

College of Charleston Student Handbook

A Guide to Civil and Honorable Conduct

2008-2009



The College of Charleston reserves the right to make changes in its policies, regulations, and procedures as printed herein through normal channels. The Student Handbook is produced by the Office of Student Affairs.

The College of Charleston is committed to providing leadership of equal employment and equal educational opportunities for all qualified persons regardless of race, religion, sex, national origin, age, disability, or other legally-protected classifications. This effort is in compliance with all federal and state laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and all other laws and regulations as they pertain to equal opportunity. For further information, contact the Office of Human Relations and Minority Affairs, third floor, Randolph Hall, or call 953-5580.

An electronic version of the Student Handbook is currently available on the World Wide Web. You can access it through the College of Charleston home page at <http://www.cofc.edu/about/handbook.pdf>.

14. ALCOHOL POLICIES

A. Residence Life and Housing

1. Approximately 85 percent of our residence hall population is not of legal age to purchase or drink alcoholic beverages. Further, abuse of College of Charleston property is usually directly related to excessive use of alcohol. Accordingly, the following restrictions apply: a limited amount of beer and wine are allowed in only "upper-class" residence halls and houses. There will be no alcoholic beverages allowed in Berry, Buist, College Lodge, Craig, Liberty Street, McAlister, and McConnell Halls. Where allowed, beer and wine must be in the private possession and control of the owner. All persons consuming alcohol must be of legal drinking age and are responsible for their behavior and actions. NO KEGS are allowed in the residence hall system at any time.

Residential students are strongly encouraged to know the pertinent rules and procedures as listed in *The Guide to Residence Living*.

B. Alcohol-Related Violation Responses within the Residence Halls, On Campus or Off Campus

1. First Violation (Adjudication by Residence Life and Housing staff/Student Affairs official) Sanctions may include, but not limited to:

- a) Be placed on residence life probation for a minimum of one semester if a residential student and incident occurs within the residential system.
- b) Have a parental/guardian notification letter sent concerning the violation.
- c) Participate in an alcohol risk reduction program at Counseling and Substance Abuse Services.
- d) Educational activities.

Failure to complete first offense sanctions may result in second violation sanctions.

2. Second Violation (Adjudication by Student Affairs official/Honor Board/Panel) Sanctions may include, but not limited to:

- a) Be removed from residence life housing with full payment of the contract due if a residential student and incident occurs within the residential system.
- b) Be placed on disciplinary suspension from the College for a minimum of one semester.
- c) Have re-admission to the College dependent on successful completion of a pre-approved substance abuse counseling program.
- d) Have a parental/guardian notification letter sent concerning the violation.

C. Noise and Public Disturbance Violation Responses for Off-Campus Incidences

1. First Violation Sanctions may include, but not limited to:

- a) Receive a warning or probationary period from a Student Affairs official.

Failure to complete first offense sanctions may result in second violation sanctions.

2. Second Violation (Adjudication by Student Affairs official/Honor Board/Panel)
Sanction may include, but not limited to:

- a) Be placed on deferred disciplinary suspension for one year.
- b) Have a parental/guardian notification letter sent concerning the violation.
- c) Denial of on-campus housing and other privileges.
- d) Attend a pre-approved comprehensive substance abuse assessment.

Failure to complete second offense sanction may result in third violation sanctions.

3. Third Violation (Adjudication by Student Affairs official/Honor Board/Panel)
Sanctions may include, but not limited to:

- a) Be placed on disciplinary suspension from the College for a minimum of one semester.
- b) Have re-admission to the College dependent on successful completion of a pre-approved substance abuse counseling program.
- c) Have a parental/guardian notification letter sent concerning the violation.

C. South Carolina Scholarships – Hope, Life, Palmetto – and Violations of State Alcohol and Drug Laws

Students who have been adjudicated delinquent or have been convicted or pled guilty or nolo contendere to any South Carolina alcohol or other drug-related misdemeanor offense more than once are ineligible for the scholarship for one academic year after the adjudication, conviction, or plea occurred. The student will lose eligibility the next academic year immediately following conviction and will lose the scholarship for the fall and spring terms.

D. Group (student organization and office-sponsored) Events

Our policies are designed to ensure that group functions are conducted in compliance with South Carolina state alcoholic beverage laws and College of Charleston regulations. The policies are also intended to discourage irresponsible use of alcoholic beverages and emphasize responsible drinking behavior, thereby minimizing the liabilities of the College of Charleston and of the sponsoring group. The complete policy pertaining to student organization and office-sponsored events can also be found in *The Compass*. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in *Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston*.

1. Off-Campus Events with Alcohol

Any registered/sanctioned student organization and offices working with student organizations sponsoring an off-campus event with alcohol must adhere to the following:

- a) At least one organization representative must attend a session on responsible hosting at the Student Leadership Summit.
- b) At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- c) The event must be registered with the Director of Student Life at least two weeks in advance. The Director of Student Life is located on the Third Floor, SSC, Room 310. The signature of the organization's advisor will also be required.
- d) Greek lettered organizations must register their events with the Director of Greek Life.
- e) A method of identifying participants under the age of 21 must be in place during the event.
- f) The event must be a BYOB or at a location with an approved liquor license and the amount of alcohol each participant may bring must be limited if BYOB. The limitation is one six-pack of beer or one liter of wine per participant.
- g) Arrangements for the presence of a security officer(s) (Public Safety, City of Charleston, or a private security company) must be made at least two weeks in advance. Security officers must be present at all times. The organization is responsible for all related costs.
- h) No personnel, including security is to be paid in cash for working the event. Policies have been established for payment of all personnel. See the Coordinator for Business Services to arrange for payment.

2. On-Campus Events with Alcohol

This policy is for beer and wine only. No distilled spirits are permitted at any College of Charleston function sponsored by students on the College of Charleston campus. This policy is written for all recognized student organizations and offices working with organizations at the College of Charleston. When planning an event, make sure this policy is read in its entirety. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in *Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston*.

- a) **Under NO circumstances** are alcoholic beverages to be sold by the sponsoring organization. However, student organizations may contract with a third party vendor to serve and/or sell alcoholic beverages at approved functions and locations. The third party vendor will be restricted to the amount of alcohol to be purchased, the service method, the number of drinks per individual and the time frame of service. These determinations will be made on a case-by-case basis.
- b) No organization-sponsored event that includes alcohol shall exceed four hours.
- c) Functions for which admission is charged, tickets are sold, or donations are requested may have alcoholic beverages present on a BYOB basis only (six pack cans or plastic containers limit per person/per event or one liter bottle).
- d) Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event.
- e) Campus areas designated for consuming alcoholic beverages at a student-sponsored event are: 58 George St (Sottile Garden) Cistern, Stern Center Garden, Ballroom and P Parking Lot located behind fraternity housing off Wentworth Street.

- f) All SSC functions must be scheduled by the Assistant Director for Center Services two weeks in advance and comply with all provisions of this policy. Reservation forms are available at www.studentlife.cofc.edu.
- g) All SSC functions must be scheduled by the Assistant Director for Center Services and must be approved by the Director of Student Life. The approval form may be at found at www.studentlife.cofc.edu.
- h) Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function. The Substance Abuse Prevention coordinator will act as a resource person to assist in determining the types of food that may be served. Sponsorship of any social event involving alcohol use or service by the sponsoring organization is contingent upon the organization's training in social planning or risk management. An organization may not have social functions involving alcohol unless some members have attended training by the Office of Substance Abuse Services.
- i) The sponsoring organization will not be allowed to profit from alcohol sales.

3. The following guidelines and procedures shall be in effect and followed at all functions where alcoholic beverages will be consumed on the College of Charleston campus. Sorority and Fraternity-sponsored events are also subject to the stipulations listed in *Risk Management Policy for Interfraternity, National Pan-Hellenic and College Panhellenic Fraternities and Sororities at the College of Charleston*.

- a) Attendance – Every member, including alumni in good standing of the sponsoring organization, will be permitted to attend that sponsor's event. The number of participants allowed access to a function will be controlled by pre-established limits for the specific facility or locale.
- b) Guest Procedures
 - i) Those attendees (age 21 and over) consuming alcohol must have their College I.D. and driver's license checked to confirm their age; must have their coolers, etc., inspected as the one six pack per person or one liter bottle wine limit is in effect; and must have their hands stamped or marked or wristband applied designating that they are 21 or older.
 - ii) No shuttling shall be permitted. Each person may bring one six-pack or one liter bottle of wine into the site one time. Individuals shall not be permitted to leave and return to the function site with additional alcohol.
 - iii) No intoxicated person(s) will be admitted to the function.
- c) Advertising of college or organization-sponsored events where alcoholic beverages will be consumed must be consistent with the educational philosophy of the College of Charleston and follow these conditions:
 - i) Advertisement for any event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.

- ii) The message conveyed in the event promotion must not encourage the use of alcohol.
- iii) Publicity must not convey that consumption of alcohol is the purpose or reason for the event.
- iv) Promotion must not refer to the amount/quantity (five-keg party, etc.).
- v) Advertisements for events must not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success.
- vi) Alcoholic beverages must not be provided as awards, door prizes, or giveaways to individuals or campus organizations.

4. Violations

- a) Any person who is a member of the College of Charleston community violating any procedures shall be subject to accountability under the alcohol policy penalty provisions found below. Non-College of Charleston guests violating these procedures shall be removed from the premises and arrested. They will also be prosecuted as deemed necessary by the Public Safety officials.
- b) Any student organization violating these procedures shall be subject to accountability under the alcohol penalty policy found below.
- c) No under-aged student should be wearing a wristband or hand stamp or be provided alcoholic beverages. Any failure to comply with this will be considered a violation of the alcohol policy, Honor System, and state law.
- d) The first person detected being in violation of campus, local or state alcohol or drug ordinances will be ticketed and removed from the event. The second person in violation will be ticketed, removed from the event and cause the event to be shut down.

5. Sanctions

Organization-sponsored activities (including sororities and fraternities) and/or drug-related violations or party registration violations on or off-campus will be subject to the following violation responses:

- a) First Violation Sanctions may include, but not limited to:
 - i) Group is on social/event suspension for minimum of one month. The exact time period is to be determined by the Director of Student Life.
 - ii) Executive Board and risk manager must schedule and attend a meeting with the Campus Substance Abuse Prevention Coordinator to develop a risk reduction plan.
 - iii) Social/event suspension remains in place until meeting and plan are completed.

Failure to comply with sanctions on the first offense may result in sanctioning as imposed under a second violation.

b) Second Violation Sanctions may include, but not limited to:

i) Loss of campus privileges including access to the organization account for a minimum of three months, excluding summer months.

ii) Entire organization must attend a 6-hour alcohol risk reduction seminar (deadline to be set by the disciplinary administrator).

iii) Must pay a \$500.00 fine to the Office of Student Life or plan an alcohol-free social event for the entire student body on a weekend.

iv) Letter of notification to be sent to the national organization, sponsoring agency or academic department.

Failure to comply with sanctions on the second offense may result in sanctioning as imposed under a third violation.

c) Third Violation

i) The sanction for a third violation is suspension of recognition by the College for a time period consistent with the level of infraction up to a permanent suspension from the College of Charleston campus. This will be determined by the Director of Student Life in conjunction with the Dean of Students.