1. Does the institution maintain a copy of its drug prevention program? Yes ☒ No ☐
   If yes, where is it located?
   Office of Student Life, May Hall 207
   DSU Website

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
   a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities
      Students: Yes ☒ No ☐
      Staff and Faculty: Yes ☒ No ☐
   
   b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
      Students: Yes ☒ No ☐
      Staff and Faculty: Yes ☒ No ☐
   
   c. A description of applicable legal sanctions under local, state, or federal law
      Students: Yes ☒ No ☐
      Staff and Faculty: Yes ☒ No ☐
   
   d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs
      Students: Yes ☒ No ☐
      Staff and Faculty: Yes ☒ No ☐
   
   e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions
      Students: Yes ☒ No ☐
      Staff and Faculty: Yes ☒ No ☐

   Any comments or clarifications on items 2 a-e:

3. Are the above materials distributed to students in one of the following ways?
   a. Mailed to each student (separately or included in another mailing)
      Yes ☐ No ☒
   
   b. Through campus post offices boxes
      Yes ☐ No ☒
   
   c. Class schedules which are mailed to each student
      Yes ☐ No ☒
   
   d. During freshman orientation
      Yes ☒ No ☐
e. During new student orientation
   Yes ☒  No ☐

f. In another manner
   Yes ☒  No ☐

Any comments or clarifications on items 3 a-f:
Information concerning our alcohol and drug sanctions are covered during move-in weekend floor meetings, it is also included during presentations in freshmen seminar class rooms and with athletic teams.

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?
   Yes ☒  No ☐

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?
   Yes ☒  No ☐

6. Are the above materials distributed to staff and faculty in one of the following ways?
   a. Mailed
      Staff: Yes ☐  No ☒  Faculty: Yes ☐  No ☒
   b. Through campus post office boxes
      Staff: Yes ☐  No ☒  Faculty: Yes ☐  No ☒
   c. During new employee orientation
      Staff: Yes ☒  No ☐  Faculty: Yes ☒  No ☐
   d. In another manner (HR emails employees on an annual basis. )

Any comments or clarifications on items 6 a-d:

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?
   Staff: Yes ☒  No ☐  Faculty: Yes ☒  No ☐

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
   Staff: Yes ☒  No ☐  Faculty: Yes ☒  No ☐

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?
a. **Conduct student alcohol and drug use survey**
   - Yes ☒ No ☐

b. **Conduct opinion survey of its students, staff, and faculty**
   - Students: Yes ☐ No ☒
   - Staff and Faculty: Yes ☐ No ☒

c. **Evaluate comments obtained from a suggestion box**
   - Students: Yes ☐ No ☒
   - Staff and Faculty: Yes ☐ No ☒

d. **Conduct focus groups**
   - Students: Yes ☐ No ☒
   - Staff and Faculty: Yes ☐ No ☒

e. **Conduct intercept interviews**
   - Students: Yes ☐ No ☒
   - Staff and Faculty: Yes ☐ No ☒

f. **Assess effectiveness of documented mandatory drug treatment referrals for students and employees**
   - Students: Yes ☐ No ☒
   - Staff and Faculty: Yes ☐ No ☒

g. **Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees**
   - Students: Yes ☒ No ☐
   - Staff and Faculty: Yes ☒ No ☐

Any comments or clarifications on items 9 a-g:

10. **Who is responsible for conducting the biennial reviews?**
    Director of Student Life, Keith James

11. **If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?**
    Yes ☒ No ☐

12. **Where is the biennial review documentation located?**
    - Name: Keith James
    - Title: Director of Student Life
    - Department: Office of Student Life
    - Phone: 701-483-2391
    - Email: keith.w.james@dickinsonstate.edu

13. **Comments or clarifications on any above items:**
    Nothing else to add.