



## **Grace College and Seminary**

**Drug-Free Schools and Campuses Regulations [Edgar Part 86]  
Biennial Report for Alcohol and Other Drug Abuse Prevention Program  
Calendar Years 2021 and 2022**

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February 27, 2023**

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### **Certification Statement**

Drug-Free Schools and Communities Act (DFSC)

Alcohol and Other Drug (AOD) Report

Biennial Program Review

I have reviewed the Grace College and Seminary *Biennial Report for Alcohol and Other Drug Abuse Prevention Program* as federally mandated by the Drug-Free Schools and Communities Act of 1989 and subsequent legislation for institutions of higher education that receive any form of financial assistance under any federal program, including the federally-funded or guaranteed student loan program.

Grace has adopted and implemented policies, a milieu, and lifestyle expectations to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol, or the irresponsible use legal substances, by students and employees on the institution's premises or in conjunction with institution-related activities.

This review meets the federal mandates requiring notification of students and employees, communication of sanctions for violations, description of health risks and treatment programs, reliable methods to distribute annual notifications, and a biennial review of AOD programs and policies.

I have authorized the review participants to pursue implementation of this report's recommendations.



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Dr. Drew Flamm, President  
Grace College and Seminar

2/27/2023

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Date

## INTRODUCTION

Grace College and Seminary, including all locations it operates, is an alcohol, tobacco, and substance abuse free institution.

The Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act of 1989 ([Appendix A](#)), requires that any institution of higher education receiving federal financial assistance adopt and implement a program to prevent the use of illicit drugs and alcohol abuse by students and employees (20 U.S.C. 1145g—Drug and Alcohol Abuse Prevention).

Pursuant to this requirement, the Department of Education General Administrative Regulations (EDGAR) 34 C.F.R. Part 86 mandate that colleges and universities<sup>1</sup>:

1. Annually distribute the following in writing to all students and employees:
  - a. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
  - b. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - c. A description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students.
  - d. A clear statement that the institution will impose sanctions on students and employees 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.
2. Conduct a biennial review of their drug and alcohol prevention programs to:
  - a. Determine the effectiveness of its policies and implement changes to its program if they are needed.
  - b. Ensure that the sanctions developed are enforced consistently.

Grace College and Seminary acknowledges its obligation to conduct a biennial review of compliance with this federal mandate. This review was used to determine whether the institution fulfilled this regulation by summarizing the initiatives, programs, and policies related to alcohol and drug prevention.

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<sup>1</sup> These regulations were originally published in the Federal Register, Vol. 55, No. 159, Aug. 16, 1990, pp. 33580–33601. They are available [here](#).

## BIENNIAL REVIEW PROCESS

In compliance with the Drug-Free Schools and Communities Act of 1989, Grace College conducted a federally mandated biennial review of Grace Schools' alcohol and other drug (AOD) prevention program for calendar years 2021 and 2022.

Participants in this review and/or who provided information were:

- Norm Bakhit, Chief Human Resources Officer
- Chad Briscoe, Athletic Director
- Aaron Crabtree, Vice President and Dean of Student Affairs
- Glenn Goldsmith, Director of Campus Safety
- Brooke Lengacher, Director of Health and Wellness
- Deb McEvoy, Director of Health and Counseling Services
- Becky Stowers, Associate Dean of Students
- Carrie Yocum, Vice President of Administration and Compliance

The review participants assessed Grace's AOD-related initiatives, programs, and policies to determine whether any improvements were needed. This assessment considered all campus community efforts that may serve to reduce employee and student alcohol and other drug use, even if they were not designed primarily for alcohol and drug prevention purposes.

This *Biennial Review* is available to students, employees, and the public via the institution's [web site](#). It is maintained in the Grace's administration and compliance office and by law is retained for three years after the fiscal year in which it was created.

Additionally, the review participants validated Grace's enforcement procedures by evaluating institutional efforts to determine, prevent, and address violations of the institution's policies.

## ANNUAL POLICY DISTRIBUTION

Grace College maintains student and employee policies related to alcohol and other drugs, and the athletic department has an addendum to the student policy for student athletes. The student and employee policies contain standards of conduct, applicable legal and disciplinary sanctions, health risks, and counseling and other programs available.

### ***Student Policy***

The *Alcohol, Tobacco, and Substance Use and Abuse Student Policy* ([Appendix B](#)) is distributed to all students in all divisions, including Jump Start students (high school students enrolled in Grace courses on the Grace campus), are:

1. Via the campus [website](#) as part of the institution's consumer disclosures, thus making it accessible at all times to current and prospective students regardless of the number of courses or delivery format in which they are enrolled.
2. In its "Health and Safety" information as part of its *Annual Notice*, sent electronically following the fall census date.
3. As part of the undergraduate *Student Handbook* available to all enrolled students via the institution's portal. The handbook is reviewed and updated annually to reflect current practices and changes in higher education regulations.

Students are informed in new student orientation during Welcome Weekend about how to access the policy via the *Student Handbook*.

The *Student Handbook* also contains information to students regarding community lifestyle expectations, drug law violations, liquor law violations, substance abuse, and substance use as part of the [normative](#) environment created on campus.

4. All residential students are informed about the policy during the first mandatory hall meeting shortly after the start of the fall semester. The policy is also reiterated before each campus break (i.e., fall, winter, spring) through hall meetings.

### ***Athletics Addendum***

In addition to the general student policy described in the *Student Handbook*, the athletic department has adopted additional policies specific to student athletes. Coaches provide this [addendum](#) to their teams via email and/or as a hard copy in team meetings.

Additionally, the athletic director reviews the policy in annual athletic department meetings. The policy is available electronically on the [Student Right to Know page](#) of the institution's web site, in the "Health and Safety" section of its *Annual Notice* sent following the fall census date, and as a hard copy available in the athletic department office.

### ***Employee Policy***

New employees are assigned the *Drug Free Workplace* online training at the time of hire.

Similar to its distribution of the student policy, Grace makes its *Drug and Alcohol Abuse Employee Policy* continuously available on the *Student Right to Know* page of its [website](#) and through its *Annual Notice* sent following the fall census date. Availability on its website ensures that any prospective or current employee can access the information whenever needed.

Additionally, regular employees are required to annually review the *Employee Handbook*, which includes this policy as well as other workplace safety and well-being information such as tobacco-free workplace; employee use of alcohol, drugs, and tobacco off-campus; employees' duty to report arrests and convictions; and investigation and searches. The employee policy is included in this report as [Appendix D](#).

### **AOD PREVALENCE RATE, INCIDENCE RATE, NEEDS ASSESSMENT AND TREND DATA**

The following statistics regarding students, provided in compliance with the Federal Crime Awareness and Campus Security Act of 1990 and amended in 1992, 1998, and 2013, are part of the overall safety and security program of Grace College and Seminary. This data reflects disclosure of certain incidents occurring on campus that are reported to campus safety officers and in the calendar years associated with this biennial review.

Of note is that due to the global COVID-19 pandemic, the institution closed to residential students and transitioned to remote learning only for the second half of the spring 2020 semester. In general, during that time the student conduct office identified fewer alcohol and drug arrests than in prior years, perhaps due to the many restrictions associated with the public health status of the campus and broader community.

The campus' *Annual Security Report*, due each year by October 1, is available in its entirety on the institution's *Student Right to Know* page of the [website](#). This report contains additional safety-related information.

GRACE COLLEGE AND SEMINARY ALCOHOL AND DRUG-RELATED OFFENSES						
OFFENSE	YEAR	WINONA LAKE CAMPUS				
		On-campus Property	On-Campus Student Housing	Non-campus Property	Public Property	TOTAL
Liquor Law Violation/Arrests	2022	0	0	0	0	0
	2021	4	4	0	0	4
Drug Law Violation/Arrests	2022	0	0	0	0	0
	2021	1	1	0	0	1
Liquor Law Disciplinary Referrals	2022	10	5	0	0	10
	2021	0	0	0	0	0
Drug Law Disciplinary Referrals	2022	0	0	0	0	0
	2021	0	0	0	0	0

Notes: On-campus student housing is also included in the on-campus property data. Law violations are also included in disciplinary referrals. Law violations not occurring within Grace's Clery geography or otherwise required by Clery were not counted.

Students in the disciplinary process through student conduct are referred for drug testing per the policy.

During the 2021/2022 review period, one student athlete was dismissed from a team withdrew under the institution's general alcohol, tobacco, and substance abuse policy and a second student athlete voluntarily withdrew.

The institution's only residential campus is in Winona Lake, Indiana. There were no drug or liquor law violations or referrals for the non-residential Bath, Ohio (Akron) location in 2021 or 2022.

### ***Student Conduct and Sanctions***

The student affairs conduct office provided the following data on student sanctions for alcohol and drug violations.



GRACE COLLEGE AND SEMINARY ALCOHOL AND DRUG-RELATED SANCTIONS FOR THE WINONA LAKE CAMPUS			
Year	Probation	Short-term (1-5 day) suspension	Long-term suspension/Dismissal
2022	2	0	0
2021	N/A*	6	0

\*Note: Probations not tracked in 2021.

Historically, alcohol and drug referrals and arrests are generally fewer than 10 per calendar year, which is also reflected in the suspension and dismissal data from student conduct.

In addition to these sanctions, the conduct office always requires that students undergo a substance or alcohol use assessment and education through Grace's on-campus counseling center. Students are given a choice to complete substance education through groups offered in Grace's counseling center or via a third-party vendor, [3rd Millennium](#), that provides online education. The counseling center may make recommendations for additional services based upon students' level of dependency/addiction to a substance.

Records are maintained by the student conduct office on each conduct violation and students with repeat violations receive additional sanctions up to dismissal from the college. The conduct office evaluates all violations annually to determine trends and any changes needed to policies, sanctions, enforcement, education, or other programming.

The *Student Handbook* includes accountability for the adherence to Grace's lifestyle expectations (including use of alcohol by students of legal age) when representing or working for Grace as well as while on missions or other international trips.

In recognizing the authority and guidance of parents and the local church regarding students' adherence to its community lifestyle expectations while they are on Christmas and summer breaks, the institution has modified expectations about students' use of alcohol during these extended breaks.

Although there have been occasional increased alcohol violations over the years, these have not been sustained increases year-to-year. All violations are monitored by the student affairs conduct office to determine patterns and trends where possible.

### ***Employee Conduct and Sanctions***

There were no employees disciplined or sanctioned for alcohol or other drug violations during the 2021/2022 review period.

## **AOD POLICY, ENFORCEMENT & COMPLIANCE INVENTORY & RELATED OUTCOMES/DATA**

The following policies are included as appendices in this *Biennial Review*:

1. Alcohol, Tobacco, and Substance Abuse and Use student policy ([Appendix B](#))
2. Athletic Department addendum ([Appendix C](#))
3. Alcohol and Drug Abuse employee policy ([Appendix D](#))
4. Community Lifestyle Expectations (for students as an example) ([Appendix E](#))

The student alcohol and substance abuse policy is reviewed annually by student affairs staff and updated as needed. It is administered by student affairs in consultation with the academic office, faculty, campus safety, or others as needed depending on the individual student circumstances.

The athletic department addendum policy is reviewed annually by the athletic director in consultation with coaches and updated as needed. It is administered by the athletic department and student affairs staff. The athletic director and VP/Dean of students are presently evaluating whether to merge the athletic department sanctions with the general student body sanctions rather than maintaining two policies.

The employee alcohol and drug abuse policy is reviewed and updated by the chief human resources officer. It is administered by the human resources department and the hiring supervisor.

The institution also has an extensive policy on sexual misconduct and sexual harassment, which includes references to alcohol and drug use as related to sexual assault. This policy is available as part of the *Nondiscrimination and Equity Policy* on the institution's Title IX page of its [website](#).

This policy is reviewed and updated by the Title IX Coordinator in consultation with other campus personnel. In part, it includes a section on amnesty as part of the sexual harassment reporting process, but clarification that amnesty due to alcohol or drug use is not provided to the responding party when a finding of responsibility is determined. Although amnesty does not include discipline for a complainant, it may include an educational intervention to provide support.

The Title IX Coordinator monitors all Title IX cases for those involving alcohol or drug use by either the Complainant or Respondent. Over the past eight years, there have been very few reports of alcohol or drug-related sexual misconduct involving a Grace student when that information could be determined.

Resident assistants (student employees) and resident directors (professional staff) are trained annually about the institution's policies and their reporting and monitoring responsibilities regarding conduct and criminal activity, including alcohol and drug violations. Grace has adopted the use of Maxient, a conduct database to track incidents.

Certain employees at Grace are designated as Campus Security Authorities (CSAs) with responsibility to report any knowledge of crimes to the campus safety department. Both students (RAs and student campus safety officers) and employees designated as CSAs receive training regarding their role and expectations to report, including those that may be alcohol or drug-related offenses.

The institution has articulated its expectations for students, faculty, staff, and board members as they live, work, learn, and worship in this campus environment. These expectations, including those related to personal habits and social practices, are operationalized in handbook policies specific to each group: employees, faculty, students, and board members. Handbooks are reviewed and updated, typically annually, by the respective staff and administrators in each of those areas. The student version of the *Statement on Community Lifestyle Expectations* is provided as [Appendix E](#) as an example of the others.

## AOD PROGRAM ELEMENTS

Social norms are people's beliefs about the attitudes and behaviors that are acceptable, or even expected, in a particular social context. Because people's perception of these norms will greatly influence their behavior, the "normative environment" at Grace seeks to encompass all the factors that help establish positive social norms among its students and employees.

In other university contexts, use of alcohol may be considered an expected part of the college experience; however, Grace views its "normative environment" as one in which drinking and other drug use is not considered a "normal" part of its college experience. Although some alcohol use may occur under certain circumstances, frequent or excessive alcohol use, underage drinking, alcohol use on campus, and drug use are not viewed as acceptable aspects of the Grace campus environment.

Grace recognizes the high-risk behavior associated with substance use. Creating a common understanding of “normal” and, therefore, reducing this level of risk acceptance on the Grace campus is instrumental for its successful alcohol and drug prevention effort.

As a Christ-centered community of higher education applying biblical values in developing students’ character, competence, and service mindset, Grace has articulated through its *Community Lifestyle Expectations* the guidelines for choosing God-honoring personal, social, and recreational practices that are consistent with the normative environment in this Christian context. These expectations apply to students, faculty, staff, and board members.

In communicating these expectations, Grace focuses on creating a spiritual, social, academic, and residential environment that supports healthy, respectful student behaviors and norms. Creating this environment requires consistent communication of expectations about alcohol and other drug-related behavior, while supporting and encouraging choices in conduct, personal, living, leisure, worship, and work habits that promote health, safety, and well-being reflective of the spiritual disciplines.

Articulating expectations and promoting God-honoring behavior at Grace, therefore, begins with the admissions process and continues through graduation for students. The following illustrate some of the programs, processes, initiatives, activities, and commitments at Grace that promote and reinforce healthy, pro-social norms and discourage high-risk behavior. These illustrations consist of campus efforts that may serve to deter and reduce student and employee alcohol and drug use even if they were not designed specifically for that purpose ([\*Campus Health and Safety\*](#) and Higher Education Center *Guide for University and College Administrators*).

### ***Alcohol and Drug Free Events and Facilities***

Events sponsored or promoted by Grace College and Seminary – regardless of whether they occur on-campus or off-campus or are legally permitted – are alcohol, drug, and tobacco free. Announcements and advertisements about such events do not mention or promote alcohol, drug, or tobacco use. Examples of these Grace-sponsored events include:

1. Alumni events
2. Athletic events, tailgating, and concession stands
3. Board meetings and dinners
4. Building dedications
5. Commencement
6. Department events in which food and beverages are served
7. Employee recognition, holiday, and social events
8. Employee retirement parties

9. Events held in Grace facilities
10. Lancer and other campus visit days
11. Welcome Weekend
12. Student banquets and social events
13. Student career fairs
14. Student clubs, activities, and government
15. Staff and faculty retreats, inservices, and professional development days

Grace does not have Greek life as part of its campus experience nor does it have bars or alcohol service on or directly connected to the campus.

The facilities on the Grace campus are alcohol, drug, and tobacco free, including those rented by third-parties and those accessible to visitors. These spaces include indoor and outdoor gathering spaces, residence halls, dining facilities, campus bookstore, and athletic, recreation, library, and academic support spaces.

Exceptions to this are donor or alumni events hosted by private citizens, typically in their own homes, to which Grace employees may be invited, and events taking place in a Grace-owned facility leased to a local development group that hosts weddings and other community events at which alcohol may be served. These events are not intended for Grace College students or the general campus.

#### **Direct Program Interventions**

The following are examples of direct programming and education that support Grace's alcohol- and tobacco-free campus.

1. Grace's *Student Handbook* and substance abuse policy is assigned annually to all students via email invitations.
2. The *Freshman Foundations* course, part of the first-year experience, includes content on wellness and stress management.
3. Student leadership training on various topics related to decision making, problem solving, judgment, and lifestyle.
4. Residence hall programming and education by RAs and RDs.
5. Referral to the counseling center for educational interventions related to student conduct and Title IX referrals involving alcohol and/or drugs. Individual education and counseling may also be provided. Courses through [3<sup>rd</sup> Millennium Classrooms](#) are used and the specific courses assigned depend on their conduct violation.
6. Portal log-in, beginning with deposited students, for access to the *Student Handbook* and AOD policies contained therein.

7. [Website](#) publication of the student, employee, and athlete AOD policies.
8. Mandatory, annual drug-free workplace online training for employees.
9. Training for residence life staff in drug recognition by the Winona Lake Police Department officers.

### ***Normative Environment***

#### ***1. Community lifestyle and milieu experiences***

The Grace campus is an alcohol-free environment that supports pro-social norms through its social, academic, and residential programming.

- a. Chapel is required for all students three days per week. Chapel topics may relate to holiness, sanctification, and spiritual disciplines – all of which promote the spiritual development and transformation Grace desires of its students. Speakers may share their personal experiences with mental health, alcohol and/or drug abuse, or their expertise on the topic. Three chapel speakers presented on mental health during this review period.
- b. Ministry and support groups for men and for women, which include strategies to deal with personal struggles such as alcohol or substance use.
- c. Growth groups, an important part of the spiritual life of each residential student, provide an atmosphere of relationship, encouragement, accountability, and love both corporately and individually, are required of all freshmen in residence halls.
- d. Educational bulletin boards created by many RAs regarding alcohol and drug use and its effects on college students.
- e. Residence hall orientation, education, programming, and announcements related to policies, expectations, and campus resources.
- f. New student orientation and education related to transitioning to college-life and personal and campus safety.
- g. The expectation that personalization of rooms and clothing be in harmony with the spiritual philosophy of Grace; therefore, tobacco, drug, or alcoholic beverages are not displayed or promoted in the residence halls and on campus.
- h. The expectation that students and employees be active members of a local church.
- i. Campus employee prayer time.
- j. The regular habit of prayer at the beginning and/or closing of campus committees or employee, faculty, or department meetings.
- k. Community lifestyle expectations included as part of the *Spiritual Life Reference* form for employee applicants.
- l. Annual sign-off on the *Community Lifestyle Expectations* for regular employees and board members, and for part-time instructors at the time they are contracted.



- m. Grace's membership in athletic associations in which peer institutions share a similar identity and community lifestyle expectations and, therefore, similar alcohol and drug-free campuses.
- n. Volunteer and community service promoted through and valued by student affairs.
- o. Events and activities for students held several times a week that are alcohol-free. A full-time staff person, a graduate assistant, and about 30 student employees oversee this programming, including campus-wide activities (new student orientation, the Joust, Homecoming) and other activities such as intramural sports, social activities, concerts, performance opportunities.
- p. Events and activities offered to employees that are alcohol-free, such as family movie nights, picnics, and holiday events. Those offered off campus may have alcohol present at the venue, such as at a minor league baseball game, but are not promoted by Grace.
- q. The employment application asks candidates to disclose any felony convictions. Once offered a position, a background check is conducted, which may indicate an alcohol or drug related history.

## 2. *Pro-health messages*

- a. On-campus [health and wellness services](#) to promote wellness, physical fitness, and physical activity. Grace students and employees have access to a facility that includes a fitness center, field house with basketball courts and a track, an aerobics room, and an athletic performance room.
- b. Free, on-campus health services for traditional undergraduate students.
- c. Free, on-campus personal and mental health counseling for traditional undergraduate students. Services are available to graduate students for a minimal fee. Individual and group counseling are both available to students as well as referrals for testing, prescription management, or substance detox.
- d. *Lancer Living* newsletter distributed on campus featuring health, mental health, and alcohol and substance abuse notes.
- e. Advertisement of [wellness initiatives](#) in the employee newsletter, *Grace Equip*.
- f. Annual biometric and wellness screenings for employees and spouses sponsored by human resources.
- g. [Wellness programs and initiatives](#) for employees sponsored by human resources and the health and wellness center staff.
- h. [Initiatives](#) that support "work/life balance" have been incorporated into the institution's strategic plan.
- i. Implementation of an improved and more comprehensive Employee Assistance Program (EAP) with Bowen Center, a local community mental health center during the review period.

- j. Mental health and wellness resources and information are published weekly in student and employee e-newsletters.
- k. Periodic nutrition workshops for employees, which can include discussion about alcohol use.
- l. Nutrition workshop for student athletes in 2022 for improved performance.

### 3. *Admissions processes*

- a. Admissions counselors and student ambassadors are trained regarding Grace's Christ-centered culture, campus safety, and employee adherence to the community lifestyle expectations so that interactions with prospective students and families consistently communicate support of an alcohol and drug-free campus.
- b. Promotional materials, admissions counselors, and admissions ambassadors articulate expectations regarding alcohol and other drug use.
- c. Coaches and admission counselors seek to attract responsible students by focusing on Grace's mission.
- d. Admission applications include Grace's community lifestyle expectations.
- e. Viewbooks focus on activities, athletics, and academics emphasize the positive academic and social aspects of Grace.
- f. The "Accepted Students" [page](#) on the website directs deposited students to student health information.
- g. The "[PreUnion](#)" lake-day event for incoming students promotes strong campus connections in a supportive and encouraging environment.
- h. The Presidential Scholarship Competition attracts approximately 150 highly-motivated, academically strong student leaders each year.

### *Academics*

- a. A high level of student advising, mentoring, and engagement by faculty.
- b. *First-Year Foundations* in which personal growth, healthy living, academic success, and community involvement are emphasized.
- c. *Addictive Behavior* and *Substance Abuse and Use* courses in addition to others in the criminal justice program educate many students in one of Grace's larger academic departments.

### 4. *Student activities*

- a. Student ministry and service opportunities promote strong community connections, empathy, and participation in alcohol, drug, and tobacco free activities.
- b. Grace-sponsored activities promote pro-health norms and discouraging alcohol or drug use.
- c. Student leadership training is designed to promote accountability and support through residence life and student involvement.



### ***Athletics Direct Program Interventions***

1. An athlete-specific [policy](#) about alcohol, tobacco, and substance use violations that is in addition to the general student policy.
2. Annual fall meetings for athletes, one for new/incoming athletes and a second for all athletes, in which the athletic department policy is reviewed and character and decision-making are emphasized.
3. Participation by the VP/Dean of Students, student conduct officer, and chaplain in the annual athletics meetings, focusing on student development, the desired campus culture at Grace, their role as student leaders with a responsibility to model pro-social behavior, their level of responsibility, and the support available in student affairs if athletes choose to seek help with their struggles, a bad habit, or an addiction.
4. Advising athletes that alcohol, drug, tobacco, and performance-enhancing drug use are violations of NAIA national championships. They are also advised of drug testing at NAIA national championships and that athletic trainers submit documentation to the NAIA of any medications an athlete is prescribed by a physician.
5. Special speakers, such as Ben Bost who spoke in chapel and to student athletes about navigating mental health or a speaker on nutrition and eating disorders.
6. The Crossroads League, of which Grace athletics is a member, has a [code of ethics](#) to which the institution is expected to abide.

### ***Policy Development and Publication***

1. The undergraduate *Student Handbook* includes “Crime Definitions,” such as alcohol, drug abuse, and liquor law violations. The handbook, which is updated annually, is available to all current students via the campus portal.
2. The institution’s *Statement on Community Lifestyle Expectations*, which addresses faith and conduct, is published in the *Student Handbook* as are expectations about students’ community responsibilities, attitude, and conduct.
3. The college has policies on medical amnesty and on overdose prevention that guides those assisting others in alcohol- or drug-related medical emergencies.
4. The student affairs conduct office consistently uses its published sanctions for alcohol and drug violations of campus policy.
5. The *Employee Handbook* contains policies about Grace as an alcohol, drug, and tobacco-free environment. Policies are enforced by human resources and the hiring manager. The employee *Drug-Free Workplace Policy* was updated and revised in July 2021.
6. The institution’s sexual misconduct policy and Title IX training for employees, students, and vendors promotes safety and well-being, reporting procedures, and discussions about the relationship between substance use and sexual misconduct.

7. Training for campus security authorities regarding reporting crimes (including those substance related).
8. The campus post office policy regarding the receipt or identification of suspicious packages, which can include the mailing of contraband or prohibited substances to students on campus.
9. The institution publishes its crime statistics and makes it publicly available on its website in compliance with the Clery Act. The [Student Right to Know page](#) of its website contains health and safety information including policies, the *Annual Security and Fire Report*, and this biennial report, all of which publish data regarding alcohol and substance use.

### ***Campus Climate Surveys***

Research consistently indicates a strong association between sexual violence and alcohol use by one or both of the parties.

Grace conducted a campus climate survey (ARC3) in January 2017 as part of a research project evaluating the prevalence of and responses to campus sexual violence. Because one of the consistent variables associated with sexual violence perpetration is alcohol use, the climate survey included questions associated with drinking behavior. Specifically, students were asked to report the frequency of specific drinking behaviors since they had been enrolled at Grace. These were benchmarked against the institutions participating in the research project and against national norms.

In all responses – frequency of behavior as well as reports of binge drinking, maximum drinks in a 24-hour period, and underage drinking – Grace students reported well below the benchmark group and national norms from the overall sample. The amount of use reported by students who completed the survey was, however, higher than expected by student affairs staff given the culture, context, and lifestyle expectations of the Grace community.

<b>2017</b>	<b>Grace</b>	<b>Benchmark</b>	<b>National</b>
Percent of all students disclosing drinking behavior	52.5	62.0	73.5
Average drinks in a typical day	1.76	2.19	3.32
5 or more (males), 4 or more (females) drinks within a 2-hour period	26.0	37.6	57.5
Maximum number of drinks within 24-hour period	3.05	33.0	57.2

Grace conducted its next climate survey in May 2022, following the pandemic. At that time, it again administered the ARC3, which included items assessing students' drinking behaviors.

Similar, but not the same, questions were included. Although no comparison data was available for benchmark groups or national norms with the 2022 survey, more than 80% of the Grace participants reported “never” having consumed alcohol since attending Grace. No student reported drinking daily.

2022 <sup>1</sup>	
Alcohol Use	% <sup>2</sup>
Never	80.4
Less than monthly	14.3
2-4 times per month	4.8
2-3 times per week	.4
Daily	--

<sup>1</sup>Total participants = 99. Not all participants answered every question.

<sup>2</sup>Represents response to the question: *How often do you have a drink containing alcohol?*

Participant demographics for the Climate Survey were:

Participant Demographics		
Gender identity	Women	75%
Race/ethnicity	White/Caucasian	94%
Sexual orientation	Heterosexual	94%
Age		20 years old <sup>1</sup>
Year in School	Second year	32%
	First year	30%
	Third year	20%
	Fourth/graduate/blended	18%

<sup>1</sup>Average age. Range: 17-31 years old. Mode: 20 years old.

### ***Collaboration with Law Enforcement***

Grace College has a formal agreement with the Winona Lake Police Department (WLPD) regarding their collaborative, ongoing, and cooperative public safety efforts on the Grace campus. The *Memorandum of Understand (MOU)* set forth the roles and responsibilities of both the college and the WLPD to enhance the safety of employees, students, and visitors of the college; ensure that investigations are comprehensive; aid in student disciplinary proceedings; facilitate prosecution of offenders; and respect the legal rights and provide the appropriate support to all involved in any investigation.

As part of its MOU with the WLPD, drug recognition training is provided to college residence life staff by the WLPD. This was not conducted in 2021 but resumed in 2022. The VP/Dean of Students provides a drug recognition book for student life professionals as a reference.

### 2021/2022 GOAL ACHIEVEMENT

1. **GOAL #1:** By August 1, 2021, the student conduct office will purchase and implement Maxient software to more efficiently and immediately process, monitor, follow-up with, and identify patterns of conduct violations, including alcohol and drug violations, campus safety, and Clery violations. By August 31, 2021, the student conduct office will train software users.

**Goal Met:** The Director of Residence Life successfully implemented Maxient software in August 2021. The software has greatly improved reporting processes. Residence Life staff have been trained to use the software. In 2022/2023, there was a transition from a PT Director of Residence Life to a FT Associate Dean of Students, but the plan remained to increase the number of software users, implement the software in campus safety practices, and make incident reporting for all members of the faculty/staff available.

2. **GOAL #2:** By December 31, 2022, the student conduct office will update, improve, or revise student conduct expectations and accountability measures to better articulate policies, expectations, and institutional values for current and incoming students to include, but not be limited to, clarification in *Student Handbook* communication.

**Goal met:** *Student Handbook* revisions were completed in Summer 2021 and policies were communicated through the handbook and residence hall orientation videos at the beginning of each semester (August 2021, January 2022).

3. **GOAL #3:** The Grace Health and Counseling Center will provide at least one educational outreach event during the 21/22 and 22/23 academic years for students specific to the impact of substance use on physical and/or emotional health.

**Goal met:** This goal was achieved for 21/22. In 22/23, marijuana education by the Kosciusko Co Drug Task Force was provided, and the nurse did education on the new health services Instagram account and through the *Lancer Living* posters throughout campus regarding the new drug Kratom. Substance and COVID information sheets were sent to students generally as well as to those in COVID isolation; information and resources were also provided on the counseling services Google site.

4. **GOAL #4:** The Grace Health and Counseling Center staff will receive continuing education training specific to alcohol, drug use, and the mental health of Grace students during the 21/22 and 22/23 academic years.

**Goal met:** In 2021, the nurse and director of counseling completed drug and alcohol training themselves. In 2022, this training was expanded to the entire clinical team and interns.

5. **GOAL #5:** Human resources will coordinate and implement supervisor/manager training to identify and address reasonable suspicion of use in the workplace.

**Goal not met:** This goal was not met and will be addressed as a goal in the next biennial review

6. **GOAL #6:** Human Resources will implement an onboarding process to assure that new employees receive the AOD policy and to communicate with current employees more directly about their responsibilities related to the AOD policy.

**Goal met:** In orientation, human resources helps new employees navigate the HR portal to introduce them to all HR policies, including the alcohol and drug policy. Although this was completed, HR plans to ensure more timely orientation with new employees as part of the next biennial review.

## **SUMMARY OF STRENGTHS AND WEAKNESSES**

### *Strengths*

Although alcohol and other drug use does not appear to be significantly problematic among the students, there is nonetheless programming, education, and resources provided to students.

Campus safety does not receive calls about or themselves observe parties, public intoxication, driving under the influence, or drug use on campus.

3<sup>rd</sup> Millennium, Grace's vendor for most student education related to conduct referrals, has revised and improved its marijuana training, an indication that this vendor is thoughtful about the broader environment impacting students.

The student athlete council remains a strong advocate for student athletes and continues to recommend ongoing mental health education.

### *Weaknesses*

Human resources has conducted group onboarding and orientation with new employees for several years; however, with staggered employee start dates, conducting these sessions has become inefficient for both new employees and presenters. Assuring supervisors' understanding of their responsibilities in the implementation and enforcement of policies has been inconsistent.

### *External Threats*

Fentanyl, opioids, and methamphetamine use occurs in the local community, but administrators at Grace have not seen corresponding use on campus. Although student drug violations have been almost exclusively marijuana or over-the-counter medication abuse, this is nonetheless a community situation to monitor.

Recreational use of marijuana is illegal in the State of Indiana and Gov. Holcombe has indicated there will be no change in Indiana law unless mandated by the federal government. Should that be the case, both human resources and student affairs are prepared to consider a change in policy and institutional response to use by employees and students.

## **2023/2024 GOALS**

1. To improve understanding of factors affecting cholesterol levels, such as the use of alcohol, the **Director of Health and Wellness** will distribute education and personal goal setting materials to employees by April 30, 2023.
2. The **Director of Health and Wellness** will identify *Alcohol Awareness Month* resources and communicate those through the *Grace Equip* for employee education in April 2023 and April 2024.
3. **Health and counseling services** teams will complete at least 2 hours of continuing education regarding alcohol and/or other drugs in both 2023 and 2024.
4. The **campus nurse** will provide information at her "wellness table" at Alpha Dining about alcohol, vaping, and other drug use as educational outreach in 2023 and 2024
5. **Health and counseling services** will create an electronic, educational brochure of information and resources to disseminate in the health and counseling center office in 2023.
6. **Health and counseling services** will provide at least one continuing education training session for residence life or other staff in both 2023 and 2024 in partnership with other departments.

7. In collaboration, the **VP/Dean of Students and the Athletic Director** will review and revise the athletic department policy related to alcohol and other drugs, evaluate dissemination methods, and determine any broader, relevant policies, all to implement by Fall 2024
8. The *Essentials of Behavioral Science* **lead faculty member** will implement a unit on mental health, including the impact of alcohol and drugs on mental health, to this first-year course in fall 2023.
9. **Human resources** will determine by July 1, 2023 the need for a vendor to conduct supervisor training related to reasonable suspicion for alcohol and drug testing.
10. **Human resources** will conduct training themselves or coordinate training by MedStat for supervisors regarding reasonable suspicion for drug testing by July 1, 2024.
11. **Human resources** will implement by May 1, 2023 more timely orientation and onboarding processes to ensure that new employees know how to access the *Alcohol and Drug Abuse* policy within a week of their start date.
12. **Human resources** will review by October 1, 2023 the *Alcohol and Drug Abuse* policy to ensure compliance with state and federal law and its clarity regarding its relationship to the workplace.

## **CONCLUSION**

Grace College and Seminary takes seriously its responsibility to provide a safe living and work environment for its students and employees and desires to provide programs, experiences, guidance, and supportive services to promote God-honoring relationships, personal habits, and conduct.

Those interested in more information about Grace's response to the use of alcohol, drugs, or other substances among students and employees may contact:

- Norm Bakhit, Chief Human Resources Officer (employee conduct), [bakhitn@grace.edu](mailto:bakhitn@grace.edu)
- Aaron Crabtree, Vice President and Dean of Student Affairs, [crabtrat@grace.edu](mailto:crabtrat@grace.edu)
- Becky Stowers, Associate Dean of Students (student conduct), [stowerrl@grace.edu](mailto:stowerrl@grace.edu)



## **Appendix A: Legislation**

### **Public Law 101-226: The Drug Free Schools and Communities Act Amendment of 1989**

#### **Section 22. DRUG FREE SCHOOLS AND CAMPUSES**

##### **(a) IN GENERAL. –**

##### **(1) CERTIFICATION OF DRUG AND ALCOHOL ABUSE PREVENTION**

**PROGRAM. –** Title XII of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.) is amended by adding at the end a new section 1213 to read as follows:

##### **“DRUG AND ALCOHOL ABUSE PREVENTION”**

**“SEC. 1213. (a)** Notwithstanding any other provision of law, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum, includes –

**“(1)** the annual distribution to each student and employee of –

**“(A)** standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;

**“(B)** a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;

**“(C)** a description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

**“(D)** a description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and

**“(E)** a clear statement that the institution will impose sanction on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (1)(A); and

**“(2)** a biennial review by the institution of its program to –

**“(A)** determine its effectiveness and implement changes to the program if they are needed; and

**“(B)** ensure that the sanctions required by paragraph (1) (E) are consistently enforced.

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**(b)** Each institution of higher education that provides the certification required by subsection (a) shall, upon request, make available to the Secretary and to the public a copy of each item required by subsection (a)(1) as well as the results of the biennial review required by subsection (a)(2).

**“(c) (1)** The Secretary shall publish regulations to implement and enforce the provisions of this section, including regulations that provide for –

**“(A)** the periodic review of a representative sample of programs required by subsection (a); and



“(B) a range of responses and sanctions for institutions of higher education that fail to implement their programs or to consistently enforce their sanctions, including information and technical assistance, the development of a compliance agreement, and the termination of any form of Federal financial assistance.

“(2) The sanctions required by subsection (a) (1) (E) may include the completion of an appropriate rehabilitation program.

“(d) Upon determination by the Secretary to terminate financial assistance to any institution of higher education under this section, the institution may file an appeal with an administrative law judge before the expiration of the 30-day period beginning on the date such institution is notified of the decision to terminate financial assistance under this section. Such judge shall hold a hearing with respect to such termination of assistance before the expiration of the 45-day period beginning on the date that such appeal is filed. Such judge may extend such 45-day period upon a motion by the institution concerned. The decision of the judge with respect to such termination shall be considered to be a final agency action.”

(2) EFFECTIVE DATE. – (A) Except as provided in subparagraph (B), the amendment made by paragraph (1) shall take effect on October 1, 1990.

(B) The Secretary of Education may allow any institution of higher education until not later than April 1, 1991 to comply with section 1213 of the Higher Education Act of 1965

(as added by paragraph (1)) if such institution demonstrates –

(i) that is in the process of developing and implementing its plan under such section; and (ii) it has a legitimate need for more time to develop and implement such plan.

**Appendix B: Student Policy****GRACE COLLEGE AND SEMINARY  
STUDENT SUBSTANCE USE AND ABUSE POLICY**

**Policy:** The use (or consumption), sale, purchase, transfer, or possession of a controlled substance on property owned or leased by Grace College or while participating in activities sponsored by the College, and the use, possession, or being under the influence of alcohol, and the abuse of prescription medicine also pose unacceptable risks for safe, healthy and efficient operations. Violation of the College's policy will be subject to the student conduct process up to and including dismissal. Students of legal drinking age are permitted to consume alcohol in moderation during semester breaks (Christmas break and summer break).

In addition, the College recognizes that tobacco is a harmful substance, even if lawful, and has a policy of prohibiting the use of tobacco. This includes (but is not limited to) cigarettes, cigars, pipes, hookah, chewing or dipping, electronic devices (e-cigarettes or cigars) and other means of inhalation. Although Grace College strongly cautions students regarding the use of addictive substances which pose significant long-term health concerns, students of legal age are permitted to use tobacco during semester breaks (Christmas break and summer break). Tobacco cessation assistance is available through the Grace College Health and Counseling Center.

Vaporizer use, regardless of substance being inhaled, is prohibited for Grace College students.

Grace further expresses its intent to comply with federal and state rules, regulations or laws that relate to the maintenance of a school free from controlled substances and unlawful and irresponsible use of alcohol.

**Purpose:** Grace has the right and obligation to maintain a safe, healthy, and efficient environment for all of its students, and to protect the College's property, information, equipment, operations and reputation.

**Scope:** Grace College has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of a controlled substance or alcohol while a student poses serious safety and health risks to the user and to all those who associate with the user. This policy, therefore, applies to all students in all programs and all off campus locations.

**Standards of Conduct:**

1. Members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, and controlled substances.
2. Controlled substances are defined as:

- a. Any drug or other substance that is not legally obtainable
  - b. Any drug that is legally obtainable but has not been legally obtained
  - c. Any prescribed drug not legally obtained
  - d. Any prescribed drug not being used for the prescribed purpose
  - e. Any over-the-counter drug being used at a dosage level other than recommended by the manufacture or being used for a purpose other than intended by the manufacturer
  - f. Any drug being used for a purpose not in accordance with bona fide medical therapy.
  - g. Unregulated high-tech smoking devices, commonly referred to as electronic cigarettes, or "e-cigarettes," or "vaporizers".
3. Examples of controlled substances are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.
  4. CBD (Cannabidiol) oil is permitted as a medical treatment as long as it is legally obtained and meets legal (State of Indiana) guidelines. These guidelines include specific product labeling and THC levels below three-tenths percent (%.3). Students may not sell or distribute CBD oil.
  5. Grace College students may not be bartenders (students may serve alcohol in restaurants, but not bartend), be involved in the purchase of alcohol for a minor, or provide an off-campus location for a party where alcohol or controlled substances are available.
  6. If a student is suspected to be using any of the aforementioned drugs or controlled substances, Grace College may require students to undergo drug testing through a local medical clinic. If asked, students must submit to the drug test immediately. If the drug test comes results positive, the student will be responsible to pay for the test as part of their sanctions. If the test is negative, Grace College will pay for the test.
  7. During the school year, attendance at bars, nightclubs, and dance clubs whose primary activities include practices that are prohibited by the College lifestyle policy is prohibited. For help in determining whether a particular activity or club is within the college guidelines (such as concerts, receptions, special events, etc.), students may consult with a Resident Director, Director of Residence Life, or the AVP/Dean of Students.

### **Medical Amnesty:**

Students physically present on Grace College property who seek professional medical assistance for themselves or others related to the consumption of alcohol will not be subject to disciplinary sanctions by Grace College. Students in an alcohol-related emergency who require medical attention will not be subject to disciplinary sanctions if the student successfully completes an education program that is approved by the Director of the Health and Counseling Center in consultation with the Dean of Students and the Director of Residence Life. Recurring offenses are subject to the discretion of the Student Affairs Office. Students seeking medical amnesty will remain accountable to the Student Affairs code of conduct for secondary behavior that might occur while intoxicated, including, but not limited to, property damage, assault against another person, or

sexual misconduct. The purpose of this policy is not to exonerate students from disciplinary action; rather it is to prioritize student safety and promote educationally- based, restorative responses related to these emergency situations.

For the full policy on Medical Amnesty or Indiana's Lifeline Law, please stop by the Student Affairs office.

### **Student Conduct Sanctions:**

Sanctions action against students related to the violation of the expressed standards of conduct will be in accordance with those outlined in the Student Conduct Guidelines. In each situation there are several variables which may contribute to the resulting decisions. Grace College reserves the right to exercise greater or less severity in decisions. Examples of variables that would likely result in greater severity (and likely suspension or dismissal) include: providing for minors, lying, operating a vehicle while under the influence, distribution or selling controlled substances, drinking or drunkenness on campus, and hosting an off campus party. The values of community, integrity, truth, and response to correction are held in higher regard than "fairness" to other situations. The following sanctions are intended to be general guidelines toward forming a response.

### **Alcohol**

Students who violate the campus alcohol policy will generally be assessed a student conduct contract with the following sanctions:

1. First Offense consumption, possession, or purchase
  - a. The student will undergo an alcohol assessment administered by the Grace College Counseling Center or another approved provider. All recommendations from the assessment must be completed.
  - b. The student will complete an alcohol use education such as an online class or group therapy (student is responsible to cover any cost associated with education).
  - c. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times.
  - d. If the student is underage the student's parent or guardian will be informed.
  - e. If the student is in a leadership position or an athlete, they will incur additional sanctions.
  - f. All sanctions must be completed within one semester (16 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in further sanctions up to and including a student conduct panel.
2. Second Offense consumption, possession, or purchase
  - a. The student will serve a 3-5 day short-term suspension away from campus.
  - b. The student will undergo a second alcohol assessment administered by the Grace College Counseling Center or an approved provider. All recommendations from the assessment must be completed.

- c. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times, complete an educational project, or attend counseling for one full semester.
  - d. The student's parent or guardian will be informed.
  - e. If the student is in a leadership position or an athlete, they will incur additional sanctions up to and including disciplinary probation.
  - f. All sanctions must be completed within one semester (16 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in a student conduct panel.
3. Third Offense consumption, possession, or purchase
- a. The student will appear before a student conduct panel. The panel will determine sanctions up to and including dismissal. The student will likely be suspended from campus until the panel can be convened.
  - b. The student's parent or guardian will be informed.
  - c. If the student is in a leadership position that student's employment will be terminated.
  - d. If the student is an athlete, they will be removed from their athletic team.

### **Illegal Drugs**

Students who violate the campus substance use policy will generally be assessed a student conduct contract with the following sanctions:

- 1. First Offense use, possession, or purchase
  - a. The student will serve a 3-5 day short-term suspension away from campus.
  - b. The student will undergo a substance use assessment administered by the Grace College Counseling Center or an approved provider. All recommendations from the assessment must be completed.
  - c. The student may be required to undergo drug testing.
  - d. The student will complete a substance use education such as an online class or group therapy (student is responsible to cover any cost associated with education).
  - e. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times or attend counseling for one full semester.
  - f. The student's parent or guardian will be informed.
  - g. If the student is in a leadership position or an athlete, they will incur additional sanctions up to and including disciplinary probation.
  - h. All sanctions must be completed within one semester (16 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in further sanctions up to and including a student conduct panel.
  - i. Depending on the seriousness of the offense, appropriate law enforcement may be notified.
- 2. Second Offense use, possession, or purchase

- a. The student will appear before a student conduct panel. The panel will determine sanctions up to and including dismissal. The student will likely be suspended from campus until the panel can be convened.
- b. The student's parent or guardian will be informed.
- c. If the student is in a leadership position that student's employment will be terminated.
- d. If the student is an athlete, they will be removed from their athletic team.
- e. Depending on the seriousness of the offense, appropriate law enforcement may be notified.

### **Legal Sanctions**

In addition to the student conduct process from the College, local, state, and federal laws strictly outline penalties, including fines and jail terms, for the illegal use, possession or distribution of alcohol and drugs. A violation of any law is a violation of the student conduct policy and will be treated as a student conduct manner. Further Grace College will coordinate with local and federal law enforcement with any violation. Indiana and federal law provides for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, prior violations for such offenses, and a variety of other factors. Legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a college. A summarized list of Indiana State Sanctions is available from Student Affairs.

### **Health and Other Risks**

The abuse of alcohol and use of illicit drugs are known to be detrimental to physical and psychological well-being. Almost every system in the body can be negatively affected by excessive or chronic alcohol consumption or drug use. Their use is associated with a wide variety of health risks such as severe weight loss, anemia, physical and mental dependence, impaired learning, depression, high-risk sexual behavior, changes in the reproductive system, damage to the lungs, cardiovascular disease, cancer, liver disease, seizures, brain damage, acute and chronic illness, and even death. Because many who abuse alcohol and drugs also smoke, the health risks are further compounded.

In addition, the abuse of alcohol and drug use are associated with risks to the community and may include such things as impaired and unsafe work performance, violence, injuries, accidents, drunk driving, acquaintance rape.

### **Clinical Exams and Testing**

College officials reserve the right to require that a student submit to a physical exam or clinical testing designed to detect the presence of drugs when there are reasonable grounds (meaning objective facts sufficient to lead a reasonable person to conclude that a particular student is unable

to satisfactorily perform his or her duties or function in a college environment due to drug or alcohol impairment. Such inability to perform may include, but is not limited to, decreases in the quality or quantity of the student's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations) for believing that a student is under the influence of, or improperly using controlled substances, prescription or over the counter drugs or alcohol in violation of this policy. If action was based upon a drug or alcohol test, the student will have the right, at his or her expense, to have a separate test performed on the same sample by a testing agency acceptable to the College.

### **Counseling, Treatment, and Rehabilitation**

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to students through a variety of on- and off-campus resources. Counseling services are available on campus through the Counseling Center. For more serious problems, the Counseling Center may refer students to counseling, treatment, or rehabilitation programs off campus, and maintains a list of these resources available locally to students or others wanting information or counseling for alcohol or drug use. Some of these services and programs are without charge, while others are covered by the student's insurance or based on the student's ability to pay. The Counseling Center will assist students who do not live locally to identify counseling or treatment services in their immediate vicinity.

*Students with questions, concerns, or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available.*

**Revised 6/10/21**

## ***Appendix C: Athletic Department Policy***

### **GRACE COLLEGE AND SEMINARY Athletic Department Policy Alcohol Addendum for Student Athletes**

Student Athletes are under the authority and guidance of their head coaches during their time as an athlete at Grace College. Student athletes are held accountable to the entire student life covenant and in addition to as a student athlete they are held to a higher standard. Student athletes regardless of age during their time as a student athlete are not allowed to consume alcohol at any time. The athletic department supports the full development of all student athletes and believes that alcohol does not support the full development of an athlete, further it does not support the highest level of physical development & potential achievement for a student athlete. Student athletes traveling on team mission trips, or who are participating in Go Study or Go Exchange programs, are to be under the athletic department community lifestyle statement for the duration of the trip. Student athletes who are 21 or older and are a member of a Grace athletic program are encouraged to communicate with their head coach regarding any specific summer trip, job or individual experience that needs to be discussed regarding alcohol being present at an event.

The success of any operation requires teamwork and cooperation. Teamwork includes working by a common set of work rules and standards. You are expected to conduct yourself at all times in a manner that promotes the health and safety of all members of your athletic program. You should protect the integrity of the players, coaches and team at all times. This guideline is an example of our desire as an athletic department to build champions of character and assist achieving the highest level of athletic performance & growth while playing for Grace College. New guidelines may be established whenever necessary.

#### **DISCIPLINE INFORMATION:**

Student athletes who violate the tobacco, alcohol and substance use policy will be disciplined both by student life and the athletic department who work in conjunction together.

**First Offense:** 2 game suspension (based on the number of games scheduled for the season), mentorship by a coach, teammate, faculty, or member of the community agreed upon by the coach, athletic director and dean of students. The student will also fulfill additional expectations set forth by the coach and student life. A meeting with the coach, athletic director and student will take place and parents will be informed.

**Second Offense:** Half of the athletic season suspension (based on the number of games schedule for the season) and temporary dismissal from the team or practice is possible. The student will also



fulfill additional expectations set forth by the coach and student life. A meeting with the coach, athletic director and student will take place and parents will be informed.

**Third Offense:** Dismissal from the team for 1 year and potential dismissal from Grace College.

**Revision History:**

Date	Description of Revision
8/1/14	Creation and initial approval

## **Appendix D: Employee Policy**

### **GRACE COLLEGE AND SEMINARY Drug and Alcohol Abuse Employee Policy**

**Policy:** The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol, therefore, poses unacceptable risks for safe, healthy and efficient operations. As a condition of employment, all employees are required to abide by the terms of this policy and to notify Grace's management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

In addition, the College recognizes that tobacco is a harmful substance, even if lawful, and has a policy of discouraging the use of tobacco.

Grace further expresses its intent through this policy to comply with federal and state rules, regulations or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

#### **1. Purpose**

Grace has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the organization's property, information, equipment, operations and reputation.

This policy outlines the goals and objectives of Grace's drug and alcohol testing program and provides guidance to supervisors and employees concerning their responsibilities for carrying out the program.

#### **2. Scope**

This policy applies to all departments, all employees, and all job applicants. The term "employee" includes contracted employees.

#### **3. Health and Other Risks**

Grace College & Seminary has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job also poses serious safety and health risks to the user and to all those who work with the user.

The abuse of alcohol and use of illicit drugs are known to be detrimental to physical and psychological well-being. Almost every system in the body can be negatively affected by excessive or chronic alcohol consumption or drug use. Their use is associated with a wide variety of health risks such as severe weight loss, anemia, physical and mental dependence, impaired learning, depression, high-risk sexual behavior, changes in the reproductive system, damage to

the lungs, cardiovascular disease, cancer, liver disease, seizures, brain damage, acute and chronic illness, and even death. Because many who abuse alcohol and drugs also smoke, the health risks are further compounded.

In addition, the abuse of alcohol and drug use are associated with risks to the community and may include such things as impaired and unsafe work performance, violence, injuries, accidents, drunk driving, and acquaintance rape.

#### **4. Definitions**

**4.1 Alcohol** means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine, and distilled spirits.

**4.2 Company premises or company facilities** means all property of Grace including, but not limited to, the offices, facilities and surrounding areas on Grace-owned or –leased property, parking lots, and storage areas. The term also includes Grace-owned or –leased vehicles and equipment wherever located.

**4.3 Drug Paraphernalia** means any equipment, product, or material of any kind that is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under this subchapter. It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.

**4.4 Drug testing** means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

**4.5 Illegal drug** means:

- a. any drug that is not legally obtainable
- b. any drug that is legally obtainable but has not been legally obtained
- c. any prescribed drug not legally obtained
- d. any prescribed drug not being used for the prescribed purpose
- e. any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer
- f. any drug being used for a purpose not in accordance with bona fide medical therapy

Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

**4.6 Legal drugs** means any prescribed or over-the-counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

**4.7 Reasonable belief** means a belief based on objective facts sufficient to lead a reasonable person to reach a particular conclusion, in this case to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may be manifested by such things as decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior or other facts. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations.

**4.8 Under the influence** means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.

## **5. Education**

**5.1 Supervisors and other management personnel are to be trained in:**

- a. Detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy;
- b. Intervening in situations that may involve violations of this policy;
- c. Recognizing the above activities as a direct job responsibility;

**5.2 Employees are to be informed of the:**

- a. Health and safety dangers associated with drug and alcohol use;
- b. Provisions of this policy.

## **6. Prohibited Activities**

### **6.1 Legal Drug**

- a. An employee whose medical therapy requires the use of a legal drug that may have an effect on the employee's work performance must report such use to his or her supervisor prior to the performance of Grace business. The supervisor who is so informed

will contact human resources for guidance.

While employees need not inform management of all medications taken, it is better to err on the side of disclosure if the medication may have an effect on work performance.

- b. Grace at all times reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employee's work activity or presence at the workplace accordingly.

**6.2 Illegal Drugs and Alcohol.** The use, sale, purchase, transfer, or possession of an illegal drug or of alcohol by any employee while on Grace premises or while performing Grace business is prohibited.

## **7. Discipline and Legal Sanctions**

- 7.1 Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on Grace premises or while on Grace business will be subject to disciplinary action, up to and including discharge.
- 7.2 Any employee who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to discipline up to and including discharge.
- 7.3 Any employee who is found to be in possession of drug paraphernalia in violation of this policy will be subject to discipline up to and including discharge.
- 7.4 Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including discharge except that, depending on the circumstances of the case and the employee involved, the employee may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by Grace. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Upon return to work from rehabilitation, the employee will be subject to unannounced drug or alcohol testing for a period of 60 months. Any test that is confirmed as positive during or following rehabilitation will result in discharge.
- 7.5 In addition to the disciplinary action by the College, local, state, and federal laws strictly outline penalties, including fines and jail terms, for the illegal use, possession or distribution of alcohol and drugs. Indiana and federal law provides for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, prior violations for such offenses, and a variety of other factors. Legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a

person under twenty-one years of age or within one thousand feet of the property of a college.

## **8. Drug and Alcohol Testing of Employees**

8.1 Grace will notify employees of this policy by:

- a. Providing to each employee a copy of the policy, and obtaining a written acknowledgement from each employee that the policy has been received and read.
- b. Announcing the policy in various written communications and making presentations at employee meetings.

8.2 Grace may perform drug or alcohol testing:

- a. Of any employee who manifests behavior that gives rise to a reasonable belief that the person is violating this policy.
- b. Of any employee who is involved in an accident that results or could result in property damage or personal injury.
- c. On a random basis of any employee.
- d. Of any employee who is subject to drug or alcohol testing pursuant to federal or state rules, regulations, or laws.

8.3 An employee is required to consent to submit to drug or alcohol testing as a condition of employment and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.

8.4 An employee may be suspended pending results of testing when Grace has a reasonable belief that this policy is being violated.

## **9. Appeal of a Drug or Alcohol Test Result**

9.1 An applicant or employee whose drug or alcohol test reported positive will be offered the opportunity of a meeting to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding is in error or could have resulted from some cause other than drug or alcohol use. Grace's human resources officials along with local health professionals, as appropriate, will judge whether an offered explanation merits further inquiry.

9.2 An employee whose drug or alcohol test is reported positive will be offered the opportunity to:

- a. Obtain an independent test, at the employee's expense, using the remaining portion of the specimen that yielded the positive result;
- b. Obtain the written test result and submit it to an independent medical review at the employee's expense.

9.3 The employee may use Grace's medical benefits, to the extent that coverage may apply, for

meeting the costs of (9.2.a) and (9.2.b)

9.4 During the period of an appeal and any resulting inquiries, the employment status of an employee may be suspended. An employee who is suspended pending appeal will be permitted to use any available annual leave in order to remain in an active pay status. If the employee has no annual leave or chooses not to use it, the suspension will be without pay.

## **10. Rehabilitation and Employee Assistance**

10.1 Rehabilitation assistance in lieu of discharge may be offered:

- a. To any employee who has requested rehabilitation assistance provided that the request is unrelated to an identification of the employee as a violator of this policy.
- b. To any employee who has violated this policy provided that the violation does not involve selling or transferring illegal drugs, or serious misconduct.

10.2 An employee who is in rehabilitation will be suspended, except that—when indicated by the circumstances of the case and the written recommendation of a licensed physician or recognized rehabilitation professional—an employee may be permitted to work while undergoing rehabilitation on an outside-of-work basis. The written recommendation must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-workers or others.

10.3 An employee whose rehabilitative therapy involves drug maintenance, hospitalization or detoxification will not be considered for the exception from suspension described in (10.2).

10.4 An employee who is in rehabilitation or who has completed rehabilitation may be allowed to return to work upon presentation of a written release signed by a licensed physician or recognized rehabilitation professional. The release must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-worker or others.

10.5 Rehabilitation assistance given by Grace will be:

- a. Limited to those medical benefits that may be available in the employee's medical benefits plan.
- b. Obtained through a rehabilitation program that has been pre-approved by Grace.
- c. Obtained by the employee during times that will not conflict with the employee's work time, except that the employee may use any available leave to be absent from the job with pay.

10.6 Grace will provide to any employee, upon request and at no cost to the employee,

information concerning local resources that are available for the treatment of drug and alcohol related problems.

## **11. Inspections and Searches**

- 11.1 Grace may conduct unannounced general inspections and searches for drugs or alcohol on Grace premises or in Grace vehicles or equipment wherever located. Employees are expected to cooperate.
- 11.2 Search of an employee and his or her personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy.
- 11.3 An employee is required as a condition of employment to consent to a search, and the employee's refusal to consent may result in disciplinary action, including discharge, even for a first refusal.
- 11.4 Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on Grace property may be turned over to the appropriate law enforcement agency and the full cooperation given to any subsequent investigation. Substances that cannot be identified as an illegal drug by a layman's examination may be turned over to a forensic laboratory for scientific analysis.
- 11.5 If an employee is the subject of a drug-related investigation by Grace or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

## **12. CONFIDENTIALITY**

All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by Grace as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.



## **Appendix E: Community Lifestyle Expectations**

### **GRACE COLLEGE AND SEMINARY Statement on Community Lifestyle Expectations Approved November 4, 2015**

Members of the Grace College and Seminary (Grace Schools) community are committed to the mission of the institution and to living in a manner that brings glory to the name of our Lord. To this end we agree to uphold the standards of the community as cited in this statement.

Since members of the Grace Schools community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local evangelical church, Christian loyalty to each other, and pursuit of the fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Our beliefs on all topics are based on scripture (2 Timothy 3:16); therefore, the Word of God is the final authority on all matters of *faith and conduct*. Members of the Grace Schools community work hard to demonstrate Christ-like attitudes and actions appropriate for mature Christians in their personal lives and in the life of the community. In seeking to live out the fruit of the Spirit (Galatians 5:22-23) rather than deeds of the flesh (Galatians 5:19-21), items expressly forbidden in the Scripture are not acceptable for members of the Grace Schools community. Examples include pride, greed, lust, slander, drunkenness, profane language, premarital sex, adultery, homosexual behavior, and prejudice (1 Corinthians 6:9-11). We affirm the holy institution of marriage as being between one man and one woman, rooted as it is in God's creation of man and woman and in the relationship of Christ and his church.

Grace Schools values the *worth and dignity of human life*. Having been made in the image of God (Genesis 1:27), those who learn, live, and/or work at the institution are expected to respect and uphold life-affirming practices that distinguish our faith community from other institutions of higher education, particularly for those who are vulnerable members of society. Consistent with a resolution of the Fellowship of Grace Brethren Churches (1982, 1996), Grace Schools believes that human life is worthy of respect and protection at all stages from the time of conception. The sanctity of human life is established by creation (Genesis 1:26-27), social protection (Genesis 9:6) and redemption (John 3:16).

Although Scripture does not provide specific teaching regarding all *social practices* in a given cultural setting, it does speak to our Christian responsibility in areas of conduct that may be harmful or spiritually offensive to ourselves or to others. In keeping with its objectives to develop moral and spiritual leadership, Grace Schools expects members of the community to demonstrate restraint and discretion in entertainment choices, social activities, and personal habits (Galatians 5:13-23), including substances that may harm our physiological and psychological well-being. Without question, the Christian should act in ways that honor the body, which is the temple of the Holy Spirit (Romans 12:1), and God's standard of purity; are morally uplifting; and guide us

to godliness through the use of spiritual disciplines including scripture reading, study, and application; prayer; worship; meditation; evangelism; serving; and stewardship.

All of us have sinned and fallen short of God's standards in one way or another (Romans 3:23), but if we ask for His forgiveness, His grace and mercy are extended to us (Ephesians 2:4–5). While recognizing the existence of temptation, sin, and lifestyles that are contrary to biblical truth, Grace Schools expects tangible evidence of *life transformation*, commitment to growth in Christ, and sound judgment based on biblical principles. Jesus was full of grace and truth (John 1:14) and, in striving toward His example, we seek as a spiritual community to demonstrate a balance of both.

As a community of believers, therefore, those at Grace Schools strive to carry out both individually and collectively the model for *conflict management and resolution* described in Romans. We make use of biblically-based practices such as arbitration, mediation, grace, restoration, forgiveness, and redemption to live at peace with each other (Romans 12: 16–21) and strive to resolve disagreements in private or within the Christian community using the biblical principles of 1 Corinthians 6:1–8, Matthew 5:23–34, and Matthew 18:15–20 as guidelines.

We acknowledge that God has placed institutions and individuals in positions of *authority* over Christians and our biblical response is one of submission (Romans 13:1–8). God and His word are our final authority and give us guidance in areas such as relationships, marriage, the church, human government, spiritual leaders, and employers. Our testimony in these matters of authority is powerful when our actions are based on biblical truth rather than individual gain. Our responsibility as citizens is submission, but we also have rights as citizens to protection; therefore, although there may be competing interests, we value the right to appeal decisions based on our biblically-informed conscience (Acts 5:29). Grace Schools, however, recognizes and supports only those individual and campus advocacy initiatives that are in alignment with biblical teaching as outlined in this *Statement on Community Lifestyle Expectations* and our *Covenant of Faith*.

Above all, we the members of the Grace Schools community are committed to accurately representing the Lord Jesus Christ on our campus, in our community, and to the ends of the earth.

I affirm my willingness to abide by the Grace Schools' *Statement on Community Lifestyle Expectations* and understand that policies related to these expectations are detailed in the *Student Handbook*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

## ***Appendix F: Pro-Health Programming***

### **Pro-Health Programming**

#### **Strategic Plan: Employee Work/Life Balance**

Grace has prioritized work/life balance for employees as part of its strategic plan. It conducts periodic employee surveys (2019, 2022, pending 2024). Staff committees analyze the results then make recommendations to cabinet to (a) promote work-life balance for employees and (b) improve employee satisfaction in the workplace. Action plans are implemented with periodic reports on the institutional actions taken in response to the survey.

#### **Health and Wellness Initiatives for Employees and Students**

Examples of health and wellness initiatives or information designed to promote a pro-social environment for employees and students include the following, which are advertised in campus e-newsletters to employees and to students.

#### **Employees**

##### **2021**

- Updates about actions addressing employee survey including employee engagement and work/life blend
- Healthier You Health and Mental Health Moments
- Employee group fitness opportunities (e.g., weight training, strong core) at Grace
- Community-based fitness opportunities
- Employee volunteer service opportunity
- Updates about institutional responses to employee survey, including work/life balance
- Languages of Appreciation Inventory (ways to show appreciation in the workplace)
- Employee Engagement Survey updates
- COVID testing and vaccination sites, including on-campus site
- Employee wellness screenings
- Self-care lunch-n-learn about compassion fatigue, self-care, and skills for people serving
- Spiritual Wellness workshop series for 2022

##### **2022**

- Spiritual Wellness series for 2022
- Updates on COVID-related testing, testing sites, protocols and other information
- Mental health moments, including reminder about EAP and self-care
- April newsletter series on Upstanding for Sexual Assault Awareness Month
- Inbody Scan – health and wellness understanding through a body composition analysis
- Summer employee group fitness
- Worker's Compensation Reporting
- EAP/Mental Health Moment on grief and other mental health topics from Bowen Center

- Wellness screenings for employees and spouses
- Using Teledoc for mental health needs

## Students

### 2021

- Food survey regarding dining facilities
- COVID surveillance testing, community testing announcements, on-campus vaccination site
- Blood drive volunteers
- Focus Group: Women's Health and Wellness
- Disability Awareness Fair
- Trauma-Informed Practices in Education event
- Winona Lake Park clean-up
- Women's Sexual Assault Support Group
- Virtual Life Stressors Support Group
- National Walking Day announcement
- Men's Sexual Assault Support Group
- Medical Housing information
- Health and Wellness Center hours of operation
- Financial hardship/emergency aid grant announcement
- National Eating Disorder Awareness week campaign announcement
- Various event offerings to encourage on-campus community
- Group fitness announcements
- Sunset yoga flow
- On-campus and local student service and ministry activities sponsored by Grace
- Affinity group announcements
- Dr. Mannia training on eating disorders for student athletes and coaches (9/30/21)
- Women's body image group – BeYOUtiful
- National Community Bike Ride
- Grief support group
- Women's Health Event for college-aged women
- Women only weight room hours
- *Together We Stand* meeting for students interested in working together to reduce mental health stigma and promote greater awareness related to mental health wellness on campus

### 2022

- YMCA memberships
- Medical housing request information
- Group fitness classes
- Weekly campus prayer time
- Set Free – interactive body image group experience to develop hope and resilience
- Diversity chat for bridge building, unity, togetherness

- April newsletter series on Upstanding for Sexual Assault Awareness Month
- Sunset yoga
- Fairly Fighting Couples Group
- Heart of the Hero support group for those with chronic illness or invisible physical condition
- RevToning fitness class
- Ben Bost, speaker in chapel and to all athletes regarding mental health
- People of Color group therapy (topics affecting mental health)
- Real Conversation about Women's Sexuality (closed educational group for women undergraduates)
- Advertisement of *High in Plain Sight: Substance Abuse Prevention Training*, a community-focused educational evening led by law enforcement to engage in prevention and to identify possible high-risk behaviors in youth.