

# College of Charleston Student Handbook Alcohol Policies 2009-2010

COLLEGE *of*  
CHARLESTON

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## STUDENT AFFAIRS

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 at 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/documents/handbook.pdf>.

## 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 is 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 include, but are not limited to:

- a) Receive a letter of warning, probation or 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 or assessment at Counseling and Substance Abuse Services. Fees will be charged.
- d) Educational activities.

Failure to complete first offense sanctions will result in a fine (\$150.00 or more) and other sanctions.

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

- a) Be placed on probation, residence life probation, removed from residence life housing and/or deferred disciplinary suspension (one more violation and student is suspended from enrollment) for a minimum of one semester.

If a student is removed from residence life housing for disciplinary reasons full payment of the contract is due if a residential student and incident occurs within the residential system.

- b) Participate in an alcohol risk reduction program or assessment at Counseling and Substance Abuse Services. Fees will be charged.
- c) Have a parental/guardian notification letter sent concerning the violation.
- d) Educational activities.

Failure to complete second offense sanctions will result in a fine (\$200.00 or more) and other sanctions unless student is on deferred suspension.

3. Third Violation (Adjudication by Student Affairs official/Honor Board/Panel)  
Sanctions include, but are 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 Violation Responses for Off-Campus Incidences**

1. First Violation (Adjudication by Student Affairs official) Sanctions include, but are not limited to:

- a) Receiving a warning or probationary period.

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

- a) Be placed on probation or deferred disciplinary suspension for a minimum of one semester.
- b) Have a parental/guardian notification letter sent concerning the violation.
- c) Denial of on-campus housing and other privileges.
- d) Complete a pre-approved alcohol risk reduction program or assessment at Counseling and Substance Abuse Services. Fees will be charged.

Failure to complete second offense sanctions will result in a fine (\$200 or more) and other sanctions unless student is on deferred suspension.

3. Third Violation (Adjudication by Student Affairs official/Honor Board/Panel)  
Sanctions may include, but are 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.

## **PROCEDURES FOR THE USE OF ALCOHOL ON AND OFF CAMPUS BY STUDENT ORGANIZATIONS**

### **A. Introduction**

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. This policy is written for all recognized student organizations and offices working with student organizations at the College of Charleston. When planning an event, make sure this policy is read in its entirety. The related policies pertaining to student organization - sponsored events can be found in *The Compass* and, below see "PROCEDURES FOR THE USE OF ALCOHOL ON CAMPUS DURING COLLEGE SPONSORED EVENTS." 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*.

### **B. Off-Campus Events with Alcohol**

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

- a) **Under NO circumstances** are alcoholic beverages to be sold by the sponsoring organization.
- b) At least one organization representative must attend a session on responsible hosting at the Student Leadership Summit. A student organization may not have social functions involving alcohol unless some members have attended training.
- c) Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.
- d) The event must be registered with the Director of Student Life at least two weeks in advance. The signature of the organization's advisor will also be required.
- e) Greek lettered organizations must register their events with the Director of Greek Life at least two weeks in advance.
- f) A method of identifying participants under the age of 21 must be in place during the event.
- g) The event must be a BYOB or at a location with an approved liquor license. If BYOB, the limitation is one six-pack of beer or one liter of wine per participant.
- h) Arrangements for the presence of security officers (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. The signature of a Public Safety official is required.
- i) 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 in the Dept. of Student Life to arrange for payment.
- j) Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

### C. On-Campus Events with Alcohol

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

- a) **Under NO circumstances** are alcoholic beverages to be sold by the sponsoring organization.
- b) **This policy is for beer and wine only.** No distilled spirits are permitted at any College of Charleston function sponsored or co-sponsored by student organizations on the College of Charleston campus.
- c) At least one organization representative must attend a session on responsible hosting at the Student Leadership Summit. A student organization may not have social functions involving alcohol unless some members have attended training.
- d) Responsibility for the proper conduct of all individuals attending functions rests primarily with the organization sponsoring the event. At least one event manager must be identified. Event manager must remain sober while carrying out their duties during the event.

- e) Compliance with the "PROCEDURES FOR THE USE OF ALCOHOL ON CAMPUS OR DURING COLLEGE SPONSORED EVENTS (See **G.** below)" is required.
- f) The event must be registered with the Director of Student Life at least two weeks in advance. The signature of the organization's advisor will also be required.
- g) Greek lettered organizations must register their events with the Director of Greek Life at least two weeks in advance.
- h) A method of identifying participants under the age of 21 must be in place during the event.
- i) The event may be a BYOB or the student organization 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. If BYOB, the limitation is one six-pack of beer or one liter of wine per participant.
- j) Arrangements for the presence of security officers (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. The signature of a Public Safety official is required.
- k) 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 in the Dept. of Student Life to arrange for payment.
- l) No student organization-sponsored event that includes alcohol shall exceed four hours.
- m) Campus areas designated for consuming alcoholic beverages at a student-sponsored event are: 58 George St (Sottile Garden), Cistern, Stern Center Garden, Stern Center Ballroom and P Parking Lot (located behind fraternity housing off Wentworth Street).
- n) Non-alcoholic beverages and unsalted food for fifty (50%) percent of anticipated guest attendance must be available at every function.

#### **D. Guest Procedures**

1. The following attendance, guest and advertising guidelines and procedures shall be in effect and followed at all student organization-sponsored functions where alcoholic beverages will be consumed on and off 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
  - i. Every member, including alumni, in good standing of the sponsoring organization will be permitted to attend that sponsor's event.
  - ii. 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 if BYOB; 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 if BYOB. 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 student 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 of alcohol to be present
- 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.

**E. Violations**

1. 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.
2. 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 under the Honor System, and state law.
3. The first person detected being in violation of campus, local and/or state noise, 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.

## F. Sanctions

1. Violations of these policies on or off-campus will be subject to the following 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 or Director of Greek Life.
  - ii. Group executive board 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.
  - iv. Failure to comply with sanctions for 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 Greek 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.
  - v. Failure to comply with sanctions for 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 or Director of Greek Life in conjunction with the Dean of Students and/or Executive Vice President for Student Affairs.

## **G. Procedures for the Use of Alcohol on Campus or During College Sponsored Events**

### **1.0 PURPOSE**

These Procedures describe the process that will be used by the College to review requests for allowing alcoholic beverages to be available during events that are either held on College Property or are sponsored by the College (each individually referred to as “an “Event”. When the term “Event” is used in these Procedures it means any College gathering where alcohol will be available). The Procedures are not intended to change the existing substantive policies dealing with the permitted uses of alcohol on campus or on College owned or rented property (“College Property”). Those policies are recited in the *Employee Drug and Alcohol Abuse Policy* (for faculty and other employees) and in the *Student Handbook* and other publications directed to students (for students and student organizations).

Events include gatherings that are --

- (a) sponsored by the College or an approved College organization to take place on or off College Property;
- (b) advertised or promoted using the name and/or resources of the College;
- (c) held off College Property, but using student fees or other College resources to finance the Event; or
- (d) held on College Property by third-parties.

### **2.0 IDENTIFICATION AND RANKING OF RISKS**

2.1 Categories. The purposes for an Event can be diverse and may include such matters as raising funds for the College, enhancing the College’s public image, hosting Alumni gatherings or other cultural, social or professional meetings, or merely providing a meeting place or performance space for third-parties not affiliated with the College. In general, however, these Procedures recognize three different types of entities that may host an Event. The types of entities that may host an Event are categorized as follows:

- (a) Affiliate or Third-Party Sponsored Events: These Events could be hosted by the College Foundation, the College Alumni Association or non-affiliated third-parties such as a business, a non-profit organization or other legal entity.
  - (b) Student Sponsored Events: These Event would include those sponsored by an approved student organization, such as a sorority or a fraternity, as well as, any other approved group or organization of students.

- (c) College Employee or College Sponsored Events: These Events would be hosted by the President, Board of Trustees, the Faculty Senate, a School or a department, a College manager, or any recognized academic or employee unit or organization.

2.2 Risk Assessment. When determining the risk of alcohol abuse associated with an Event, College reviewing authorities will consider at least the following factors:

- (a) the location of the Event;
- (b) the number of underage students or other underage persons who are expected to be in attendance as guests;
- (c) the number of underage persons who will have access to the Event by, for example, working as servers or volunteers;
- (d) the sponsor of the Event;
- (e) the history of the Event and of the conduct of participants during the Event;
- (f) the estimated number of total guests to attend the Event;
- (g) the primary purpose of the Event; and
- (h) the publicity surrounding the Event and/or the public perception of the Event.

2.3 Standards. The considerations and standards used by the College to review an application for an Event shall include the following:

- (a) The College will not approve an Event if, in the exercise of its sole discretion, it has determined that holding the Event will present an unreasonable risk to the health or safety of the College community and/or to the property of the College, or that the Event will be conducted in a way that would portray the College or the members of the College Community in a false light or otherwise subject it or them to public ridicule or disgrace.
- (b) The higher the risk assessment, the more stringent shall be the requirements of the *Alcohol Management Plan* described in section 3.3.

### 3.0 APPROVAL PROCESS

3.1 All sponsors of Events must complete and submit the appropriate approval form to the College office having management responsibility of the College site. Sponsors of Affiliate or Third-Party Sponsored Events, Student Sponsored Events, or College Employee or College Sponsored Events utilizing College owned or rented property shall complete the form entitled **Facility Reservation Request Form**. If the Event is a student Event, the sponsor is to complete the Form entitled **Authorization to Host Student Event** even if the Event is to be held on other than College Property. If the Student Sponsored Event is to be held on College Property, both Forms must be completed.

3.2 If any alcohol will be available at a student sponsored Event, there shall be a conclusive presumption that underage students will be in attendance.

3.3 The Alcohol Management Plan referred to in each Form described in section 3.1 shall be required for every Event where alcohol will be served. Depending on the risk assessment made pursuant to Section 2.2, the alcohol management plan shall address the following issues with the specificity needed to adequately address the perceived risk:

- (a) how the organization will prevent underage persons from having access to alcohol;
- (b) the type and amount of alcohol that will be available at the Event;
- (c) the type and amount of food that will be served;
- (d) the starting time and ending time of the Event;
- (e) the Event security that will be provided by the organization members themselves;
- (f) the number of police requested from College Public Safety, or if the Event is to be held off campus, a description of the security available; and
- (g) if a Student Sponsored Event, appropriate acknowledgement that Public Safety will contact the Student Affairs staff member on-call if a police action is required or similar serious or exigent circumstance arises.

3.4 In addition to any other Form that may be required to rent or use a College facility or to rent or use a site not located on College Property (if any), all Forms for Events, described in Section 3.1, where alcohol will be available must be pre-approved by the Department of Public Safety before the Event may be held. In addition to the requirements of the preceding sentence,

- (a) all Forms for Student Sponsored Events, including those prepared by recognized student organizations, must also be pre-approved by the Office of Student Life or Office of Greek Life, as appropriate; and
- (b) all Forms for other than student Events where alcohol will be available shall also be pre-approved by the College's Director of Events.

#### **4.0 ON CAMPUS ALCOHOL SERVICE PROVIDERS**

Notwithstanding any other provision of these Procedures to the contrary, the College's Director of Events is authorized to review the licensure of any alcohol service provider that is named for a particular Event. The Director shall also issue such guidance as may be appropriate, from time to time, to promote the safe use of alcohol during approved Events including, but not limited to, the training of alcohol servers. The Director will act for the Office of the President in all such matters.