



UNIVERSITY OF  
**SOUTH CAROLINA**  
PALMETTO COLLEGE

## **Drug-Free Schools and Campuses Regulations [Edgar Part 86]**

### **Biennial Review Policies and Procedures**

The administrations of Palmetto College (PC) and the Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union) certify that they have adopted and implemented an alcohol and other drug (AOD) prevention program for their students and employees that, at a minimum, includes –

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

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students.
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

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

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

**Palmetto College and the Palmetto College campuses provide annual notification to all students, faculty, and staff of their alcohol and other substance policy through email messaging two times per year (October 1 and February 1, see samples on next page).** The messages are distributed through Human Resources and Student Affairs. This notification includes direct links to the following university policies:

- Human Resources 1.01 [Drug-Free Workplace Policy](#) [pdf]
- Student Affairs 3.02 [Alcohol Policy and Guidelines for the University Community](#) [pdf]
- PC campuses' [Student Codes of Conduct](#) Pages 60 to 104 [pdf]
- Student Affairs 3.18 [Drug Policy for University Students](#) [pdf]

The notification also includes information about and links to applicable state and federal law and explicit mention of the risks associated with the misuse of alcohol, illegal drugs, prescription medications, and other substances. Within the notification are direct links to resources for both students and employees who wish to voluntarily obtain assistance for substance dependency or misuse while also making note of the sanctions and consequences for students and employees who are not in compliance with university policy.

Beyond email message notifications, the PC campuses will also use various venues and settings to share messaging to educate about and prevent abuse of alcohol and other drugs. These venues may include the following: new student orientations, UNIV 101 course sections, TRiO—Opportunity Scholars Programs and Activities, and other ad hoc special activities and events related to AOD safety and security.

### **Biennial Reviews**

Sub-committees on each Palmetto College campus serve as a biennial review work group. Committee members generally include those serving in these respective positions or designee:

- Associate Dean for Academic and Student Affairs
- Human Resources Director
- Director of Law Enforcement and Security

The committee meets as necessary with the following objectives:

- 1) to gather information and determine the effectiveness of AOD prevention/education efforts,
- 2) to review the previous biennial review and develop a list of any recommendations for the next biennium, with actionable objectives in each area to note and track improvements to the process.

Biennial Reviews are submitted every two years by October 1 and are archived on the Campus Security Statistics Reports webpages of the Palmetto College campuses.

[Lancaster](#)

[Sumter](#)

[Salkehatchie](#)

[Union](#)

## Email notifications sent twice a year to employees and students:

### EMPLOYEES:

The Federal Drug Free Workplace Act of 1988, the Drug Free Schools and Communities Act and its amendments of 1989, the Higher Education Reauthorization Act, and EDGAR 86 require all federal grant recipients to certify a drug-free environment.

Dear Employees:

Palmetto College and the Regional Palmetto Colleges strive to provide the optimum combination of teaching, research, cocurricular learning, service, and campus life. For this combination to occur, health and wellness must thrive. Palmetto College and the Regional Palmetto Colleges remain dedicated to complying with the Drug-Free Schools and Communities Act, EDGAR 86, and all related provisions.

Alcohol, tobacco, and drug policies and programs apply to administrators, faculty, staff, and students. Palmetto College and the Regional Palmetto Colleges adopt and provide programs “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.” In addition, the University refers employees and students to professionals and resources that enhance health and personal efficacy. Take advantage of these resources to promote wellness while avoiding harmful habits that come from abusing alcohol, tobacco, and drugs.

You will want to read and remember the following information for developing a healthier and happier community of scholars!

An **annual notification** is necessary to specify the following issues:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
  1. [https://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/documents/students/student\\_right\\_to\\_know.pdf](https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf)
2. A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
  1. **Federal sanctions include:**
  2. <https://www.law.cornell.edu/uscode/text/21/844>
  3. <https://www.criminaldefenselawyer.com/crime-penalties/federal/Possession-Controlled-Substance.htm>
  4. **State of South Carolina sanctions include:**
  5. It’s a misdemeanor to possess lysergic acid diethylamide (LSD) or a Schedule I or II narcotic controlled substance category in SC. Penalties differ depending on the number of offenses. If this is your first offense, a fine of up to \$5,000 or two years in jail or both is the penalty. Marijuana is a Schedule I drug.
  6. A second offense is a felony. The fine is as much as \$5,000 or up to five years in prison or both.
  7. Each successive offense raises the fine, though not the jail time. Three offenses or more is a fine of up to \$10,000, and up to five years in prison or both.

8. Other Schedule I, II, III, IV, or V controlled dangerous substance is a misdemeanor for possession, with the exception of cocaine. A first offense penalty is a fine of up to \$1,000 or up to six months in jail or both.
  9. A second offense or more incurs fines of up to \$2,000 or up to one year in jail or both.
  10. A first offense of cocaine possession is a misdemeanor. The fine is up to \$5,000 or up to three years in prison or both. As with the other narcotics, a second offense is a felony.
  11. The penalty carries a fine of up to \$7,500, as much as three years in prison or both. A third offense or more of cocaine possession has a penalty of up to \$12,500 or up to 10 years in prison or both.
  12. If you're caught in possession of more than one gram of cocaine, judges presume intent to sell. This carries harsher penalties.
3. A description of the health risks associated with the abuse or use of illicit drugs.
    1. Page-7 of the Annual Security and Right to Know Report link below:  
[https://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/documents/students/student\\_right\\_to\\_know.pdf](https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf)
  4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to students and employees.
    1. Pages 14-18 of the Annual Security and Right to Know Report link below:  
[https://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/documents/students/student\\_right\\_to\\_know.pdf](https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf)
  5. A clear statement that the Institution of Higher Education (IHE) will impose disciplinary sanctions for the violations of these standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.
    1. Pages 7-8 of the Annual Security and Right to Know Report link below:  
[https://www.sc.edu/about/system\\_and\\_campuses/palmetto\\_college/internal/documents/students/student\\_right\\_to\\_know.pdf](https://www.sc.edu/about/system_and_campuses/palmetto_college/internal/documents/students/student_right_to_know.pdf)
    2. Palmetto College and the Regional Palmetto Colleges will impose a variety of sanctions if a student has violated the Student Code of Conduct. Sanctions are determined by a preponderance of the evidence in the context of 3 criteria: the severity of the infraction, the case history of the student and the attitude of the student during the conduct process.
      1. Sanctions can include: Probation, Social Probation, Online education, Fines, Research Papers, Loss of campus privileges, Mandatory Drug Testing, Required Alcohol-Drug Counseling, Residence Hall relocation, Residence Hall suspension, Suspension and Expulsion.

## STUDENTS:

Dear Student:

You are receiving this email because as an enrolled or prospective student of the University of South Carolina, you have the right to know certain information about the university.

Palmetto College and the Regional Palmetto Colleges strive to provide the optimum combination of teaching, research, cocurricular learning, service, and campus life. For this combination to occur, health and wellness must thrive. Palmetto College and the Regional Palmetto Colleges remain dedicated to complying with the Drug-Free Schools and Communities Act, EDGAR 86, and all related provisions.

Alcohol, tobacco, and drug policies and programs apply to administrators, faculty, staff, and students. Palmetto College and the Regional Palmetto Colleges adopt and provide programs "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities." In addition, the University refers employees and students to professionals and resources that enhance health and personal efficacy. Take advantage of these resources to promote wellness while avoiding harmful habits that come from abusing alcohol, tobacco and drugs.

The following information is provided for developing a healthier and happier community of scholars!

An **annual notification** is necessary to specify the following issues:

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
  - [Annual Security and Right to Know Report 2019-2020 \[pdf\]](#)
2. A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
  - **Federal sanctions** include:
    - [Penalties for Simple Possession](#)
    - [Possession of a Controlled Substance: Drug Possession Laws](#)

- **State of South Carolina sanctions** include:
  - It's a misdemeanor to possess lysergic acid diethylamide (LSD) or a Schedule I or II narcotic controlled substance category in SC. Penalties differ depending on the number of offenses. If this is your first offense, a fine of up to \$5,000 or two years in jail or both is the penalty. Marijuana is a Schedule I drug.
  - A second offense is a felony. The fine is as much as \$5,000 or up to five years in prison or both.
  - Each successive offense raises the fine, though not the jail time. Three offenses or more is a fine of up to \$10,000, and up to five years in prison or both.
  - Other Schedule I, II, III, IV, or V controlled dangerous substance is a misdemeanor for possession, with the exception of cocaine. A first offense penalty is a fine of up to \$1,000 or up to six months in jail or both.
  - A second offense or more incurs fines of up to \$2,000 or up to one year in jail or both.
  - A first offense of cocaine possession is a misdemeanor. The fine is up to \$5,000 or up to three years in prison or both. As with the other narcotics, a second offense is a felony.
  - The penalty carries a fine of up to \$7,500, as much as three years in prison or both. A third offense or more of cocaine possession has a penalty of up to \$12,500 or up to 10 years in prison or both.
  - If you're caught in possession of more than one gram of cocaine, judges presume intent to sell. This carries harsher penalties.

3. A description of the health risks associated with the abuse or use of illicit drugs.

- [Page-9 of the Annual Security and Right to Know Report \[pdf\]](#)

4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to students and employees.
  - [Pages 14-18 of the Annual Security and Right to Know Report \[pdf\]](#)
  
5. A clear statement that the Institution of Higher Education (IHE) will impose disciplinary sanctions for the violations of these standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.
  - [Pages 7-8 of the Annual Security and Right to Know Report \[pdf\]](#)
  - Palmetto College and the Regional Palmetto Colleges will impose a variety of sanctions if a student has violated the Student Code of Conduct. Sanctions are determined by a preponderance of the evidence in the context of 3 criteria: the severity of the infraction, the case history of the student and the attitude of the student during the conduct process.
    - Sanctions can include: Probation, Social Probation, Online education, Fines, Research Papers, Loss of campus privileges, Mandatory Drug Testing, Required Alcohol-Drug Counseling, Residence Hall relocation, Residence Hall suspension, Suspension and Expulsion.

In addition to the Drug-Free School and Communities Act, we have provided information, in accordance with the Higher Education Opportunity Act, about financial aid [consumer information](#) for you on our website. You may also [download a PDF version of the Consumer Information \[pdf\]](#). Other than reviewing this information, there is no additional action that you need to take.

If you need assistance obtaining the consumer information listed on the website or wish to receive a paper copy of the Consumer Information, please contact the Financial Aid Office at your campus.

#### **USC Lancaster**

Campus Phone: (803) 313-7068

Website: <http://usclancaster.sc.edu/>

#### **USC Salkehatchie**

West Campus-Allendale, SC

Campus Phone: (803) 584-3446

East Campus-Walterboro, SC

Campus Phone: (843) 549-6314

Website: <http://uscsalkehatchie.sc.edu/>

**USC Sumter**

Campus Phone: (803) 938-3840

Website: <http://uscsumter.sc.edu/>

**USC Union**

Campus Phone: (864) 429-8024

Website: <http://uscunion.sc.edu/>

We look forward to assisting you.

**Financial Aid Office**

*Due to the large number of emails that are distributed across our campus community, full distribution can take several hours which means that receipt times vary. If you are made aware of email messaging that you have not yet received, please be patient, as your email message is likely on its way.*