

Biennial Review of City Colleges of Chicago Alcohol and Other Drug Programs 2020-2021 & 2021-2022 Academic Years

RICHARD J. DALEY COLLEGE

CITY COLLEGES OF CHICAGO

HAROLD WASHINGTON COLLEGE

CITY COLLEGES OF CHICAGO

KENNEDY-KING COLLEGE

CITY COLLEGES OF CHICAGO

MALCOLM X COLLEGE

CITY COLLEGES OF CHICAGO

OLIVE-HARVEY COLLEGE

CITY COLLEGES OF CHICAGO

HARRY S TRUMAN COLLEGE

CITY COLLEGES OF CHICAGO

WILBUR WRIGHT COLLEGE

CITY COLLEGES OF CHICAGO

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City Colleges of Chicago Mission

City Colleges of Chicago (CCC) delivers exceptional learning opportunities and educational services for diverse student populations in Chicago.

We enhance knowledge, understanding, skills, collaboration, community service and life-long learning by providing a broad range of quality, affordable courses, programs, and services to prepare students for success in a technologically advanced and increasingly interdependent global society.

We work proactively to eliminate barriers to employment and to address and overcome casual factors underlying socio-economic disparities and inequities of access and graduation in higher education.

Biennial Review Committee Members

- Dr. Stephanie L. Krah, Vice Chancellor, Student Experience
- Vania Doss, Director, Student Affairs
- Anne Kennedy, Executive Director- Communications
- Anne Althoff, District Director, Student Wellness
- Velma Guerrero, Director – Security Operations & Compliance
- Michelle Adams, Dean of Student Services, Olive-Harvey College
- Jacquelyn Werner, Dean of Student Services, Harold Washington College
- Lisa A. Willis, Dean of Student Services, Malcolm X College
- Romell Murden-Woldu, Dean of Student Services, Wright College
- Mary Ann Soley, Dean of Student Services, Truman College
- Dr. Allison C. Rose, Dean of Student Services, Kennedy King College

Overview

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

- 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.

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) to ensure that the sanctions developed are enforced. 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 their activities that are reported to campus officials and 2) the number and type of sanctions the IHE imposes on students or employees as a result of such violations.

CCC acknowledges its legal obligation to conduct a biennial review for compliance with the Drug-Free Schools and Communities Act and an authorized administrative review to be conducted and determine if the College fulfills the requirements of the aforementioned Federal regulations.

The following CCC departments provided information for this report:

- Athletics
- Safety and Security
- Wellness Centers
- Human Resources
- Student Activities
- Marketing and Communications

The following materials and programs were examined for the biennial review:

- City Colleges of Chicago Academic Catalog, 2022
- City Colleges of Chicago Annual Campus Security Reports (for each college and District Office), 2020 & 2021
- Academic and Student Policy Manual (various versions, 2022)
- City Colleges of Chicago Drug and Alcohol-Free Communities Notice
- Wellness Center education, prevention, prevalence, referral and treatment statistics
- CCC Employee Manual (November 11, 2015)
- Complying with The Drug-Free Schools and Campuses Regulations (EDGAR Part 86), A Guide for University and Campus Regulations prepared by the Higher Education Center

- The Higher Education Amendments of 1998, (P.L. 105-244) and the Drug-Free Schools and Communities Act Amendments of 1989, (P.L. 101-226)

Affirmation of Compliance

CCC and each of its colleges continues to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. CCC has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by CCC students and employees on its premises and as a part of any of its activities, as demonstrated through this biennial review. In addition, CCC has a written policy on alcohol and other drugs and has developed an effective and systematic method for distributing this policy to every student and employee. The written materials contain the following information:

- 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
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol
- A description of applicable legal sanctions under local, state or federal law
- A description of counseling or treatment programs
- A statement and description of the disciplinary sanctions the institution will impose on students and employees

Drug and Alcohol Communities Notice are systematically distributed to students and employees via the CCC website and email communications. The online notice is found on the District's and each college's website: <http://www.ccc.edu/Documents/DrugAndAlcoholFree-CommunitiesNotice.pdf>

The notice is also regularly distributed to students by email. During the review period, the notice was distributed on the following dates (see Appendix A): November 10, 2021 (**See Appendix A for copies of these notices**)

CCC Alcohol and Other Drug Student Policies

Published in the [CCC Academic and Student Policy Manual](#)

- *Standards of Conduct (statement specific to alcohol or other drugs)*
- *Drug and Alcohol-Free Campus Policy (Section 8.26)*
- *Student Travel and Chaperone Policy (Section 8.37)*
- *Tobacco-free Campus Policy (Section 8.31)*
- *FERPA Allowances, Educational Disclosure (exception for notification of parents for violation of drug or alcohol policies)*

Standards of Conduct (statement specific to alcohol or other drugs)

Misconduct for which students are subject to college discipline, up to and including expulsion from the college, falls under the following policies:

Drug and Alcohol-Free Campus Policy

Students are expected to behave in a manner appropriate to a place of study and learning. The following kinds of behavior are contrary to those expectations and will be cause for college disciplinary action:

- Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
- Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by state or federal law.

Student Travel and Chaperone Policy (specific statements regarding alcohol or other drugs)

Because CCC-sponsored student travel is considered an official student activity, all CCC student conduct policies apply.

Student Travel Chaperones have many responsibilities before, during, and after the sponsored trip; while in route; and while at the destination of the sponsored trip. Chaperones follow CCC chaperone guidelines for handling of emergencies, response to participant concerns and problems, on-the-spot provision of trip documents, and monitoring of participant's behavior and whereabouts. Chaperones adhere to CCC drug and alcohol policies and other policies and guidelines including the Clery Act, FERPA, and HIPAA.

Tobacco-Free Campus Policy

In accordance with the Illinois Clean Indoor Air Act, and in recognition of the U.S. Surgeon General's Report indicating that secondary smoke (smoke that exists in the air because of a smoker nearby) is hazardous to the health of non-smokers, the use of all tobacco products (including smokeless tobacco products) is prohibited on all CCC campuses, satellite locations, District Office and offsite facilities, including parking lots. A healthy campus is defined as a tobacco-free campus which prohibits the use of all forms of tobacco (including but not limited to cigarettes, cigars, pipes, hookah, electronic cigarettes, chew, snuff, and other smokeless tobacco products) and the sale of these products on campus-owned or leased property, including buildings, grounds, plazas, ramps, parking lots and outdoor common areas. No ashtrays or smoking shelters are provided on tobacco-free campus grounds.

To minimize health risk, improve the quality of air and enhance the CCC environment, no consumption of tobacco or tobacco product is allowed on any College property or in any College facility; this includes all buildings, College owned or leased vehicles, walkways, inside College or fleet vehicles, College grounds, sidewalks and streets within the campus proper and any other college owned property. Littering the campus with the remains of tobacco products or any other disposable product is prohibited.

In furtherance of this policy, CCC actively promotes smoking cessation assistance and prevention services to students, faculty and employees who wish to stop using tobacco products. Assistance to students, faculty and employees to overcome addiction to tobacco products and information regarding cessation programs is available through the various CCC Wellness Centers or other partners.

FERPA Allowances (specific statements related to alcohol or other drugs)

Student education records may be disclosed ... in specific circumstances, to a parent of a student under the age of 21 years old regarding the student's violation of any federal, state or local law or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

CCC Alcohol and Other Drug Employee Policies

Published in the CCC Employee Manual

- [Drug-Free Workplace Policy](#)
- *Drug and Alcohol Testing policy*
- *Smoke-free workplace policy*

CCC Drug-Free Workplace Policy (adopted by the Board of Trustees, July 6, 1989)

The City College's Board of Trustees is committed to providing a drug-free workplace for its employees and students in accordance with Public Law No. 100-690, the Anti-Drug Abuse Act of 1988. Regulations and guidelines in accordance with this law have been published by the District and shall be disseminated on a regular basis. It is the policy of the Board of Trustees of City Colleges of Chicago (hereafter referred to as City Colleges) that its workplaces shall be drug free. Accordingly, the following rules and regulations are effective, July 6, 1989.

Regulations

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by an employee while on City Colleges premises or while performing work for City Colleges is prohibited.
2. Being under the influence of any controlled substance while on City Colleges premises or while performing work for City Colleges is prohibited.
3. As a condition of his or her employment, each employee shall agree in writing to abide by the terms contained in this policy; and
4. Agree to notify City Colleges of any drug related criminal conviction for no later than five (5) days after such conviction.

Disciplinary and other Employer Action

1. Violation of the alcohol, drug and weapons policy may result in disciplinary action, up to and including termination.
2. City Colleges shall take disciplinary action against an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of such a conviction. Also City Colleges shall notify the appropriate federal agency from which it receives grant monies, of an employee's conviction of a drug offense, within ten (10) days after receiving notice of such a conviction.
3. City Colleges may also require an employee who violates this policy to satisfactorily participate in an employee assistance program or a substance abuse assistance or rehabilitation program.

Definitions For the purposes of the above rules and regulations, the following definitions apply:

1. A controlled substance is one:
 - a. which is not legally obtainable;
 - b. which is being used in a manner different from that prescribed; or
 - c. which is legally obtainable but has not been legally obtained
2. A conviction is defined as a finding of guilt (including a plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal statutes.

CCC Employee Drug and Alcohol Testing Policy

In an effort to maintain a drug and alcohol-free workplace, applicants for employment may be required to submit to post-offer, pre-employment drug screening. Employees whom supervisors reasonably suspect are working under the influence of drugs or alcohol or who are involved in a motor vehicle accident while on City Colleges' business may be required to submit to post-employment drug and alcohol screening. Certain employees in safety and security positions may be required to submit to random drug testing. Applicants whose drug screens indicate the presence of illegal drugs shall be ineligible for employment. Employees whose drug or alcohol screens indicate the presence of drugs or alcohol will be terminated.

CCC Smoke-Free Workplace Policy

Smoking is prohibited in CCC facilities. Employees may smoke during break and lunch periods outside CCC facilities but only in areas designated for that purpose. Employees are requested to use ashtrays in such locations.

Education, Prevention and Treatment

All City Colleges provide high quality wellness and counseling services through their Wellness Centers free of charge to students. The Wellness Centers also serve as a primary referral resource to community-based services, including alcohol and other drug treatment and prevention agencies and inpatient facilities. Further, the Wellness Centers conduct extensive education and prevention outreach on a variety of wellness topics, including programming encompassing alcohol and other drug topics.

The following table shows unduplicated students/clients who utilized the more intensive services of counseling, case management and psychological testing during the two years encompassed by this report. Each client who is counted in the tallies was comprehensively assessed at intake, including administration of an alcohol and drug assessment.

Year	TOTAL	DA	HW	KK	MX	OH	TR	WR
2020-2021 Unduplicated	899	160	285	41	307	39	47	20
2021-2022 Unduplicated	1,553	401	243	290	286	122	101	110

In 2020-2021 7.64% of respondents indicated on the CCAPS (Counseling Center Assessment of Psychological Symptoms) "I use more drugs than I should" and/or "I drink alcohol frequently" or in the treatment summary indicated substance problems.

In 2021-2022 9.49% of respondents noted on CCAPS "I use more drugs than I should" and/or "I drink alcohol frequently" or on the treatment summary indicated substance problems.

Wellness Center staff comprised of clinical directors, Clinical Counselors, and graduate-level trainees are well-trained in substance abuse assessment and treatment planning. Staff employ a harm-reduction model and refer clients to external treatment facilities with matching to the appropriate level of treatment (outpatient vs. inpatient) as needed.

As community colleges, City Colleges seeks to engage students around alcohol and other drug issues primarily by working to de-stigmatize mental health overall. Unlike institutions with residence halls, CCC does not have the usual venues for education and prevention via residence life campaigns and a team of residence hall directors who incorporate alcohol and drug abuse prevention messages, for example, into residence hall floor meetings. Instead, by building awareness of Wellness Center services, having staff conduct classroom presentations and table programs in highly trafficked areas, and, overall, making the Wellness Centers highly visible to the college community, students are personally engaged to consider their wellness and self-care needs and are encouraged to let go of barriers, including stigma, that may block help-seeking. Through these means, substance abuse is incorporated into Wellness Center promotional messaging as one of many issues that can be addressed by staff.

Wellness Centers also conduct outreach to all members of their college communities to build awareness of centers services. "About the Wellness Center" presentations through table programs in classrooms contain specific messaging identifying drug and alcohol issues as an issue for which staff can provide support.

Following are data for each of the reporting years showing the number of such programs and outreach contacts for each college:

Year 2020-2021	DA	HW	KK	MX	OH	TR	WR
"About the WC" Presentations	160	47	2	5	75	Not reported	3
Outreach Contacts	401	448	65	248	740	Not reported	41

Year 2021-2022	DA	HW	KK	MX	OH	TR	WR
"About the WC" Presentations	96	32	26	31	94	Not reported	19
Outreach Contacts	312	351	134	846	1276	Not reported	298

Following are data showing the number of specific presentations regarding alcohol and other drugs with total outreach contacts: *

Year 2020-2021	DA	HW	KK	MX	OH	TR	WR
"Drug/Alcohol" Presentations	0	0	0	1	0	Not reported	0
Outreach Contacts	0	0	0	40	0	Not reported	0

Year 2021-2022	DA	HW	KK	MX	OH	TR	WR
"Drug/Alcohol" Presentations	1	0	0	2	0	Not reported	2
Outreach Contacts	10	0	0	52	0	Not reported	52

*Some programs were conducted as large-scale health and wellness fairs that encompassed community-based agencies that provide alcohol and other drug education, prevention and treatment programs.

The Wellness Centers also maintains the following information on its website:

<https://www.ccc.edu/departments/Pages/Alcohol-and-Drug-Information.aspx>

CITY COLLEGES
OF CHICAGO

[Future Students](#)
[Current Students](#)
[Academics](#)
[Transfer & Career](#)
[About](#)
[Contact](#)

Alcohol and Drug Information and Support

Non-judgmental & Confidential Support

If you are thinking about the effect of drugs and alcohol on your personal life and school, the Wellness Center offers a nonjudgmental and confidential place to discuss such concerns with a counselor. We provide drug and alcohol education and can help you develop goals for reducing or ending your substance use. In addition, we can connect you to counseling services and other treatment options off campus. With your counselor, you can:

- Explore the impact of alcohol/drugs on your relationships, your health, and your academic performance
- Determine whether you would like to cut back or quit
- Set goals and be supported as you work toward them
- Identify and connect with additional sources of information and support
- Address other issues in your life that may lead to greater use of drugs/alcohol
- Develop a overall self-care plan for your emotional and physical well-being.

To make an appointment, call or walk in to your college's Wellness Center.

[Find your college's Wellness Center](#)

Learn More

[Wellness Center Home Page](#)

[Alcoholics Anonymous \(AA - Chicago Area\)](#)

[Narcotics Anonymous \(NA - Chicago Area\)](#)

[Al-Anon/Alateen \(Chicago Area\)](#)

[Dept. of Human Services Resources Directory](#)

[Safety Tips for College Drinkers](#)

Services

[Wellness Center Home Page](#)

[Crisis Services](#)

[Counseling Services](#)

[Connect to Public Aid & Community Resources](#)

Safety and Security Report Regarding Alcohol & Other Drugs

Over the two-year reporting period, Safety and Security reports just under 100 security interventions related to alcohol and other drugs falling within these categories:

- Arrests: Drug Use Violation
- Disciplinary Referrals: Drug Abuse Violations
- Arrests: Liquor Law Violations
- Disciplinary Referrals: Liquor Law Violations

Following are data for the two relevant reporting years:

Richard J Daley

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	0	0

Arturo Velazquez Institute

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	0	0

Harold Washington

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	0	0

Kennedy-King

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	2	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	2	0

Dawson Technical Institute

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	0	0

Malcolm X

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	0	0

West Side Learning Center

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	1	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	1	0

Olive-Harvey

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	0	0

South Chicago Learning Center (SCLC)

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	0	0

Truman

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	3	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	3	0

Wright

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	0	0

Humboldt Park Vocational Education Center

		On Campus	Non-Campus	Public Property	Unfounded Crimes
Arrests: Drug abuse violation	2020	0	0	0	0
	2021	0	0	1	0
Disciplinary Referrals: Drug abuse violations	2020	0	0	0	0
	2021	0	0	0	0
Arrest: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor law violations	2020	0	0	0	0
	2021	0	0	0	0
	Total	0	0	1	0

Alcohol & Other Drug Related Disciplinary Cases

City Colleges conducted a District-wide review of types of student violations and sanction outcomes for AY 2020-2021. Following are data showing alcohol and drug related violations and outcomes by college:

AY 2020-21	DA	HW	KK	MX	OH	TR	WR	Total
# Alcohol/Drug Violations	5	0	0	0	2	0	0	7

Sanction Outcomes of Alcohol/Drug Violations by College

Daley	5 total resulting in 3 no sanctions, 1 warning, and 1 expulsion
Harold Washington	None
Kennedy-King	None
Malcolm X	None
Olive-Harvey	2 total resulting in no sanction (student arrested) and 1 other (limitation of privileges)
Truman	None
Wright	None

Student Services staff from each of the colleges convened on multiple occasions to review the Student of Conduct and all infractions to ensure consistency of sanctioning outcomes college-to-college. The college teams are currently in the process of reviewing the sanctioning rubric that incorporates research on sanctioning at other colleges and universities.

Appendix A: Email/Online Notifications

November 9, 2020

From: specialannounce <specialannounce@ccc.edu>
Sent: Monday, November 9, 2020 3:14 PM
Subject: Annual Disclosures: Your Right to Know



Dear City Colleges community,

City Colleges of Chicago have a number of policies and procedures in place to keep students and staff safe, healthy, and informed. Please see the list of these notices below and contact the corresponding office if you have any questions or concerns.

Annual Notice of Non-discrimination

City Colleges of Chicago is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences. CCC does not discriminate on the basis of race, color, religion, national/ethnic origin, citizenship status, sex, sexual orientation (including gender identity), age, pregnancy, genetic information, marital status, or with regard to disabilities or veteran status.

Drug and Alcohol Free Communities Notice

Drug and alcohol misuse are problems at many colleges across the country. City Colleges of Chicago takes this issue seriously and has a clearly-defined set of policies regarding the use and distribution of alcohol and drugs on campus.

This annual notice is provided to you as required by the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. Institutions of higher education that receive federal/state funds in any form are required to comply with the above Acts. In compliance with the law, the policy can be found in section 8.26 of the [Academic and Student Policy Manual](#). The employee policy can be found on page 93 of the [Employee Manual](#) and the student employee policy can be found on page 14 of the [Student Employee Manual](#).

While marijuana became legal for recreational use in Illinois on January 1, 2020, neither the use nor possession of cannabis is permitted on City Colleges property.

Below is further guidance for employees and students:

Employees

CCC has a zero tolerance policy for the use of alcohol or illegal drugs while at work or performing work on behalf of CCC, and being under the influence of or in possession of marijuana at work is a violation of CCC's zero tolerance drug policy.

Students

We remain a drug-free space, and no drug use or possession will be permitted on City Colleges property.

The Wellness Center offers a nonjudgmental and confidential place to talk, and its counselors can also connect you to counseling services and other drug treatment options off campus. Please contact the Wellness Center by going to www.ccc.edu/VSS for more information.

The Family Educational Rights and Privacy Act (FERPA)

You should also be familiar with FERPA, which affords eligible students certain rights with respect to their education records, including the right to access their education records, the right to seek to have the records amended, the right to have some control over the disclosure of personally identifiable information from the records, and the right to file a complaint with the US Department of Education. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends or previously attended a postsecondary institution.

To learn more and read a full list of an eligible student's rights, visit http://www.ccc.edu/menu/Pages/ccc_ferpa_compliance.aspx.

Students may choose to [restrict the release of their directory information](#) or [authorize the release of their records](#) in the student portal. For more information, visit <http://www.ccc.edu/services/Pages/FERPA.aspx>.

November 10, 2021

From: specialannouncement <specialannouncement@ccc.edu>
Sent: Wednesday, November 10, 2021 9:48 AM
Subject: Annual Disclosures: Your Right to Know



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Click [here](#) to read the full policy.

Equal Employment Opportunity and Title IX Policy and Complaint Procedures

City Colleges of Chicago (CCC) is strongly committed to ensuring that its learning and working environments are free of discrimination and harassment, including sexual harassment. This applies to all CCC students, faculty, and staff.

In compliance with state and federal laws, CCC has an [Equal Employment Opportunity \(EEO\) Policy](#) which defines discrimination and harassment, outlines how to file a discrimination or harassment complaint, and discusses investigation procedures.

City Colleges of Chicago recommends you take the time to read the EEO policy for yourself and note:

- The "Duty to Report" section requires all CCC employees to report any incidents of discrimination, harassment, or a hostile work or learning environment. Any employee needing to report an incident can make a report with the EEO Office at eeofficer@ccc.edu or by completing the [EEO form](#).
- Students who experience discrimination, harassment, or a hostile learning environment are also encouraged to report the incident by contacting the EEO Office at eeofficer@ccc.edu or by completing the [EEO form online](#).
- The "Reporting a Complaint of Sexual Harassment" section of the policy includes information on who to report a complaint to, how to preserve evidence, the ability to file a police report, and what resources are available at the [Wellness Center](#).
- The "Supportive Measures" section allows the EEO Office, in conjunction with college personnel, to modify academic or working situations while an EEO investigation is pending.
- The Policy covers CCC activities that may not occur on CCC property. (Ex. SGA Travel, Campus Tours, etc.)
- The "Investigation Procedures" section outlines a step-by-step process and the standard of evidence used in investigations.

To view the most up-to-date Equal Employment Opportunity Policy and Complaint Procedures, click [here](#).

For more information, contact the EEO Office at eeofficer@ccc.edu or (312) 553-2865.

Drug and Alcohol Free Communities Notice

Drug and alcohol misuse are problems at many colleges across the country. City Colleges of Chicago takes this issue seriously and has a clearly-defined set of policies regarding the use and distribution of alcohol and drugs on campus.

This annual notice is provided to you as required by the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. Institutions of higher education that receive federal/state funds in any form are required to comply with the above Acts. In compliance with the law, the policy can be found in section 8.26 of the [Academic and Student Policy Manual](#). The employee policy can be found on page 93 of the [Employee Manual](#) and the student employee policy can be found on page 14 of the [Student Employee Manual](#).

While marijuana became legal for certain recreational use in Illinois on January 1, 2020, neither the use nor possession of cannabis is permitted on City Colleges property.

Below is further guidance for employees and students:

Employees

CCC has a zero tolerance policy for the use of alcohol or illegal drugs while at work or performing work on behalf of CCC, and being under the influence of or in possession of marijuana at work is a violation of CCC's zero tolerance drug policy.

Students

We remain a drug-free space, and no drug use or possession will be permitted on City Colleges property.

The Wellness Center offers a nonjudgmental and confidential place to talk, and its counselors can also connect you to counseling services and other drug treatment options off campus. Please contact the Wellness Center by going to www.ccc.edu/wellness for more information.

The Family Educational Rights and Privacy Act (FERPA)

You should also be familiar with FERPA, which affords eligible students certain rights with respect to their education records, including the right to access their education records, the right to seek to have the records amended, the right to have some control over the disclosure of personally identifiable information from the records, and the right to file a complaint with the US Department of Education. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends or previously attended a postsecondary institution.

To learn more and read a full list of an eligible student's rights, visit http://www.ccc.edu/menu/Pages/ccc_ferpa_compliance.aspx.

Students may choose to [restrict the release of their directory information](#) or [authorize the release of their records](#) in the student portal. For more information, visit <http://www.ccc.edu/services/Pages/FERPA.aspx>.