



**PHOENIX COLLEGE**

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**A MARICOPA COMMUNITY COLLEGE**

**Phoenix College**

**2022**

**Bi-Annual Review**

**Alcohol and Other Drug Programs**

**(AOD)**

**Phoenix, AZ**

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# Preface

The Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by Phoenix College (PC) students and employees on its premises and as a part of any of its activities. At a minimum, each institution of higher education must distribute the following in writing to all students and employees annually:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students
- A clear statement that the institution will impose 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

The law further requires that the institution conduct a biennial review of its program with the following objectives: (1) determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if they are needed; and (2) ensuring the sanctions developed are enforced consistently.

The biennial review must also include a determination as to: (1) the number of drug and alcohol related violations and fatalities occurring on the campus or as part of its activities that are reported to campus officials; and (2) the number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Phoenix College, a college of Maricopa County Community College District (MCCCD), acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to determine if the College fulfills the requirements of the aforementioned Federal regulations.

Phoenix College Administration appointed a College Compliance Committee. One of the tasks assigned to that Committee was to review goals from the prior AOD biennial report and assess whether or not they were met. Additionally, the Committee reviewed program strengths and weaknesses that were identified in the prior report, and established new goals.

The members of Phoenix College's Compliance Committee for 2020-21 included:

- Eugene Ye, Director of Institutional Research
- Cecilia Quiroz, Interim Manager, Conduct & Compliance
- Deb Polak, Police Commander
- Sandra Matsusaka, Maintenance Operation Manager
- Gene Heppard, Director, Disability Resources & Services
- Julie Voller, Interim Dean, Student Affairs
- Heather Kruse, Interim Vice President, Student Affairs
- Michael Wainscott, Manager, Veteran Services

- Wilbert Nelson, Dean, Liberal Arts and Sciences
- Marc Surrarrer, Research Analyst
- Kristin Sergeant, Counseling Faculty
- Jonathan Berzins, Athletic Director
- Nicholas DelSordi, Faculty
- Brenda Stark, Director, Admissions & Records
- Doug Berry, Interim Vice President, Academic Affairs

The intent of this document is to:

1. Meet the legal requirement of conducting a biennial review.
2. Review and summarize the programs and activities related to alcohol and drug prevention during the 2020-2021 and academic years.

## **A. Descriptions of the AOD program elements**

### **1. Alcohol-Free Events**

As stated in the Abuse-Free Environment, AR 2.4.7, Maricopa County Community College District (MCCCD) closely aligns with the Drug-Free School and Communities Act of 1989 and other relevant substance abuse laws. As a college of MCCCD, Phoenix College upholds all federal, state, and District laws and policies limiting or restricting drug and alcohol use and abuse on campus. Listed below are the MCCCD Administrative Regulations that address an Abuse-Free Environment and the Use of Alcoholic Beverages:

- AR 2.4.7 – Abuse-Free Environment <https://district.maricopa.edu/regulations/admin-regs/section-2/2-4> AR 4.13
- Alcoholic Beverages-Usage Regulation <https://district.maricopa.edu/regulations/admin-regs/section-4/4-13>

Phoenix College offers a number of alcohol-free events, and activities are promoted throughout the campus by way of social media, posters, emails, fliers, information tables, and classroom announcements. These activities and events include, but are not limited to:

- Welcome Week activities
- Student club activities
- Commencement
- Student Success Fair
- Sponsored student government events
- Building openings and dedications
- Wellness events
- Career Days and Fairs
- University visits

## I. Creation of Service Learning or Volunteer Opportunities or Required Community Service Work

PC offers Service Learning opportunities, which are promoted in classes as well as through email.

Semester	Courses	Students Impacted
Spring '20	Bio 100 Bio 108 Lab Dental Hygiene Clinic I & III IPP 230 IPP 219 SWU 291 NUR 152	214
Fall '20	Education NUR 152 NUR 153	93
Spring '21	NUR 152 & 153	90
Fall '21	None	NA

Volunteer opportunities are provided by student clubs and activities, as well as in class projects for academic or volunteer credit.

- Food Pantry
- Mobile Distribution
- STD Project
- Christmas Project - Partnership with Salvation Army
- Dental Service Project
- Voter Registration
- Law Enforcement- Awareness
- ESL Class Volunteer program
- Clerical Work experience - Partnership with City of Phoenix
- FriendsGiving

## II. Alcohol-Free Campus Facilities

All campus spaces and facilities as are all Maricopa County Community College District buildings and properties, alcohol and drug-free in accordance with the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and comply with all federal, state, and local laws pertaining to controlled substances, including alcohol.

Phoenix College offers indoor and outdoor public lounge spaces at all campus sites in addition to cafés that serve breakfast, lunch, and dinner. A lactation/quiet room is open to students and staff in addition to academic support areas including the Computer Commons, Library, and Tutoring Center. Phoenix College also offers extended hours during evenings and weekends. All public spaces are open to students during this time, and the campus is staffed with College Police until 11pm.

PC offers a Student Union where students are encouraged to use the computers, participate in student forums, and congregate with other students. The Student Union is an alcohol-free setting.

### **III. Nonalcoholic Beverages Promoted at Events**

Phoenix College is dedicated to alcohol-free events and activities for students. No event mentions or promotes alcohol or other drugs.

## **2. Normative Environments**

### **I. Pro-health Messages Published and Visible on Campus Edits from Counseling and HR requested**

PC Wellness Committee and Counseling Department collaborates with faculty, staff, and students to support a campus environment that makes healthy choices acceptable, affordable, and easy. Students apply knowledge of healthy habit guidelines and their impact on brain function to write SMART Goals for healthy behaviors. The program has the following five principles:

- Healthy Eating
- Healthy Sleeping
- Physical Activity
- Substance Abuse Awareness and Prevention
- Stress Resiliency

The PC Wellness Committee and Counseling Department offers many activities throughout the academic year, such as resource and classroom visits, educational programming, and guest lectures. Fitness and Wellness also collaborates with other student activities and events such as *Welcome Week*, *Student Success Fair*, Student Life Wellness Events, and Student/Staff Health Screening that all include drug and alcohol awareness programming.

PC Wellness employees were encouraged to participate in the PC Bear Bucks program that includes the PC Bear Soles Walking Club and the PC Fitness Center Mile Club. Employees were presented with sit-to-stand desks.

The other activities are Wellness Maricopa related such as the annual:

- Health screenings
- Flu shots
- M.O.M. (Mobile Mammography)

- P.O.P. (Prostate exam) unit,
- Maintain Don't Gain activity for all campuses from Nov - Jan

The substance abuse component addressed:

- The definition of substance abuse: Use of a substance that results in a problem.
- MCCCDC and PC policies: Campus is completely substance, smoke, and tobacco-free.
- Prevention Practices: Healthy Sleep, Physical Activity, and taking time for Healthy Productive Pleasure.
- Prevention/Recovery Resources: PC Counseling and External Community Resources.

The campus encourages students and employees to pursue and support high academic standards. The PC Wellness Committee and Counseling Department supports this philosophy by encouraging engagement in healthy eating, healthy sleeping, physical activity, stress resiliency, and healthy pleasure in order to avoid unhealthy substances.

The Counseling Department will work with students individually on connecting them with substance abuse or chemical dependency services in the community, including inpatient and outpatient treatment facilities and individual treatment providers. Referrals to off-campus resources can include preventative resources. The Counseling Department has a number of funding resources available to students, and can work with or without insurance to connect students to needed support.

The Fitness Wellness Program also collaborates with the PC Service Learning Program to create opportunities for students to engage fellow students and encourage healthy choices. The philosophical base is that peer messages are more effective at motivating positive behaviors than authoritarian messages. Drug and Alcohol awareness and abuse prevention Service Learning projects typically occur during spring semester to coincide with *Alternative Spring Break* efforts, thus presenting a cohesive approach of prevention and service.

## Wellness Program S.W.O.T. Analysis

<b>Strengths</b>	<b>Weaknesses</b>
<p>Consistent holistic approach to well-being, which includes substance use awareness for both employees and students</p> <p>Collaboration with Student Life and International and Intercultural Education (IIE) to secure special funding for wellness / drug alcohol awareness events</p> <p><i>My Wellness 360</i> to generate health management meter, register for events and health challenges, and earn rewards</p> <p>Annual employee biometric testing for HealthRisk and Tobacco-Free Wellness Credits</p>	<p>No line item budget for student wellness programs to include substance abuse awareness</p> <p>Competition for funding due to static budgets combined with enrollment growth</p> <p>In person engagement difficult due to pandemic restrictions</p>
<b>Opportunities</b>	<b>Threats</b>
<p>Programs to promote healthy living correlates to an increased sense of well-being, reduced risk of disease, better academic performance, and improved engagement at work—all of which have a positive economic impact</p>	<p>Maintain AOD programs to comply with federal and state regulations</p>

## II. Academic Standards

PC provides certificates and degrees in academic and professional education or trade and technical training. The academic schedule includes course offerings during evenings and weekends. Classes may be credit hour, clock hour, non-credit, or continuing education. Instruction may be provided in person, online, or in hybrid format.

Maricopa Colleges strive to create a productive learning environment for all students. Students are advised of course content, instructor expectations, student responsibilities, and academic standards via the syllabus and student handbook/catalog.

Students are expected to come to all classes, to come to class prepared, to be on time, to have all required materials, to complete all homework, and to be ready to participate in classroom discussions and learning activities.



### **III. Faculty Encouraged to Engage in Higher Level Contact with Students**

All students are valued, and student success is of utmost importance. PC provides an Early Alert System called the CARE program to facilitate student success and retention through early detection and intervention when students experience problems affecting academic performance. Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol or drug use. Appropriate referrals are made to PC's Counseling Department for assistance with issues arising from smoking, drugs, or alcohol. Although it is designed as an early alert system, the CARE program also functions as a referral system and can connect students who are experiencing substance abuse or chemical dependency concerns with needed resources in the community and on campus.

The "I Will Graduate" fair encourages students to get to know faculty, staff, and classmates. Students who are connected are more likely to find support and encouragement resulting in successful completion of their educational goals.

Faculty provide students with enriched learning experiences and opportunities by incorporating service learning, community service, and civic responsibility into their curriculum.

### **IV. Student Leadership Promotes Positive, Healthy Norms**

Student Life and Leadership partners with PC Nursing staff and students to provide students with poster sessions on drugs and alcohol abuse and smoking/vaping. SLL provides workshops on domestic violence, sexual assault awareness and prevention. Student leadership hosted several events during this timeframe that provided information on drug and alcohol abuse, smoking/vaping, domestic violence, sexual assault awareness, and prevention. Students are educated about misperceptions of drinking norms.

### **V. Opportunities to Advise and Mentor Peers**

Students collaborate on group projects, form study groups, and otherwise support each other. PC offers opportunities for peer advocates programs to support student success.

## **3. Alcohol Availability**

### **I. Alcohol is Banned or Restricted on Campus**

Serving of alcoholic beverages is restricted at Phoenix College. In the years for which this report is concerned, no event(s) occurred in which alcohol was available. This required the express consent of the Chancellor of the Maricopa County Community College District. Phoenix College personnel are not permitted to purchase or transport alcohol. Administrative Regulation 4.13 prohibits the use of funds to purchase alcohol and the use of alcohol at College sponsored events. State law also regulates the

service, sale, distribution, and consumption of alcoholic beverages. In light of the law, Phoenix College does not permit the use, sale, or distribution of alcoholic beverages.

## **II. Alcohol Use is Prohibited in Public Places**

Phoenix College maintains a drug, alcohol, and tobacco-free campus. No alcohol is permitted in public places or elsewhere on campus.

## **III. Delivery or Use of Kegs or Other Common Containers is Prohibited on Campus**

Phoenix College prohibits alcohol on campus in any form.

# **4. Marketing and Promotion of Alcohol**

## **I. Alcohol Advertising on Campus is Banned or Limited**

Phoenix College campus banned advertisements of alcohol or alcoholic beverages.

## **II. Alcohol Industry Sponsorship for On-Campus Events is Banned or Limited**

There are no events on campus, which are alcohol-industry sponsored.

## **III. Alcohol Promotions with Special Appeal to Underage Drinkers is Banned or Limited**

Phoenix College does not participate in promotions related to drinking, underage or otherwise. Phoenix College main campus and sites are located in neighborhood settings, including bars, restaurants, hotels, and other establishments that are licensed to serve liquor to their customers. However, PC does not participate in any promotions related to drinking, underage or otherwise.

## **IV. Alcohol Promotions that Show Drinking in High-Risk Contexts is Banned or Limited**

Phoenix College does not participate in promotions related to drinking.

## **V. Pro-Health Messages that Counterbalance Alcohol Advertising are Required**

Phoenix College maintains a drug, alcohol, and tobacco free campus. Please see Section 2. Normative Environments | Pro-health Messages.

# **5. Policy Development and Enforcement**

- I. [Crime Reporting & Prevention](#)
- II. [October 1, 2022 ARS Report](#)
- III. [AOD Related Policies](#)

IV. Crimes/Incidents Reported

A. There was one incident reported in the Spring of 2020 that involved alcohol.

## B. Statement of AOD program goals

Rather than pursuing stand-alone AOD programs, wellness is approached on a holistic basis where all five principles (Healthy Eating, Healthy Sleeping, Physical Activity, Substance Abuse Awareness and Prevention, and Stress Management and Resiliency to Stress) are incorporated into the various programs and events that are hosted. In addition to the message encouraging building resilience to the temptation for using substances, the PC Wellness Committee and Counseling Department also reinforces to students and employees that MCCC and PC policies prohibit substance use on campus and that there are disciplinary processes for violations. These policies are in place to support the optimal healthy learning environment for everyone on campus.

2020-21 and 2021-22 AOD Program Goals	Accomplishments
<p>Wellness is approached on a holistic basis where all five principles (Healthy Eating, Healthy Sleeping, Physical Activity, Substance Abuse Awareness and Prevention, and Stress Management and Resiliency to Stress) The Counseling department presented workshops to the campus community addressing the five principles.</p>	<ul style="list-style-type: none"> <li>● Presented on dealing with family separation</li> <li>● Engaged in Take back the night event programming (sexual assault awareness)</li> <li>● Stress management</li> <li>● Sleep hygiene</li> <li>● Crucial conversations</li> <li>● Campus Care (identifying students at risk/substance use)</li> <li>● Presentation regarding coping with loss</li> <li>● Stress management presentations to various academic departments</li> <li>● Crucial conversations to Nursing students</li> <li>● Sleep hygiene</li> </ul>

As a result:

- a. PC employees and students are aware of the negative effects of alcohol and other drug use/abuse.
- b. PC employees and students are aware of the early signs and symptoms of alcohol and other drug use/abuse.

- c. PC employees and students are aware of the campus and community resources for prevention of and recovery from alcohol and other drug use/abuse.
- d. PC employees and students are aware of PC and MCCCDC enforcement policies and procedures regarding alcohol and other drug use.

## **C. Summaries of AOD program strengths and weaknesses.**

### **1. Summary of AOD Program Strengths**

- PC consistently enforces District policy and local laws by working with College Police.
- A letter regarding Drug and Alcohol Abuse Prevention is emailed to currently enrolled students on an annual basis.
- An annual notification of AOD reporting is sent to students via their Maricopa email.
- PC is in compliance with the Drug-Free Schools and Campuses Act.
- MCCCDC policy prohibits alcohol use on campus and at College-sponsored events.
- MCCCDC is a Tobacco-Free campus.
- PC's College Police webpage posts MCCCDC policy regarding illicit drugs and alcohol, as well alcohol and drug use prevention programs.
- MCCCDC Student Conduct Code and Staff Policy Manual address alcohol and illegal drug possession, distribution and use both on and off campus as well as sanctions for policy violations.

### **2. Summary of AOD Program Weaknesses**

- College needs to institutionalize Alcohol and Other Drug programming and identify institutional funds to support programming.
- Although PC's Fitness and Wellness Program incorporates substance prevention and awareness in the holistic approach to wellness programming, there is a lack of specific AOD educational programming
- Although PC has developed or is developing various AOD programs for students, there has yet to be an effort in developing programming for employees

## **D. Procedures for distributing annual AOD notification to students and employees.**

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that PC provide knowledge and guidelines about the prevention, control, and treatment of the abuse or misuse of alcohol, illegal, and legal drugs.

Local, state, and federal laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug- and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment

- New employees are provided a link to the Employee Handbook online for their reference which outlines:
  - Standards of conduct.
  - Annual acknowledgement of Employee Drug and Alcohol Abuse Prevention.
- The following notifications of alcohol and drug-related policies and regulations in addition to resources can be found at the Maricopa County Community College District website:  
<https://district.maricopa.edu/regulations/admin-regs/section-2/2-4>
  - A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
  - Health risks associated with the abuse of alcohol or use of illicit drugs.
  - A list of alcohol programs that are available to employees and students and a clear statement that the IHE (institution of higher education) will impose disciplinary sanctions on students and employees for violations of the standards of conduct.
- New students are provided a letter when they first enroll at a MCCCCD institution and thereafter every 365 days (letter is attached in **Appendix:**  
**A) AOD Policy and Distribution**  
AR 4.14 - Motor Vehicle Usage  
<https://district.maricopa.edu/regulations/admin-regs/section-4/4-14>

#### **Staff Policy Manual**

[https://cdn.maricopa.edu/documents/pdf/hr/handbooks/Staff Policy Manual.pdf](https://cdn.maricopa.edu/documents/pdf/hr/handbooks/Staff_Policy_Manual.pdf)

A-4 – Employment Standards

A-18 – Drug Free Workplace

C-4 – Progressive Discipline

#### **AR 2.5 – Student Rights and Responsibilities**

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-5>

### Article III: Prohibited Conduct; 3. Conduct – Rules and Regulations

G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or MCCCCD website.

H. Violation of federal, state or local law.

I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.

J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

#### Article IV: Student Conduct Code Procedures; 2. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.

ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.

iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.

iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)

vi. **College Suspension** - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

vii. **College Expulsion** - permanent separation of the student from all the colleges in the District

Use of alcohol and drugs can cause negative physical and mental effects including: poisoning, blackouts, damage to vital organs, overdose and death, depression, psychosis, severe anxiety, and inability to learn and remember information. Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. The following resources are available to help:

Counseling services are available at Phoenix College. Students can call the Phoenix College Counseling Office at 602.285.7392 or visit: <https://www.phoenixcollege.edu/current-students/support-services/counseling>

[Al-Anon](https://www.phoenixcollege.edu/current-students/support-services/counseling): 1-800-356-9996

## **E. Recommendations for revising AOD programs.**

- Expand in-classroom alcohol and other drug education.
- Establish regular education and awareness programs
- Establish an institutional budget for AOD programming.
  - i. Partnership funding may be available through Student Life, International Education, and Employee Wellness.
- Develop on-going programming focused on raising awareness of the dangers, signs and symptoms, resources for prevention and recovery and enforcement of policies and procedures regarding alcohol and other drug use.
  1. Expansion with Student Life and Leadership to reach students.
  2. Incorporate AOD awareness into College Success Week and Student Success Fair.
  3. Institute annual awareness and education through Employee Wellness.
- PC's Compliance Committee will continue to review, monitor, and adjust our AOD Program as warranted

## **Appendix**

### **A. Sample Student Letter on Drug and Alcohol Abuse Prevention**

Dear Student:

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that we provide knowledge and guidelines about the prevention, control, and treatment of the abuse or misuse of alcohol, illegal, and legal drugs.

Local, state, and federal laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

In the student handbooks of the Maricopa Community Colleges under the Code of Conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

Sanctions for Violation of Standards of Conduct Disciplinary actions include, but are not limited to:

- i. Warning
- ii. Loss of privileges
- iii. Suspension
- iv. Expulsion

Use of alcohol and drugs can cause negative physical and mental effects including: poisoning, blackouts, damage to vital organs, overdose and death, depression, psychosis, severe anxiety, and inability to learn and remember information. Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. The following resources are available to help:

- Counseling services are available at Phoenix College. Students can call the Counseling Office at 602-285-7392 or visit: <https://www.phoenixcollege.edu/current-students/support-services/counseling>
- Al-Anon at 1-800-356-9996
- National Institute on Drug Abuse Hotline at 1-800-662-4357

Additionally, the Federal regulations require that students read and acknowledge the receipt of this information. By opening this message you are acknowledging receipt.

Thank you,

Maricopa Community Colleges

## **B. Employee Letter on Drug and Alcohol Abuse Prevention**

Dear Employee:

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that we provide knowledge and guidelines about the prevention, control, and treatment of the abuse or misuse of alcohol, illegal, and legal drugs.

Local, state, and federal laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Besides the sanctions imposed by federal and state courts concerning controlled substance violation(s), the college will respond administratively when the offense involves a student or employee as the offender. Students and employees are subject to applicable District policies and disciplinary procedures. Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCDCD premises, while conducting MCCCDCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCDCD; and use of illegal drugs

Use of alcohol and drugs can cause negative physical and mental effects including: poisoning, blackouts, damage to vital organs, overdose and death, depression, psychosis, severe anxiety, and inability to learn and remember information. People who experiment with drugs, alcohol,



and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. The following resources are available to help:

- Maricopa Community College's Employee Assistance Program (EAP):MHN at 1-800-603- 2970
- [Al-Anon](#) at 1-800-356-9996
- [National Institute on Drug Abuse](#) Hotline at 1-800-662-4357

Additionally, the Federal regulations require that employees read and acknowledge the receipt of this information. By opening this message, you are acknowledging receipt.