Policy 8.8
Alcohol and Drug Abuse Policy

This policy version was not current at the time of printing. Please see http://policies.emory.edu/8.8 for the current version.

Responsible Official:  SVP and Dean for Campus Life
Administering Division/Department: Campus Life
Effective Date:  March 31, 2007
Last Revision:  February 05, 2013

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Attachments
VII. Contact Information
VIII. Revision History

Overview

Emory University is committed to the health and well-being of its faculty, staff, and student body. Alcohol and drug misuse and abuse can be detrimental to one’s overall physical and emotional health, as well as academic and/or professional performance. As such, the University believes that it is the ethical responsibility of the University and its members to protect each other from high-risk and excessive use of alcohol and other drugs and to assist individuals who may have substance abuse problems in securing appropriate assistance.

As part of this commitment, Emory University complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use or distribution of alcoholic beverages or illicit drugs. Violations of such laws that come to the attention of University officials may be addressed within the University or through prosecution in the courts, or both.

As a recipient of federal grants and contracts, Emory University adheres to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. As administrator of certain state-funded financial aid programs for students, Emory University also adheres to Georgia’s Drug-Free Postsecondary Education Act of 1990.

This Policy is also designed to convey the University’s care and concern for its members and their well-being, given that alcohol and other drug use on college campuses is a major public health concern, and to foster faculty, staff, and students helping one another.

Applicability

All Emory University full-time, part-time and temporary faculty, staff, and students are hereby notified that this Policy will apply to all activities conducted on University-owned property and to all other University-sponsored events. This Policy is distributed annually to all Emory University faculty, staff, and students.

Emory University permits the purchase and use of alcoholic beverages with University funds under certain conditions but expects individuals and organizations to take measures to prevent alcohol and substance abuse. The University expects that individuals and organizations will take responsibility for complying with the Policy as outlined.

Specific offices have been designated to provide clarification about the procedures and guidelines for event planning, as
well as services and resources available to faculty, staff and students for reducing at-risk behaviors related to alcohol and drug use. The contact information for, and responsibility of, each of these offices is listed in Section VII below.

**Policy Details**

**8.8.1 Standards of Conduct**

1.1 All Emory University faculty, staff and students are prohibited by the University from unlawfully using, possessing, manufacturing, dispensing or distributing alcohol, controlled substances or illegal drugs on University-owned property or at University-sponsored activities.

1.2 Emory University expects all of its faculty, staff and students to comply with any applicable federal, state or local laws pertaining to the use, possession, manufacture, dispensation or distribution of alcohol, controlled substances, or illegal drugs.

**8.8.2 General Georgia and DeKalb County Restrictions**

As of the effective date of the policy, THE FOLLOWING IS A SUMMARY OF THE GEORGIA AND DEKALB COUNTY LAWS, ORDINANCES AND REGULATIONS:

**8.8.2.1 Possession of Alcohol**

Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.

Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited.

The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 100 yards of a college campus in the State of Georgia is also prohibited, unless such license was in existence prior to July 1, 1981. “Sale” includes charging admission to any activity where alcoholic beverages are served, even if the beverage is “free” to those who have gained admission.

Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the State of Georgia.

**8.8.2.2 Other Drugs**

It is illegal and prohibited by the University for an individual to manufacture, possess, use, dispense, sell or distribute controlled substances or illegal drugs (as defined by state and federal law).

**8.8.2.3 False Identification**

It is illegal and prohibited by the University for an individual to provide false name, address or date of birth.

**8.8.3 Sanctions and Penalties**

3.1 Any member of the Emory University faculty, staff or student body who violates any of the Standards of Conduct shall be subject to corrective disciplinary actions and penalties up to and including expulsion from University academic programs, termination of employment and referral to the appropriate federal, state or local authorities for prosecution in the courts.

Depending on the nature of the infraction, alleged violations of this policy by an individual student shall also be referred to the Office of Student Conduct, Student Health Services, other appropriate programs or the appropriate school’s conduct body. The Office of Student Conduct shall have the authority to make appropriate referrals and to impose on undergraduate students and student organizations such sanctions for violations of the Policy as it may deem appropriate, including but not limited to participating in educational programs, parental notification and/or loss of privileges.

3.2 Depending upon the nature of the crime, persons convicted of violating federal and state laws prohibiting the unlawful use, possession, dispensation, and distribution of alcohol, controlled substances, or illegal drugs may face stiff sanctions such as heavy fines; incarceration for various periods of time, including life; forfeiture of assets; or suspension or loss of driver’s, business or professional licenses.

3.3 Section 484(r) of the Higher Education Act states that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. As of the effective date of the Policy, the period of ineligibility depends on whether the conviction was for sale or possession during a period of enrollment in which a student received federal student aid and whether the student had previous offenses, ranging from one year to an indefinite period of time. A student regains eligibility the day after the period of ineligibility ends, when he or she successfully completes a qualified drug
rehabilitation program, when he or she successfully passes two unannounced drug tests conducted by a qualified drug rehabilitation program; or if a conviction is reversed, set aside or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record.

Please see the Related Links section below for the Federal Drug Trafficking Penalties and Georgia Controlled Substance and Dangerous Drug Law charts for additional information.

8.8.4 Notification of Drug-Related Convictions

As of the effective date of the policy, the following is a summary of the notification requirements upon a drug-related conviction:

8.8.4.1 Employee Notification of Drug-Related Convictions

(a) In accordance with the mandates of the Drug-Free Workplace Act of 1988, and as a condition of employment at Emory, all employees (including student employees) will:

(1) abide by the terms of this Policy; and

(2) notify, as appropriate, their supervisor, vice president, administrator, dean or department head if they have been convicted of any criminal drug statute violation occurring in the workplace no later than five days after such a conviction. If a federal grant is involved, the Emory University Office of Sponsored Programs must be notified immediately. Failure to notify the appropriate person within the five day period may result in disciplinary action.

(b) Within thirty (30) calendar days of receiving notice of a conviction, the person notified pursuant to Paragraph 8.8.4.1(a)(2) above shall consult with the human resources department of Emory University (human resources department may contact the Office of Equal Employment Opportunity, as appropriate), and said person shall then:

(1) take appropriate personnel action against the employee, up to and including termination, consistent with the requirement of the Rehabilitation Act of 1973, as amended, or the Americans with Disabilities Act; and/or

(2) require the employee to participate successfully, and provide evidence of such participation, in a drug-abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

8.8.4.2 Student Notification of Drug-Related Convictions

In accordance with the State of Georgia's Drug-Free Postsecondary Education Act of 1990, any student convicted under the laws of Georgia, the United States or any other state of any felony offense involving the manufacture, distribution, sale, possession or use of marijuana, a controlled substance, or a dangerous drug must, within ten (10) days of said conviction, report it in writing to the Emory University or Oxford College of Emory University Office of Financial Aid, as appropriate. Any student who suffers such a conviction shall, as of the date of the conviction, be denied state of Georgia funds for certain types of loans, grants or scholarships, including Georgia Higher Education Loan Program loans, student incentive grants or tuition equalization grants.

As of the effective date of the Policy, the denial of state funds shall become effective on the first day of the term for which the student was enrolled immediately following either the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first offender treatment. The denial of funds shall continue through the end of said term.

8.8.5 Advertisements and Promotions

8.8.5.1 Advertisements and Promotion of Events

Publications of any type and in any media, including The Wheel and other newspapers, pamphlets, flyers, websites, etc., that receive some or all of their funding from University sources (including the Student Activity Fee) must not accept or contain commercial advertising or other materials that promotes, depicts or encourages excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances.

Depictions of the following may not be used in advertisements or in the promotion of events:

- Excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances
- All-you-can-drink activities
- Drinking games
- Price specials on alcohol
- Promotions or prizes featuring alcohol
This list is not exhaustive; it is meant to provide examples of the types of activities that are considered by
the University as promoting excessive alcohol consumption. It is also not intended to cover alcohol
consumption related to content of curriculum, research objectives or alumni events.

8.8.5.2 Use of Name, Logo, Seal, Insignia or Mascot

Neither the University’s name, the names of its organizations, nor its logos, mascots, marks or other identifying indicia
may be used in conjunction with any materials, references or imagery, including commercial sponsorship, related to
excessive or underage consumption or use, or underage purchase of alcoholic beverages or controlled substances.

8.8.6 Purchasing Alcohol with University and Student Activity Fee Funds

Alcoholic beverages may not be purchased with any state or federal appropriated funds. For more information, contact
the Office of Grants and Contracts Accounting.

Schools, colleges, departments, or units determine the permissibility of charging alcoholic beverages to University
accounts. In addition Purchasing Cards (“P-cards”) are not to be used to purchase alcoholic beverages unless there is a
special exception. For more information, contact the head of the specific unit or department.

Student organizations that are recognized by the Student Government Association (“Student Organization”) and
fraternities and sororities recognized by the Office of Sorority and Fraternity Life (“Fraternities”) must obtain approval
from the Office of Student Leadership and Service or the Office of Sorority and Fraternity Life, as applicable, for the
purchase of any alcoholic beverage. In addition, undergraduate student groups must follow the Division of Campus Life
Policy referenced below.

8.8.7 Storage of Alcohol

Any alcohol that is stored on campus must be kept in a place where it is not accessible to those under twenty-one years
of age.

8.8.8 Use of Alcohol in Residence Facilities

Activities that take place within residence halls, cooperative or small living units, private residences and apartments are
governed by applicable laws and regulations, the terms of the Residence Life Policy for Undergraduate Students and
Undergraduate Code of Conduct and/or the housing agreement or lease. Residents who are twenty-one years of age or
older are permitted to consume alcohol in their rooms in these residential structures, with the exception of those
at Oxford College. The Use of University Property Form is applicable whenever the service of alcoholic beverages
takes place within any university commons area.

8.8.9 Use of Alcohol at Athletic Events

Alcoholic beverages may not be possessed, consumed or served at University intramural and club sports contests or
intercollegiate athletic contests but may be allowed at adjacent events. Interpretation of “adjacent events” will be
under the authority of the Director of Athletics or his/her staff, as appropriate.

8.8.10 Procedures for Events with Alcohol

The following procedures apply to all University events where alcohol will be served, including, but not limited to, any
internal or external sponsored events held on campus; fraternity and sorority events; campus organization events; and
divisional and departmental or unit events. The following procedures are provided to assist with the planning of events;
however, the service of alcoholic beverages is permitted only in accordance with this Policy and state and local laws.

8.8.10.1 Events with Alcohol

Student Organization and Fraternity Events

Alcohol, including kegs of beer, is allowed only if a licensed caterer or trained non-student server serves the alcohol,
and under no circumstances is the alcohol left unattended. Student Organization and Fraternity Events at which alcohol
is served must use an EmoryCard reader to verify each individual’s age. Notwithstanding the foregoing, Fraternities and
other Student Organizations are also responsible for complying with the regulations of their national organizations.

Other University Events

For University events in which attendance is expected by undergraduate students, alcohol, including kegs of beer, is
allowed only if a licensed caterer or trained non-student server serves the alcohol, and under no circumstances is the
alcohol left unattended.

8.8.10.2 Additional Food and Beverages

All events where alcohol is served must have sufficient quantities of non-alcoholic beverages and substantial food
offerings available at all times during the event.
8.8.10.3 Emory University Event Registration

All Student Organizations must submit the Alcohol Event Registration Form to the Office of Student Leadership and Service for approval. These forms are available in the Forms and Attachments section below, as well as at the Office of Student Leadership and Service website. Once the OSLS approves the event, they will submit the form to Meeting Services. The Meeting Services staff will send the form to the building manager of the venue at which the event is being held.

For all other events, the following individuals or groups wishing to serve alcoholic beverages at any event that takes place on campus (excluding events at the Emory Conference Center, the Houston Mill House, the Miller Ward Alumni House or the Emory Inn) must complete an Emory University Event Registration Form (see Related Links section below):

a. Any individual acting in a capacity other than on behalf of an academic or administrative department (this applies to both members and non-members of the University community);

b. Anyone planning an open (public) event;

c. Anyone planning an event at which a substantial number of expected attendees are under twenty-one years of age;

All departments, units and external groups must submit the Emory University Event Registration Form to the Meeting Services Office. The Meeting Services staff will send it to the building manager of the venue at which the event is being held.

8.8.10.4 Off-Campus Events

An individual planning an off-campus event with alcohol on behalf of a department or unit, e.g. departmental party, must notify the head of the department or unit. Individuals and groups within academic or administrative department and units are not required to register their off-campus events with alcohol. In addition, student -government chartered groups should notify their faculty/staff advisor.

Hiring an insured and licensed caterer to control the service of alcohol is recommended, unless such service is provided by the venue, and requiring the caterer or venue, as applicable, to provide liquor liability insurance is also recommended. Additional procedures or guidelines may be required by individual university departments or units. Organizations or event sponsors should check with the particular department or sponsor to make sure all requirements are understood.

8.8.11 Additional Information

8.8.11.1 Resources for Education, Consultation and Counseling

The University sponsors several programs that provide information and professional services for its faculty, staff and students on matters related to the misuse and abuse of alcohol and drugs. These programs provide education, consultation, assessment, counseling and referral in a professional environment that respects individual confidentiality and integrity. The University maintains the Faculty Staff Assistance Program (404-727-4328) for faculty and staff; and the Counseling and Psychological Services (CAPS) (404-727-7450) and the Office of Health Promotion (404-727-7551) for students. Augmenting these formal programs, a variety of other campus programs and services educate and assist individuals who take the initiative to help themselves. Please see Related Links for additional information on these services.

Common to all of these programs is the ethic that personal responsibility and professional guidance are keys to success. Therefore, the University expects its faculty, staff, and students to take measures to prevent alcohol and drug misuse and abuse in the community by creating a culture that supports mentoring and protecting one another from high risk use of alcohol and other drugs. The University also encourages its members to seek assistance from the above programs if they think that they may have a problem with alcohol or drug use.

8.8.11.2 Distribution

This Policy, and any revisions thereto, shall be distributed to all faculty, staff, and students annually. Other applicable policies that have reference to this Policy are found in the Campus Life Handbook, the Faculty Handbook, the Staff Handbook, the Human Resources Handbook and Policies and Procedures Manual, the Student Conduct Code, the Medical School Bulletin and the Medical Student Handbook and Academic Planner.

8.8.11.3 Additional Policies Regarding Alcohol

All student organizations chartered by the Student Government Association are under the jurisdiction of the Student Government Association and its policies and procedures and the policies and procedures of the Office of Student Leadership and Service.

Fraternities and sororities must comply with their respective national organizations’ alcohol policies, the IFC and ISC
policies, and the policies of the Office of Sorority and Fraternity Life.

Residence Hall events must comply with the Office of Residence Life policies.

Students, faculty and staff at Oxford College must comply with the Oxford College Alcohol Policy.

Miller Ward Alumni House events must comply with the Miller Ward Alumni House Alcohol Policy.

Additional policies are linked to below.

8.8.11.4 Review

A biennial review of this policy shall be conducted by a committee appointed by the president that shall include representatives from the following offices, programs, divisions and departments: Office of the President, Office of the Senior Vice President and General Counsel, Office of Research Compliance, Faculty Staff Assistance Program, Human Resources Division, Division of Campus Life, Office of Financial Aid, Emory Police Department, Office of the Provost, and Office of the Vice President for Health Affairs, as well as one or more student representatives. In addition, in accordance with the Higher Education Opportunity Act, the review shall include the number of drug and alcohol-related violations and fatalities that occur on campus or as part of the University’s activities and are reported to campus officials, as well as the number and type of sanctions imposed as a result of such drug and alcohol-related violations and fatalities, that occur on campus or as part of the University’s activities.

Deans and directors of all schools, departments, and divisions will review and interpret policies and procedures.

Definitions

**University-Sponsored Organization** – A student organization that (1) is registered with the University; (2) is affiliated with a University department or unit that acknowledges the organization as part of its activities; or (3) sponsors activities that relate to the education, research and community service missions of the University or to the goals or objectives of the department or unit of affiliation.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/8.8](http://policies.emory.edu/8.8)
- Medical Student Handbook and Academic Planner [http://www.med.emory.edu/education/omesa/SOM_handbook_08_09.pdf](http://www.med.emory.edu/education/omesa/SOM_handbook_08_09.pdf)
- Office of Graduate Medical Education Drug-Free Workplace Policy [http://med.emory.edu/gme/institutional_policies/index.html](http://med.emory.edu/gme/institutional_policies/index.html)
- Office of Residence Life [http://www.emory.edu/HOUSING/FORMS/PDFs/RL_POLICIES.pdf](http://www.emory.edu/HOUSING/FORMS/PDFs/RL_POLICIES.pdf)
- Office of Sorority and Fraternity Life [http://www.emory.edu/GREEKS/POLICIES/policies.html](http://www.emory.edu/GREEKS/POLICIES/policies.html)
- Office of Student Conduct [http://conduct.emory.edu/](http://conduct.emory.edu/)
- Office of Student Leadership & Service [http://www.osls.emory.edu](http://www.osls.emory.edu)
- Purchasing Card Policy and Procedures [https://www.finance.emory.edu/external/polprod/pcardtoc.cfm](https://www.finance.emory.edu/external/polprod/pcardtoc.cfm)
- Office of Student Leadership and Service and SGA Organization Policies (Eagle Source) [http://www.osls.emory.edu/student_orgs/eagle_source/](http://www.osls.emory.edu/student_orgs/eagle_source/)
- Student Government Association [http://students.emory.edu/SGA/](http://students.emory.edu/SGA/)
- Substance Abuse/Drug-Free Workplace [http://policies.emory.edu/4.66](http://policies.emory.edu/4.66)
- Georgia Controlled Substance and Dangerous Drug Laws Chart [http://tinyurl.com/26pfhy](http://tinyurl.com/26pfhy)
- Drugs of Abuse: Uses and Effects [http://tinyurl.com/2gcprg](http://tinyurl.com/2gcprg)
- Emory University Event Registration Form for Student Organizations [http://osls.emory.edu/student_orgs/eagle_source/eagle_source_forms/alcohol_registration](http://osls.emory.edu/student_orgs/eagle_source/eagle_source_forms/alcohol_registration)
- Emory University Event Registration Form for Department, Units and Other Groups [http://www.emory.edu/DUC/pages/documents/alcohol_permit.pdf](http://www.emory.edu/DUC/pages/documents/alcohol_permit.pdf)
- Campus Services Available for Drug Abuse [http://policies.emory.edu/uploads/Campus_Services_Available_for_Alcohol_and_Drug_Abuse.doc](http://policies.emory.edu/uploads/Campus_Services_Available_for_Alcohol_and_Drug_Abuse.doc)
# Emory University Event Registration Form for Student Organizations

**Contact Information**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information about policies affecting the SPC, SGA, and other student organizations.</td>
<td>Office of Student Leadership &amp; Service</td>
<td>7-6169</td>
<td>340E Dobbs University Center <a href="http://www.osls.emory.edu/">www.osls.emory.edu/</a></td>
</tr>
<tr>
<td>Information about wellness services available to faculty and staff</td>
<td>Faculty Staff Assistance Program</td>
<td>7-4328</td>
<td><a href="http://www.fsap.emory.edu">www.fsap.emory.edu</a></td>
</tr>
<tr>
<td>Information about health and free counseling services for students</td>
<td>Emory University Student Health Services Office of Health Promotion</td>
<td>7-7551</td>
<td><a href="http://www.studenthealth.emory.edu/hp">www.studenthealth.emory.edu/hp</a></td>
</tr>
<tr>
<td>Information about free counseling for students</td>
<td>Counseling and Psychological Services (CAPS)/Student Counseling Center</td>
<td>7-7450</td>
<td><a href="http://www.studenthealth.emory.edu/cs">www.studenthealth.emory.edu/cs</a></td>
</tr>
<tr>
<td>Information about assessments and therapy provided by psychiatry residents and psychology interns</td>
<td>Department of Psychiatry and Behavioral Sciences</td>
<td>7-0399</td>
<td>2004 Ridgewood Drive</td>
</tr>
<tr>
<td>Information about assessments and medication for psychiatric problems provided by medical residents</td>
<td>Department of Psychiatry and Behavioral Sciences</td>
<td>7-3903</td>
<td>1256 Briarcliff, Bldg. A, Room 311 South</td>
</tr>
<tr>
<td>Clarification of Policy</td>
<td>Division of Campus Life</td>
<td>7-4364</td>
<td>401 Dobbs University Center</td>
</tr>
<tr>
<td>Notification of employee drug-related convictions</td>
<td>Human Resources - Employee Relations</td>
<td>7-7625</td>
<td><a href="http://www.emory.edu/HR">www.emory.edu/HR</a></td>
</tr>
<tr>
<td>Information about events at the Miller-Ward Alumni House</td>
<td>Miller-Ward Alumni House</td>
<td>2-8995</td>
<td>815 Houston Mill Road</td>
</tr>
<tr>
<td>Information about state and federal laws and the interpretation of the policy</td>
<td>Office of General Counsel</td>
<td>7-6011</td>
<td><a href="http://www.emory.edu/OGC">www.emory.edu/OGC</a></td>
</tr>
<tr>
<td>Issues concerning medical residents and the GME Drug-Free Workplace Policy</td>
<td>Office of Graduate Medical Education</td>
<td>7-5658</td>
<td><a href="http://www.med.emory.edu/GME/">http://www.med.emory.edu/GME/</a></td>
</tr>
<tr>
<td>Information about use of federal or state appropriated funds for the purchase of alcohol</td>
<td>Office of Grants and Contracts Accounting</td>
<td>7-4269</td>
<td>Suite 530, 1784 N. Decatur Road</td>
</tr>
<tr>
<td>Information about housing policies</td>
<td>Office of Residence Life and Housing</td>
<td>7-4144</td>
<td>1st Floor Alabama Hall</td>
</tr>
<tr>
<td>Information about policies affecting sororities and fraternities</td>
<td>Office of Sorority and Fraternity Life</td>
<td>7-4142</td>
<td>228E Dobbs University Center</td>
</tr>
<tr>
<td>Information about undergraduate student conduct proceedings</td>
<td>Office of Student Conduct</td>
<td>7-7190</td>
<td>234E Dobbs University Center</td>
</tr>
<tr>
<td>Questions about Purchasing Card use</td>
<td>Purchasing Office</td>
<td>7-5400</td>
<td>1762 Clifton Road</td>
</tr>
<tr>
<td>Information about assessments and treatment provided by graduate students in psychology</td>
<td>The Psychological Center, Dept. of Psychology</td>
<td>7-7451</td>
<td>1462 Clifton Road, Suite 235</td>
</tr>
</tbody>
</table>

**Revision History**

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.