral service for you and your immediate family. The Village Business Institute Consulting - telephone – 1-800-627-8220 www.TheVBI.com
e. Dental Insurance	You through payroll deduction	Coverage is effective the 1 st day of the month following month of employment	Optional coverage for you and your family if desired. Contact Payroll Office for details.
f. Vision Insurance	You through payroll deduction	Coverage is effective the 1 st day of the month following month of employment	Optional coverage for you and your family if desired. Contact Payroll Office for details.
g. Long Term Care	You through payroll deduction	Upon employment	Optional coverage to help pay for the cost of long-term care in nursing home, home health care or other facilities. Contact Payroll Office for details.
h. Workers Comp.	Dakota College at Bottineau	Upon employment	Compensation for job related injury or death; provides medical expense coverage for job related injury or illness.

**APPENDIX H - SUMMARY OF BENEFITS FOR DAKOTA COLLEGE AT
BOTTINEAU BENEFITED STAFF**

Benefit	Who Pays	When Eligible	Summary of Benefit
Annual Leave	Dakota College at Bottineau	Upon Employment	0-3 years: 8hrs/Month; 4-7 years: 10 hrs/Month; 8-12 years: 12 hr/Month; 13-18 years: 14 hrs/Month; Over 18 Years: 16 hrs/Month. Maximum annual carryover of 240 hours.
Sick Leave	Dakota College at Bottineau	Upon Employment	Sick Leave accrues at the rate of 8 hrs per month with unlimited accumulation.
Holidays	Dakota College at Bottineau	Upon Employment	8 hours paid for each of the following holidays: (New Years, Martin Luther King Day, President's Day (Feb), Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day (Nov.), Thanksgiving and Christmas).
Funeral Leave	Dakota College at Bottineau	Upon Employment	In case of death in immediate family of employee or spouse. Up to three days paid time off to make arrangements and attend funeral.
Jury Duty Leave	Dakota College at Bottineau	Upon Employment	Paid time for jury service.
Military Duty Leave	Dakota College at Bottineau	Upon Employment	Paid time for first 20 days of annual military duty.
Insurance			
a. Health	DCB pays the full monthly premium for single or family	Coverage is effective the 1 st day of the month following month of employment	Enrollment must take place within 31 days of hire date to receive waiver of existing medical condition. Provides group hospital, surgical and medical protection.
b. Life	DCB pays for basic policy, you pay for additional	Coverage is effective the 1 st day of the month following month of employment	DCB provides \$7000 in term insurance. You may purchase additional term life insurance for yourself, spouse and dependents. Contact payroll office for details.
c. Employee Assistance Program	Dakota College at Bottineau	Coverage is effective the 1 st day of the month following month of employment	A confidential assessment/counseling referral service for you and your immediate family. The Village Business Institute Consulting - telephone – 1-800-627-8220 www.TheVBI.com
d. Dental Insurance	You through payroll deduction	Coverage is effective the 1 st day of the month following month of employment	Optional coverage for you and your family if desired. Contact Payroll Office for details.
e. Vision Insurance	You through payroll deduction	Coverage is effective the 1 st day of the month following month of employment	Optional coverage for you and your family if desired. Contact Payroll Office for details.
f. Long Term Care	You through payroll deduction	Upon employment	Optional coverage to help pay for the cost of long-term care in nursing home, home health care or other facilities. Contact Payroll Office for details.
g. Workers Comp.	Dakota College at	Upon employment	Compensation for job related injury or death; provides medical expense coverage for job



APPENDIX N: FAFSA Facts

Office of National Drug Control Policy U.S. Department of Education



FAFSA Facts

(Free Application for Federal Student Aid)

How do drug-related convictions affect my student loan eligibility?

In general, if you are convicted of a drug-related felony or misdemeanor that took place **while you were receiving Federal student aid**, you will become ineligible to receive further aid for a specified period of time upon conviction.

You can shorten this period of ineligibility by:

- ❖ Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, **or**
- ❖ Passing two unannounced drug tests administered by an approved drug rehabilitation program, **or**
- ❖ Having the conviction reversed, set aside, or otherwise rendered invalid.

How long am I ineligible to receive Title IV, HEA program funds (Federal student aid) if I don't pursue early reinstatement of eligibility?

The length of time you are ineligible depends on the type and number of convictions you have had for drug-related offenses committed **while you were receiving aid**. The law recognizes two broad categories of drug offense: “possession of illegal drugs” and “sale of illegal drugs.” The table below lists the period of ineligibility by type and number of offenses.

Offense	Possession of Illegal Drugs	Sale of Illegal Drugs
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility*

Third or more	Indefinite period of ineligibility*	Indefinite period of ineligibility*
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*Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the two early reinstatement requirements specified above.

If you do not wish to pursue early reinstatement of your eligibility for Federal student aid, you can calculate the date at which you would regain eligibility for Federal student assistance by completing the Student Aid Eligibility Worksheet, available at:

<http://www.ifap.ed.gov/drugworksheets/attachments/StudentAidEligibilityWorksheetEnglish1314.pdf>

When am I considered to be ‘receiving aid’?

You are considered to be receiving aid beginning on the day that classes start for any term you have applied for, been approved for, and for which you have accepted an offer for Federal student aid.

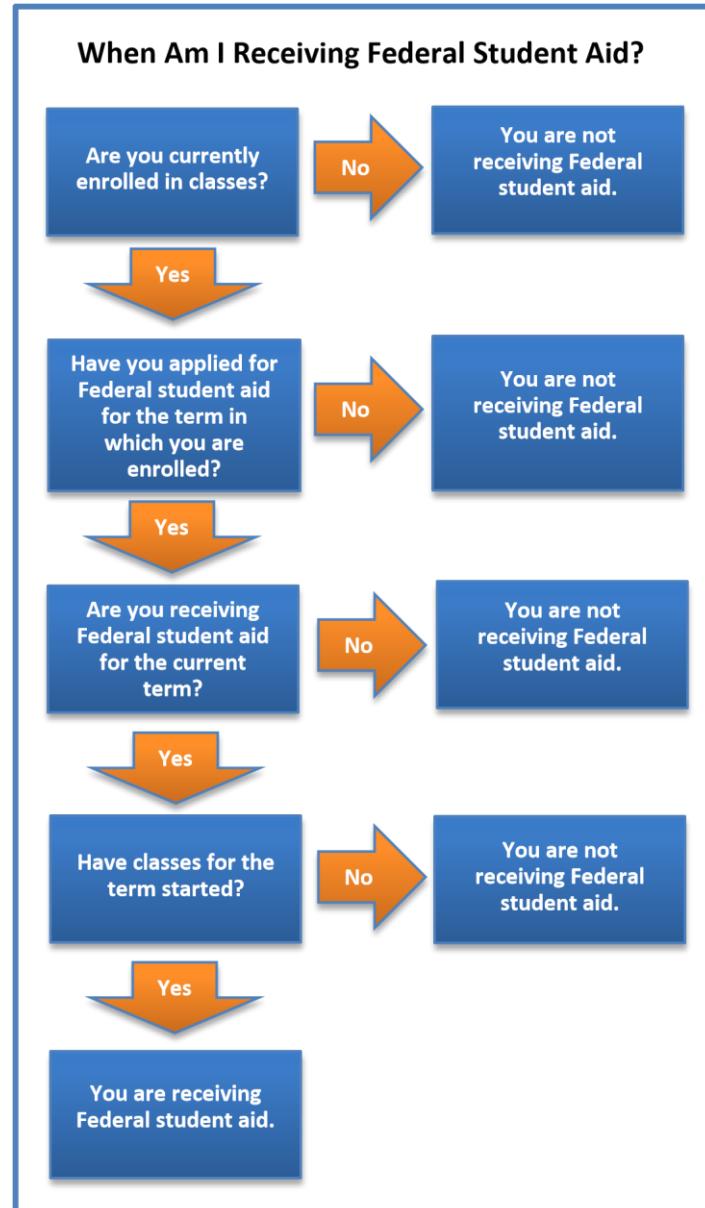
Summer breaks do not count as time receiving aid if you are not enrolled in classes. However, holiday breaks during the academic year count as time enrolled.

The chart at right will help clarify when you are considered to be receiving Federal student assistance.

What about convictions for offenses that took place when I was not receiving aid?

Convictions for a Federal or State drug offense (either sale or possession) count against a student for Title IV aid eligibility purposes only if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid. They do not count if the offense occurred during a period of enrollment when the student was not receiving Federal Student Aid.

This law applies to you **only** if you have been convicted of a drug-related offense.



What is an approved drug rehabilitation program?

An acceptable drug rehabilitation program must include two unannounced drug tests AND meet **at least one** of the following requirements.

The program must be:

- ❖ Qualified to receive funds directly or indirectly from a Federal, State, or local government program.
- ❖ Qualified to receive payment directly or indirectly from a Federally or State-licensed insurance company.
- ❖ Administered or recognized by a Federal, State, or local government agency or court.
- ❖ Administered or recognized by a Federally or State-licensed hospital, health clinic, or medical doctor.

NOTE: Not all programs include unannounced drug testing as part of treatment. When contacting a program about possible admission, you should explain the drug testing requirement and ask if the program can provide the required unannounced tests.

Where can I find an approved treatment program?

The Substance Abuse and Mental Health Services Administration ([SAMHSA Treatment Locator](#)) lists treatment programs that receive Federal funds. Programs on this list are approved, provided they offer two unannounced drug tests:

<http://findtreatment.samhsa.gov/TreatmentLocator/faces/quickSearch.jspx>

How can I get the required drug tests without enrolling in treatment?

Generally, drug rehabilitation programs do not provide drug tests to individuals whom they have not admitted to treatment. To meet the drug testing requirement without taking part in treatment, you will need to make arrangements with an approved drug rehabilitation program.

Are there other laws related to drugs that can make me ineligible for Title IV, HEA program assistance?

The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and State judges to deny certain Federal benefits -- including Title IV, HEA student aid – to persons convicted of drug trafficking or possession. The Department of Education maintains a list within the Central Processing System (provided by the Department of Justice) against which all FAFSA applicants are matched. Applicants on the DOJ Drug Abuse Hold list are notified that they are not eligible for Title IV, HEA funds and told whom they can contact if they have questions.

What if I already completed a treatment program that did not include unannounced drug tests or recovered through

mutual aid meetings such as Narcotics Anonymous or SMART Recovery?

That does not meet the requirements of the law. To meet the requirements of the law and regain eligibility for Federal student aid, you must either successfully complete an acceptable drug rehabilitation program that includes two unannounced drug tests or successfully pass two unannounced drug tests at an acceptable drug rehabilitation facility after the date of your conviction.

How do I document successful completion of the treatment or drug testing requirements?

Your financial aid office will make this determination. You may be required to provide written documentation.

What if I have other questions?

For more information, please call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

APPENDIX O: Sexual Harassment, Discrimination, and Sexual Misconduct Policy

Last revised: 9/11/2017

2017

Sexual Harassment, Discrimination, and Sexual Misconduct Policy



Title IX Compliance

This policy manual seeks to combine and implement the legal, regulatory, and policy requirements regarding sexual discrimination contained within:

- a. Titles IV and VII of the Civil Rights Act of 1964
- b. Title IX of the Education Amendments Act of 1972
- c. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (Clery Act)
- d. The Violence Against Women Act of 2013
- e. NDCC 15-10-56. Disciplinary Proceedings – Right to Counsel for Students and Organizations - Appeals
- f. NDCC 34-06.1-03. Prohibition of Discrimination
- g. NDCC 54-06-38. Harassment Policies
- h. ND SBHE Policies 514. Due Process Requirements (for students)
- i. ND SBHE 603.1. Harassment (for employees)
- j. ND SBHE 603.2. Equal Employment Opportunity
- k. ND SBHE 605.3. Nonrenewal, Termination or Dismissal of Faculty
- l. ND SBHE 605.4. Hearing and Appeals
- m. ND SBHE 605.5. Mediation
- n. ND SBHE 612. Faculty Grievances
- o. NDUS HR Policies 25. Job Discipline/Dismissal
- p. NDUS HR Policies 26. Termination Procedure
- q. NDUS HR Policies 27. Appeals Procedures

To simplify Dakota College at Bottineau's policy and procedures, the following index is provided to help the reader locate the specific topic of interest more easily. Some language from one section may be repeated in another section to assist the reader.

- 1. Purpose
- 2. Policy Statement/Overview
- 3. Definitions
- 4. Admissions/Financial Aid
- 5. Athletics
- 6. Employment
- 7. Consensual Relationships
- 8. Sexual Misconduct/Violence
Reporting Sexual Discrimination
- 9. Responding to Reports
- 10. Appeal Process
- 11. Retaliation
- 12. Discipline/Sanctions
- 13. Resources

15. Prevention, Education, & Training
16. Vendors/Contractors on the DCB Campus
17. Coordinating with Other Campuses
18. Clery Act Reporting
19. Federal Timely Warning Reporting Obligations

PURPOSE

To establish Dakota College at Bottineau policy prohibiting discrimination, harassment in all forms, sexual misconduct, relationship violence, and retaliation related to reports of such conduct. These procedures apply to complaints alleging all forms of sex discrimination (including sexual or gender-based harassment, assault and violence) against employees, students, and third parties. These apply to all College programs and activities, including those conducted off-campus.

POLICY STATEMENT/OVERVIEW

Dakota College at Bottineau strives to provide an educational environment where all members of the campus community are expected to conduct themselves in a manner that enhances the well-being of the community. Members of the college community, guests, and visitors have the right to be free from all forms of sexual harassment, discrimination, and sexual misconduct (“Prohibited Conduct”). This policy covers student, faculty, and staff-related matters of Prohibited Conduct, regardless of whether the alleged conduct occurred on or off campus, and regardless of whether the alleged Responding Party is a student, faculty member, staff member, or third party. Examples include acts of sexual violence (including sexual assault and rape), any harassment based on sex or gender, domestic violence, dating violence, and stalking.

Dakota College at Bottineau will not tolerate incidents of harassment, discrimination, or sexual misconduct occurring on or off campus, where relevant, whether there is a hostile environment on campus, or in an off-campus education program or activity.

If the off-campus misconduct did not occur within the context of a College program or activity, the college will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus, or in an off-campus education program or activity.

When such an allegation is reported to an appropriate Dakota College official, protective and interim measures will be used. Such measures are to reasonably ensure such conduct ends, the conduct is not repeated, and the effects on the Reporting Party and community are remedied. Measures by the College may include serious sanctions (up to and including termination, suspension, or expulsion, if circumstances warrant) when a Responding Party is found to have violated this policy. Students and employees who retaliate against individuals who report Prohibited Conduct may be subject to disciplinary action.

Employees are required, and students and are strongly encouraged, to report any and all incidents of sexual discrimination, harassment, or sexual misconduct to the Dakota College at Bottineau Security, Housing, Title IX Coordinator, or any Title IX Investigator/Deputy. When an allegation of misconduct is brought to an appropriate College official, Dakota College at Bottineau will respond promptly, equitably, and thoroughly.

This policy manual is written to address the many issues and varying aspects of sexual discrimination. While there are many laws, regulations, policies, and other such sources written for the purpose of preventing or responding to sexual discrimination, the explanation that it takes to satisfy and comply with all of the standards and requirements is a somewhat difficult task. The amount of information in this manual may seem overwhelming, so we've attempted to organize it so the reader may easily find and understand the particular aspect that is relevant. If the answer sought does not seem readily

available, or needs further clarification, please do not hesitate to contact the Title IX Coordinator.

DEFINITIONS

Campus Security Authority (CSA). Any College employee whose responsibilities fall under any of the following conditions:

- a. A campus security department of an institution
- b. Any individual or individuals who have responsibility for campus security but who do not constitute a campus security department
- c. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- d. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution

CSAs are required by the Clery Act to report certain crimes for statistical purposes.

Coercion. Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be considered coercive.

Consent. Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. (Further discussion of consent and North Dakota law is found in the section of "Sexual Misconduct/Violence.")

Dating Violence. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be based on the length and type of relationship and the frequency of interaction with the persons involved in the relationship. It is important to recognize that emotional, verbal, and economic abuse are part of the web of dating violence and can exist without the presence of physical abuse.

Domestic Violence. Crimes of violence committed against a victim by: (i) a current or former spouse; (ii) a person with whom the victim shares a child; (iii) a person who is, or has, cohabitated with the victim as a spouse; (iv) a person similarly situated to a spouse of the victim; or (v) any other person against whom the victim is protected under domestic and family violence laws. It is important to recognize that emotional, verbal, and economic abuse are part of the web of domestic violence and can exist without the presence of physical abuse.

Force. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. (Further discussion of force is found in the section of "Sexual Misconduct/Violence.")

Gender Based Harassment. Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-

stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities.

Preponderance of the Evidence. Preponderance of the Evidence is the standard by which a determination will be made regarding violations of this policy. It means the decision will be based on whether it is more likely than not that the discrimination occurred.

Regular Employee. A regular employee is a staff or faculty member who is appointed to a continuing position and receiving benefits.

Reporting Party. The Reporting Party is defined as a person who reports being the victim of sexual discrimination.

Responding Party. A Responding Party is defined as a person alleged to have committed sexual discrimination.

Responsible Employee. A responsible employee is obligated to report cases of sexual discrimination of which they become aware. All regular staff and faculty members are responsible employees. Not all CSAs are responsible employees.

Sexual Discrimination. Sexual discrimination includes any action or decision that would limit a person's participation in an DCB program based on that person's sex, gender, or gender orientation.

Stalking. Stalking is a course of conduct directed at a specific person which frightens, intimidates, or harasses that person, and that serves no legitimate purpose. The course of conduct may be directed toward that person or a member of that person's immediate family and must cause a reasonable person to experience fear, intimidation, or harassment.

ADMISSIONS/FINANCIAL AID

No person shall be discriminated against because of sex, gender, or gender orientation during the application and admissions processes, or the awarding of financial aid.

ATHLETICS

The DCB Athletic Department realizes that gender equity is a key component in a successful athletics program. Since the inception of Title IX, there is the misconception that gender equity is simply meeting one of the three prongs of the Three-Part Test:

1. Provide participation opportunities for women and men that are substantially proportionate to their respective rates of enrollment as full-time undergraduate students.
2. Demonstrate a history and continuing practice of program expansion for the underrepresented sex.
3. Fully and effectively accommodate the interests and abilities of the underrepresented sex.

Beyond these prongs, gender equity stretches through every program and every student-athlete. It is our goal to provide equitable opportunities for ALL studentathletes to succeed, through various avenues, such as participation, scholarships, and other benefits. These avenues include (but are not limited to) the following:

- x provision of equipment and supplies;

x scheduling; x travel; x tutoring; x coaching; x locker rooms; x facilities; x medical and training facilities and services;
x publicity; x recruiting; and x support services.

Within the Athletics Department, the Gender Equity/Minority Issues Committee plans to evaluate the Gender Equity Plan on an ongoing basis to ensure progress is made and other issues that may surface are identified and addressed.

EMPLOYMENT

DCB prohibits discrimination on the basis of sex or gender when making decisions regarding employment unless a bona fide occupational qualification exists (BFOQ). This includes (but is not limited to) decisions for hiring, promotion, transfers, and salary administration. A BFOQ would exist if the duties of the position reasonably necessitate the choice of one sex or gender over the other.

All regular staff and faculty are considered responsible employees and are obligated to report cases of sexual discrimination of which they are aware. As an agent of the College, once an employee knows of the incident, then the College knows of the incident. Employees must report such cases to the Title IX Taskforce, and that office will coordinate the College's response. Employees outside of the Title IX Taskforce are not to investigate such cases.

CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship may also be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (such as faculty-student, staff-student, and administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to either remove the employee from the supervisory or evaluative responsibilities, or shift the other party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes resident advisors and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

SEXUAL MISCONDUCT/VIOLENCE

Sexual misconduct, whether involving violence or not, is a form a sexual discrimination that is prohibited by this policy. Misconduct offenses include, but are not limited to, the following:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same),
3. Non-Consensual Sexual Intercourse (or attempts to commit same),
4. Sexual Exploitation, and
5. Other offenses when based on sex, gender, or gender-orientation.

1. SEXUAL HARASSMENT is:

- a. unwelcome, gender-based verbal or physical conduct that is,
- b. sufficiently severe, persistent or pervasive that it,
- c. unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is
- d. based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

2. NON-CONSENSUAL SEXUAL CONTACT is:

- a. any intentional sexual touching,
- b. however slight,
- c. with any object,
- d. by a man or a woman upon a man or a woman,
- e. that is without consent and/or by force.

Examples include: intentional contact with the breasts, buttock, mouth, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

3. NON-CONSENSUAL SEXUAL INTERCOURSE is:

- a. any sexual intercourse
- b. however slight,
- c. with any object,
- d. by a man or a woman upon a man or a woman,
- e. that is without consent and/or by force.

Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. **SEXUAL EXPLOITATION** occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- a. Invasion of sexual privacy;
- b. Prostituting another student;
- c. Non-consensual video or audio-taping of sexual activity;
- d. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- e. Engaging in voyeurism;
- f. Knowingly transmitting an STD or HIV to another person;
- g. Exposing one's genitals in non-consensual circumstances; inducing another to expose his/her genitals;
- h. Sexually-based stalking and/or bullying.

5. **OTHER MISCONDUCT OFFENSES** that will fall under this policy when based on sex, gender, or gender-orientation include:

- a. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- b. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- c. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- d. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- e. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
- f. Violence between those in an intimate relationship with each other;
- g. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

To better understand these examples of misconduct, the following points/discussions of consent and force are provided:

1. Consent is an informed decision made freely and actively by all parties.

Relying solely upon nonverbal communication can lead to miscommunication. It is important not to make assumptions; if confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue.

Individuals should understand that consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Conduct will be considered “without consent” if no clear consent, verbal or nonverbal, is given. The perspective of a reasonable person will be the basis for determining whether a Responding Party knew, or reasonably should have known, whether consent was given. However, being intoxicated or incapacitated does not diminish one’s responsibility to obtain consent and will not be an excuse for sexual misconduct.

In some situations, an individual may not be able to freely consent. Examples include, but are not limited to, when an individual is incapacitated due to alcohol or other drugs, scared, physically forced, passed out, asleep, unconscious, intimidated, coerced, mentally or physically impaired, beaten, threatened, isolated, or confined. The perspective of a reasonable person will be the basis for determining whether a Responding Party knew, or reasonably should have known, whether a Reporting Party was capable of providing consent.

2. In order to give effective consent, one must be of legal age. According to the North Dakota Century Code:
 - a. The “age of consent” is 18 years old in North Dakota.
 - b. A person under the age of 15 cannot legally consent to sexual activity under any circumstances.
 - c. A person between the ages of 15–17 is legally able to consent to sexual activity if the partner is less than three years older. For example, a 16-year-old can legally consent to engage in sexual activity with a partner who is 18 years old, but not a partner who is 19 years old.
 - d. For more detailed information, please see Chapter 12. 1 – 20 of the North Dakota Century Code: <http://www.legis.nd.gov/cencode/t12-1c20.pdf?20130924091431>
3. **Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. (“Have sex with me or I’ll hit you.” “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Seductive behavior might occur when the matter of consent or boundaries is unclear; it is an issue of persuasion. However, one must be very careful when attempting to persuade the other party to participate in sexual activity. The mere fact that one must be persuaded may indicate that some degree of non-consent is present.

There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

REPORTING SEXUAL DISCRIMINATION

The Office of Civil Rights (OCR) requires that certain employees on campus be deemed Responsible Employees. All regular college employees (faculty, staff, and administrators) have an obligation to report actual or suspected discrimination or harassment to the Title IX Office, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, meaning they are not required to report actual or suspected discrimination or harassment to appropriate College officials, thereby offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for a Reporting Party to report crimes and policy violations and these resources will take action when the Reporting Party reports victimization to them. The following describes the two reporting options at college:

Confidential Resources and Reporting

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, meaning they are not required to report actual or suspected Prohibited Conduct to other College officials, thereby offering options and advice without any obligation to inform an outside agency or individual unless a Reporting Party has requested information to be shared. The following describes the confidential reporting options:

- x Campus mental health counselor,
- x Campus health nurse,
- x Off campus:
 - x Licensed Professional Counselors
 - x Domestic Violence Crisis Center counselors,
- x On or off-campus members of the clergy/chaplains

The College will seek to balance a complainant's request for anonymity or not to participate in an investigation with its broader obligation to campus safety. **In cases indicating pattern, predation, threats, weapons, and/or violence, Dakota College may be unable to honor a request for confidentiality.** If the complainant asks that their name not be disclosed to the Responding Party, or that no investigation be pursued, it may limit the scope of the College's response.

Other factors may include the seriousness of the alleged conduct, the age of the individual, whether there have been other complaints or reports against the alleged, and the rights of the accused individual to receive information about the accuser and the allegations if sanctions resulted. If a report of an alleged violation of this policy is made to a resource other than the confidential resources listed above, action must be taken and confidentiality cannot be guaranteed.

Reporting

The College's primary concern is the safety of its students, faculty and staff, and to encourage reporting of Prohibited Conduct. All College employees have a duty to report actual or suspected Prohibited Conduct to appropriate officials, though there are some limited exceptions for those that fall under "confidential reporting." A Reporting Party may want to consider carefully whether they share personally identifiable details with employees who have a duty to report, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Title IX Coordinator(s). To be clear, employees with a duty to report must share all details of the reports they receive.

Failure of a non-confidential employee, as described in this section, to report an incident of sexual discrimination of which they become aware, is a violation of College policy and is subject to disciplinary action ranging from a warning up to and including termination of employment.

1. Reporting Party may request confidentiality.

If a Reporting Party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Reporting Party may make such request to the Title IX Coordinator and/or Deputy Title IX Coordinator(s)(Investigators), who will evaluate that request in order to ensure the safety of the campus, in compliance with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College may be unable to honor a request for confidentiality. In cases where a Reporting Party requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim support and measures to a Reporting Party and the community, but will not otherwise pursue formal action.

2. Reporting Party will have their complaints promptly and thoroughly investigated.

A Reporting Party has the right and can expect to have complaints taken seriously by the College when reported, and to have those incidents investigated thoroughly and properly resolved through the procedures set forth below. The College will promptly act on any complaint or notice of violation of this Policy when received by Bottineau Police Department, DCB

Campus Safety & Security, Title IX Coordinator or any Deputy Title IX Coordinator(Investigator), subject to Reporting Party's request for confidentiality. The College will not discipline a student who makes a good faith report of Prohibited Conduct. Nevertheless, DCB will respond to each report of potential violations of this policy. DCB never assumes a violation of this policy has occurred based solely on an allegation. DCB will respond with the necessary inquiry and or

investigation to determine whether the alleged violation has occurred. DCB's response will take into account the totality of all evidence available from all relevant sources. The outcome of an allegation will be determined based on the preponderance of the evidence. This means that violations of this policy will be based on whether it is more likely than not that the discrimination occurred.

3. Dakota College at Bottineau will conduct an investigation; however, it will be separate from a criminal investigation, though communication with law enforcement will be maintained.

In campus disciplinary proceedings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable. DCB's responsibility to enforce this policy is not part of the criminal judicial system. A provision notifying complainants that they may pursue a complaint with the College and the police simultaneously; that the College may need to briefly suspend the factfinding aspect of a Title IX investigation at the request of law enforcement while the law enforcement agency is in the process of gathering evidence; that the College will maintain regular contact with law enforcement to determine when it may begin its investigation; that the College will promptly resume its investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, or sooner if the College determines that the evidence gathering process will be lengthy or delayed; and the College will not delay its investigation until the ultimate outcome of the criminal investigation; however, the College reserves the right to implement appropriate interim measures during any law enforcement agency's investigative period when the College has temporarily deferred its investigation, to assist and protect the safety of the complainant(s) and the campus community and to prevent retaliation.

DCB's response to a report will be more effective if the report is made soon after the incident. In cases where the alleged perpetrator (Responding Party) is no longer affiliated with the DCB campus, DCB will provide support for the Reporting Party, and will attempt to investigate for the purpose of sanctioning the Responding Party. However, the more time passes after the incident, the more difficult it may be for DCB to respond.

All reports of sexual discrimination are formal reports regardless of the method used. Reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigator(s), witnesses, and the Responding Party. The circle of people with this knowledge will be kept as tight as possible to preserve both the Reporting Party's and Responding Party's rights and privacy.

Anonymous reports can be made by Reporting Party and/or third parties using the online reporting form posted on the DCB website. Note that these anonymous reports may prompt a need for the institution to investigate.

Reports to the Title IX Coordinator can be made via email, phone, or in person at the contact information below:

Laura Halvorson
Title IX Coordinator
Student Success Center
Thatcher Hall Room 1109
701-228-5680
laura.halvorson@dakotacollege.edu

Romaro Rogers
Judicial Officer
Student Center
701-228-5678
Romaro.rogers@dakotacollege.edu

Hattie Albertson
Title IX Investigator
Library Director
Thatcher Hall Library
701-228-5454
hattie.albertson@dakotacollege.edu

Erin Williams
Title IX Investigator/Deputy
Nursing Instructor
Thatcher Hall Room 207
Room 207
701-228-5444
erin.beth.williams@dakotacollege.edu

Corey Gorder
Title IX Investigator/Deputy
Mental Health Counselor
Thatcher Hall Room 123
701-228-5673
corey.gorder@dakotacollege.edu

Beth MacDonald
Title IX Investigator/Deputy
Admissions Counselor
Thathcher Hall
Room 115 701-228-
5426
beth.macdonald@dakotacollege.edu

Amnesty

The health and safety of students is of primary concern at Dakota College at Bottineau. As such, any student can seek assistance from campus security for themselves or others who are intoxicated or drug-impaired.

NDCC section 5-01-08(6) provides that an individual, under the age of 21, is immune from criminal prosecution if that individual:

1. Contacts local emergency response to report another individual under the age of 21 in need of medical assistance due to alcohol consumption, provides assistance to that individual until assistance arrives, and remains on the scene; or
2. Is in need of medical assistance and cooperates with medical assistance and law enforcement personnel on the scene.

It further provides that the maximum number of individuals who may be immune for any one occurrence is five. Individuals providing help must cooperate with medical assistance and law enforcement personnel on the scene. If they do not, their protection under this law is jeopardized.

While neither the student who is impaired or the student(s) assisting the impaired student are exempt from facing disciplinary action under the Dakota College at Bottineau Code of Student Conduct, all efforts made by students to positively impact the health and safety of others will be taken into consideration and may lessen possible disciplinary outcomes.

The amnesty does not apply to other prohibited conduct, including (but not limited to) assault, violence, property damage, or the distribution of dangerous substances, whether legal or illegal.

RESPONDING TO REPORTS

Initial Remedies/Interim Measures

The College will take prompt and effective steps to end the sexual or gender-based harassment, assault and violence; eliminate any hostile environment; prevent its recurrence; and remedy the discriminatory effects on the victims and others as appropriate. The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect a person's rights and personal safety. When

warranted by the circumstances surrounding a complaint of sexual misconduct, the College may implement protective measures until its investigation is concluded. Violation of these interim measures may be considered grounds for additional complaints of sexual misconduct or as retaliation for the ongoing investigation of sexual misconduct. Requests can be made by the complainant and such interim measures minimize the burden on the complainant. Potential interim measures include, but are not limited to:

- a. Providing an escort to the Reporting Party so they may move safely on campus
- b. Interim suspension from campus pending a resolution;
- c. Issuing a no-contact order to the parties, which prohibits any contact between them;
- d. Moving the Reporting Party and/or Responding Party to different on-campus housing;
- e. Altering the class schedule of the parties so they do not attend the same classes;
- f. Providing counseling services;
- g. Providing academic support services;
- h. Reporting the matter to the local law enforcement.

Mediation is prohibited in cases of sexual assault, and in cases involving a student complaining of sexual harassment against an employee in a position of authority over the student. Mediation is a negotiated resolution between two parties, therefore, placing a Reporting Party and Responding Party in the same space to address the situation can put the Reporting Party at risk for future abuse.

However, mediation may be used only if the parties voluntarily agree to do so. The reporting party will not be required to resolve the problem directly with the responding party. Either party may choose to end the mediation process anytime.

Sexual discrimination may occur a number of different ways, so DCB's response may not always be the same for each case. Upon receipt of a report of sexual discrimination, the Title IX Coordinator (or designee) will:

- a. Interview the Reporting Party to clarify the details of the report;
- b. Determine whether the issue is addressed by the sexual discrimination policy;
- c. Conduct a follow-up interview with the Reporting Party when the report comes from a third party;
- d. Provide information regarding support services to the Reporting Party;
- e. Coordinate initial remedies/protective measures appropriate to the case;
- f. Conduct an inquiry to address the issue by communicating with interested parties to resolve an issue not requiring disciplinary sanctions;
- g. Assign an investigator(s) in cases where an individual or a group of individuals are alleged to have violated this policy and potential disciplinary sanctions will be considered;
- h. Provide notices to the Reporting Party(s) and the Responding Party(s) of the allegation and pending investigation;
- i. Follow-up with all investigations and ensure timely compliance with procedures outlined below.

Investigations

Investigations will be prompt, equitable, and thorough. Investigations will be conducted fairly and impartially ensuring that both the Reporting Party(s) and Responding Party(s) have an equal opportunity to present all relevant information, documentation, evidence, and witnesses to the incident. The College will not allow conflicts of interest (real or reasonably perceived) by those investigating or adjudicating complaints.

Both the reporting party and responding party have the right to decline to participate in an investigation and in appeals. During the investigation, the Reporting Party, the Responding Party, and all other witnesses have the equal right to legal representation, though such representation is not required, nor will it be provided by the College. Any restrictions on the lawyers'/representatives' ability to speak or otherwise participate will be applied equally to both parties. Participants not choosing legal representation may have a support person be with them during the interview, however this support person may not be a person who is likely to be interviewed as part of the investigation. Involved parties will have similar and timely access to information being considered in the process.

After considering and analyzing all relevant facts and information, the investigator(s) will decide whether a violation of this policy occurred and will provide a report to the Title IX Coordinator. In deciding whether a violation occurred, the investigator(s) will use the "preponderance of the evidence" standard. At a minimum, the report will contain:

- a. The allegation(s) and the applicable portion of policy implicated.
- b. Any relevant background or history.
- c. A summary of the facts and analysis.
- d. Conclusion/finding.

The Title IX Coordinator will review the report. In cases where a violation was found by the investigator, the matter will be forwarded to the Associate Dean of Student Affairs for consideration of possible discipline or sanction. Prior to the issuance of any discipline or sanction, the Associate Dean of Student Affairs will allow for a hearing in which both parties may present testimony, evidence, and witnesses. Parties also have the right to have an advisor, including an attorney, present during the hearing and to question any information or witnesses presented by the opposing side. In cases where a violation was not found, the Title IX Coordinator will consider any recommendation provided by the investigator(s) and consider any appropriate remedies.

Once the matter is resolved (meaning that remedies and/or sanctions have been determined by the Associate Dean of Student Affairs), the Title IX Coordinator will provide notices of the outcome to the Reporting Party(s) and the Responding Party(s). The reporting and the responding party are afforded regular updates regarding the status of the investigation.

Timeframes

Reporting. Reports should be received by the Title IX office as soon as possible following an incident to ensure the best possible opportunity for the College to have access to accurate information. Reports received a year or more after an incident will not be investigated unless both the Reporting Party and Responding Party are still part of the DCB community. DCB will incorporate appropriate interim measures for the safety of the

complainant or the DCB community and will conduct investigation to the best of their ability.

Notification of Outcome. The Title IX Coordinator or designee will issue letters notifying the Reporting Party and the Responding Party of the investigation's outcome within seven (7) business days of the final decision.

Expulsion/Suspension. See appeal process.

APPEAL PROCESS

All involved parties are allowed to participate equally in the appeal process. Appeal timelines are based on the date of the Notification of Outcome letter. Appeals of the outcome may be made by either the Reporting Party(s) or Responding Party(s). Appeals must be in writing and sent to the Title IX Coordinator's office according to the schedule below:

Within 4 business days when the sanction does not involve student suspension, expulsion, or dismissal from student employment. (DCB)

Initial response. Once a report is received, the Title IX Coordinator or designee will contact the Reporting Party within five (5) business days to schedule a time to clarify issues pertaining to the report. Depending upon the Reporting Party's desire and availability, the Title IX Coordinator (or designee) will then meet with the Reporting Party.

Investigation. When an investigation is part of the response, an investigator(s) will be assigned within three (3) business days of the decision to investigate. While each case is different, it is the intent of the College to complete investigations within sixty (60) business days.

Notification of Investigation. The Title IX Coordinator or designee will issue letters notifying the Reporting Party and the Responding Party of the College's intention to investigate a case at least three (3) business days before the investigation begins. The Notification of Investigation letter will identify the following: a procedure for promptly and effectively notifying both complainants and respondents of the initiation of an investigation; the potential policy violation(s) at issue; the right to participate in the investigation; the timeframe for responding; and that the investigation may proceed without the participating of either party.

Provisions for Extensions of Time. While each case is different, it is the intent of the College to complete investigations within sixty (60) business days. Some cases may require an extension due to investigative processes. The discretion will be that of the Title IX Coordinator.

Sanctions. Once a sanction is determined it will be effective immediately. See appeal process.

- a. Student Handbook
- b. Within 20 calendar days for faculty when the sanction is dismissal from employment. (SBHE 605.4)
- c. Within 5 working days for staff when the sanction is dismissal from employment. (NDUS HR Policy 27.2)

- d. Within one year for students when the sanction includes suspension or expulsion.
(SBHE 514)

Appeals are not intended to be full investigations of the original complaint or an opportunity for an appellate body to substitute their judgement for that of the assigned investigators. Instead, appeals may be requested to the Title IX Coordinator in the following circumstances:

- a. Procedural error that significantly impacted the case outcome;
- b. New evidence that was not available during the investigation that could change the outcome; or
- c. Sanction that is substantially disproportionate to the severity of the violation.

When the appeal is based on new evidence, the Title IX Coordinator will return the case to the assigned investigator(s) for reconsideration. The investigator(s) will supplement the previous investigation, which may include recalling witnesses, and issue a revised report. The Title IX Coordinator, Deputy Title IX Coordinators, and/or Title IX investigators not directly involved in the case will review the revised report to determine if the original finding should stand or be reversed.

When the appeal is based on a procedural error or a sanction substantially disproportionate to the severity of the violation, the Title IX Coordinator and Deputy Title IX Coordinators(Investigators) not directly involved in the case will review the appeal to determine if the original finding should stand, be modified, or be reversed.

The appeals process shall be deferential to the original decision-making body, reversing the case finding only when there is clear error and modifying the sanction only when it is found to be substantially disproportionate to the severity of the violation. The original decision and sanction are presumed to have been determined reasonably and appropriately.

Therefore, the burden is on the appealing party to show clear reasoning for a reversal of finding or modification of sanction.

At the discretion of the Title IX Coordinator and Deputy Title IX Coordinators(Investigators), implementation of sanctions may be stayed pending review of an appeal.

Once the final result of an appeal is determined, notices of the appeal outcome will be sent to the Reporting Party and the Responding Party. If the original outcome is unchanged, this will be the final decision on the matter. If the original outcome is reversed, the appeals process is once again available as prescribed above.

RETALIATION

It is a violation of College policy and state law to retaliate against any person reporting or filing a complaint of harassment, discrimination, or sexual misconduct. Such conduct is inconsistent with College policy and may also be prohibited by law.

“Retaliation” is defined as any adverse action taken against a person making a complaint of prohibited conduct or against any person involved or participating in the investigation of any such allegation. Report alleged acts of retaliation to the Title IX Coordinator, and Deputy Title IX Coordinator/Investigator(s).

DISCIPLINE/SANCTIONS

Not all forms of sexual discrimination will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the Reporting Party and the Responding Party.

The following lists of sanctions may be imposed upon current members of the campus community found to have violated this policy.

Sanctions for current students may include, but are not limited to:

1. **Changes in Academic Schedule:** Requiring the Responding Party to make changes in class schedule to ensure that no classes are shared with the victim(s)/survivor(s).
2. **Community Restitution:** Requiring the Responding Party to perform a certain number of service hours either on campus or in the community. It is not appropriate to send the Responding Party to an office that regularly works with victim/survivors such as a counseling center, women's center, student health, or domestic violence/sexual assault office.
3. **Educational Intervention:** Requiring the Responding Party to participate in online and/or physical classes addressing issues such as intimate partner violence, stalking, and sexual violence. This may include facilitating a program, creating educational posters regarding institutional policies and student conduct, and writing a paper.
4. **Expulsion:** A permanent separation from institution that involves denial of all student privileges, including entrance to the institution premises and matriculation.
5. **Probation:** A status that indicates either serious misconduct not warranting expulsion, suspension, or removal of institutional privileges, or repetition of misconduct after a warning has been imposed.
6. **Referral for Assessment or Counseling:** Requiring the Responding Party to meet with a staff member of Dakota College Counseling Services to have an assessment of their mental health and lifestyle choices. The Dakota College Counseling Services may also recommend further evaluation and participation in counseling services. May be on or off campus health/counseling center.
7. **Removal of College Privileges:** Restrictions on the Responding Party's access to certain locations, functions, organizations, teams, and/or activities; does not preclude the student from continuing their academic program.
8. **Removal or Non-Renewal of Scholarships:** Institution-administered scholarships may not be awarded or are not renewed to students that have violated the student code of conduct.
9. **Residential Reassignment:** Removes the Responding Party from current residence and reassigned to a new residence. Specific restrictions on access to one's previous residence may be imposed.
10. **Restitution/Fines:** The Responding Party may be fined for violations of the policies and procedures outlined by the institution. The individual may be required

to make a payment to the institution and/or another person or group for damages incurred as a result of the violation.

11. **Suspension:** A temporary separation from the institution that involves denial of all student privileges, including entrance to campus premises, and may include conditions for reinstatement, such as successful completion of a counseling or treatment program. A suspension may be imposed if counseling or treatment is not successfully completed.
12. **Termination of Residency:** Loss of on-campus housing, without refund, and/or dining privileges, permanently or for a specified period of time.
13. **Transcript Entry:** May be implemented on its own or in combination with another sanction. The entry will indicate that a student was found responsible for intimate partner violence, stalking, and/or sexual violence. Expulsions and suspensions are also permanently recorded on a student's transcript.
14. **Withholding of Degree:** The institution maintains the right to withhold the awarding of a degree otherwise earned until the completion of any imposed sanctions.

Sanctions for current college employees include:

1. **Warning (Written or Verbal)**
2. **Performance Improvement Plan**
3. **Required Counseling**
4. **Required Training or Education**
5. **Demotion**
6. **Reduction in Pay**
7. **Loss of intended pay increase**
8. **Suspension with pay**
9. **Suspension without pay**
10. **Termination**

Sanction Considerations

- A. Any person found responsible for non-consensual or forced sexual contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion (student) or a written warning to termination (employee), depending on the severity of the incident, and taking into account any previous disciplinary violations.
- B. Any person found responsible for non-consensual or forced sexual intercourse will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).
- C. Any person found responsible for sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion or termination,

depending on the severity of the incident, and taking into account any previous disciplinary violations.

- D. Anyone not a student or an employee found responsible for non-consensual or forced sexual contact or intercourse, sexual exploitation, or sexual harassment can expect a sanction proportional to the findings/conclusions of the College.
- E. In cases where sexual or gender-based harassment, assault, or sexual or violence is found to have occurred, the College will determine appropriate, enforceable sanctions reasonably calculated to stop the harassment and prevent its recurrence; and the College will not negotiate a settlement with

the employee or student for lesser actions that would not be reasonably calculated to end the sexual and gender-based harassment, assault and violence; eliminate the hostile environment; prevent its recurrence; and remedy the discriminatory effects on the complainant and others as appropriate.

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

RESOURCES

The following are many of the resources available on campus and in the community. While some support options are confidential as noted below, others have a responsibility to report to the College as Responsible Employees.

Bottineau Police Department: 701-228-3422 x

911 for emergency situations.

Campus Safety & Security: 702-228-5621

Family Crisis Center: 701-228-2028*

DCB Student Health Nurse: 701-228-5460*

St. Andrew's Hospital: 701-228-9400

DCB Mental Health Counselor: 701-228-5673*

Bottineau Ministry: 701-228-3021*

Title IX Coordinator: 701-228-5680

*Confidential support services

PREVENTION, EDUCATION, & TRAINING

Dakota College at Bottineau is committed to the prevention of sexual misconduct, intimate partner abuse, and stalking through educational and awareness programs. Prevention and education programs include an overview of the College's policy and procedures; relevant definitions, including prohibited conduct; the impact of alcohol and illegal drug use; effective consent; safe and positive options for bystander intervention; and information about risk reduction, resources, and reporting options.

Incoming first-year students and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students and employees will receive ongoing training on a periodic basis.

VENDORS/CONTRACTORS ON THE DCB CAMPUS

Dakota College at Bottineau recognizes that anyone working on our campus is protected by our policy on sexual discrimination. DCB respects the efforts of other employers to prevent and remedy sexual discrimination. When an incident occurs that involves parties from DCB and other employers working on the DCB campus, DCB will work in collaboration with the other employer to resolve the matter. In this section the terms Reporting Party and Responding Party refer to individuals who are not employed by DCB and do not have any connection to the campus except for their employment with a vendor or contractor working on the campus.

When the Reporting Party is employed by a vendor/contractor, and the Responding Party is part of the DCB community, DCB's Office of Title IX Compliance will serve as the liaison for the interaction between the vendor/contractor and DCB. If an investigation is necessary, DCB will conduct the investigation independent of the vendor/contractor's procedures; however, DCB will seek to collaborate and work with the vendor/contractor. When the Responding Party is employed by a vendor/contractor, and the Reporting Party is part of the DCB community, DCB will contact the vendor/contractor to provide a report of the incident. DCB will investigate the incident and provide the final report to the vendor/contractor for appropriate disciplinary action. If the vendor/contractor intends to conduct an investigation as well, DCB will seek to conduct the investigation jointly, though DCB's final report/conclusion will be independent of that of the vendor/contractor. When the Reporting Party and the Responding Party are both employed by the same vendor/contractor, the vendor/contractors will address the issue using their own policies and procedures; however, they will communicate with the Title IX Coordinator for informational purposes.

When the Reporting Party and the Responding Party are employed by different vendors/contractors, the vendors/contractors will work together to resolve the issue; however, they will communicate with the Title IX Coordinator for informational purposes.

COORDINATING WITH OTHER CAMPUSES

DCB recognizes that visitors to our campus are protected by our policy on sexual discrimination. Dakota College at Bottineau respects the efforts of other educational institutions to prevent and remedy sexual discrimination. When an incident occurs that involves parties from DCB and other campuses, DCB will work in collaboration with the other campus to resolve the matter.

When the Reporting Party is from another campus, and the Responding Party is part of the DCB community, DCB's Title IX office will serve as the liaison for the interaction between the two campuses. If an investigation is necessary, DCB will conduct its investigation independent of the other institution's procedures, however, DCB will seek to collaborate and work with the other institution.

When the Responding Party is from another campus, and the Reporting Party is part of the DCB community, DCB will contact the Title IX office or other appropriate administrative office to provide a report of the incident. DCB does not intend to investigate responding parties who are not associated with DCB, but will support the other campus in its efforts to investigate the incident.

When the Reporting Party and the Responding Party are both from another campus, but the incident occurred on the DCB campus, DCB will contact the Title IX office or other appropriate administrative office to provide a report of the incident. DCB will support the other campus in its efforts to investigate the incident.

CLERY ACT REPORTING

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). All personally identifiable information can be kept confidential, but statistical information must be reported to Campus Security regarding the type of incident and its general location (e.g., on or off campus, but no addresses are given or reported) for publication in the College’s Annual Security and Fire Safety Report. This report helps to provide the community with a clear picture of the extent and nature of campus crimes in order to ensure greater community safety.

Mandated federal reporters, also known as Campus Security Authorities (CSA), may include (but are not limited to) the following: student affairs staff, campus safety & security, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, time, location of the incident, and the incident details. This reporting allows for anonymous reporting if the Reporting Party wishes to remain anonymous.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of sexual misconduct should be aware that College officials must issue timely warnings for incidents reported to them that pose a serious or ongoing threat to students and employees. The College will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the threat/danger.