



Tulsa Community College recognizes its responsibility as an educational institution to promote a healthy, productive learning and working environment. To that end, and based upon policies established by the Tulsa Community College Board of Regents and State and Federal laws, the College has established a program to aid in the prevention of drug and alcohol abuse by its students and employees.

The Chief Human Resources Officer and the Office of the Vice President of Student Success and Equity have been assigned the coordination of this policy for TCC. Should you have any questions regarding this policy, please feel free to contact either of them at 918-595-7859 or 918-595-7524.

For more information and additional resources on Alcohol and Substance Abuse Awareness, visit us at: [www.tulsacc.edu/AlcoholAwarenessResources](http://www.tulsacc.edu/AlcoholAwarenessResources)



For more information on TCC's Drug and Alcohol Prevention Program, visit us at: [www.tulsacc.edu/drug-and-alcohol-prevention](http://www.tulsacc.edu/drug-and-alcohol-prevention)



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**TULSA  
COMMUNITY  
COLLEGE**

# Drug and Alcohol Prevention Program for Students and Employees



# Activities Prohibited by Tulsa Community College

Tulsa Community College prohibits the unlawful manufacture, distribution, dispensation, possession or use of drugs and alcohol in the workplace, on College property, or as part of College-sponsored activities. Provided however, the use of alcohol may be permitted by the College at College-sponsored or College-authorized activities as approved by the Senior Vice President and Chief Academic Officer and the Vice President for Administration.

## Health Risks

Serious health risks associated with the use of drugs or the abuse of alcohol include, but are not limited to: addiction to or dependency upon the substance, memory loss, liver failure, kidney failure, cancer of the kidney or liver, personal injuries while under the influence, infectious diseases including AIDS (if needles or other delivery devices are shared), a lowered immune system, heart damage, loss of ability to concentrate or reason, personality changes, hallucinations, delusions, depression, inability to sleep or to remain awake, loss of judgment, and death. The use of drugs or alcohol before or during pregnancy can lead to birth defects or death to the children involved.



## Available Counseling, Prevention and Educational Programs

The following counseling, prevention and educational programs are available to students and employees:

- Students and employees may obtain educational literature with respect to alcohol and drug abuse from Student Life and Wellness Services.
- Employees also may obtain educational literature with respect to alcohol and drug abuse from the Employee Assistance Program or Human Resources department.
- Students needing assistance on a voluntary basis are encouraged to contact Dean of Student Success and Campus Operations, or Wellness Services at [wellness@tulsacc.edu](mailto:wellness@tulsacc.edu). Any assistance provided is confidential and includes referral to outside professional services.
- Students may also be referred for assistance by their instructor, advisor, Director of Civil Rights Compliance/ Title IX Coordinator or Dean of Student Success and Campus Operations. Anyone referred for assistance must make an appointment with Dean of Student Success and Campus Operations office. Failure to make an appointment upon referral may result in disciplinary action in accordance with College policies.
- Employees needing assistance on a voluntary basis are encouraged to contact the Employee Assistance Program by calling 1-800-327-2251.
- Employees may also be referred for assistance by their supervisor to the Employee Assistance Program or Human Resources. Failure to make an appointment upon referral may result in disciplinary action in accordance with College policies.
- The College provides various Drug and Alcohol Awareness Programs to employees and students each year. Human Resources, Academic Affairs, and Student Success and Equity collaborate to provide educational programming throughout the academic year.

Tulsa Community College is committed to establishing an environment for its students and employees that fosters inclusion, values equity and diversity, embraces and respects the dignity of people, and provides equal educational and employment opportunity. In compliance with all applicable federal and state laws and regulations the College does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid and educational programs, activities, or services. The Civil Rights Compliance Administrator/ Title IX Coordinator, 909 S. Boston Ave. Tulsa, Oklahoma: Phone 918-595-7907; email: [TCCnondiscrimination@tulsacc.edu](mailto:TCCnondiscrimination@tulsacc.edu) has been designated to handle inquiries regarding non-discrimination inquiries regarding sex discrimination, including harassment, sexual assault, pregnancy, violence, and stalking.

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## Legal Sanctions

Federal and state laws impose severe penalties on those who unlawfully manufacture, distribute, dispense, possess, or use drugs or alcohol. The potential sanctions may depend on the quantity of the drug involved and whether the charge is made under state or federal law. Potential sanctions include, but are not limited to: fines, incarceration and/or community service requirements. Convictions become a part of an individual's criminal record and may preclude certain career opportunities.

In addition to criminal penalties, a person may become liable for personal injuries or property damage that occurs because he/she unlawfully sells or in some circumstances, furnishes drugs or alcohol to another person. This liability may include liability for injuries or death of the person to whom the drugs or alcohol were furnished, and may include liability to third persons who are injured or suffer property damage by the actions of a person who was furnished drugs or alcohol.

For students additional information regarding sanctions can be found under MyTCC, Safety and Wellness, Student Resources/ student handbook/student code of conduct.

For employees additional information regarding sanctions can be found under MyTCC, Employee, Employee Details and Time Reporting, Human Resources, Drug and Alcohol Prevention Program.

## Enforcement

The College will impose disciplinary sanctions on students and employees who unlawfully manufacture, distribute, dispense, possess or use drugs or alcohol in the workplace, on College property, or as part of a College-sponsored event. Violations of these standards of conduct may result in referral for criminal prosecution, a requirement of satisfactory completion of an appropriate drug or alcohol rehabilitation program, warning, probation, loss of privileges, fine, restitution, discretionary sanctions, college program/service probation, college program/service suspension, suspension, or expulsion and disciplinary action up to and including termination from employment. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

Employees are required to notify their supervisor of a criminal conviction for a drug-related offense no later than five (5) calendar days following the conviction.

Employees have the responsibility to refrain from performing sensitive safety functions while a prohibited drug or alcohol is in their system.

Information related to the Drug and Alcohol Prevention Program is distributed annually to employees and students; is available online through MyTCC; included in the student and employee handbooks; and is available for review in the following offices: Student Life, Dean of Student Success and Campus Operations, Human Resources and Campus Police.

