



July 29, 2008

MEMORANDUM

TO: Deans, Directors and Department Chairs

SUBJECT: Campus Alcohol Policy

Attached is a copy of the updated University at Albany Alcohol Policy and Enforcement guidelines for University officials. Please share with appropriate members of your staff.

Any questions regarding this policy or the enforcement guidelines may be directed to John M. Murphy, Associate Vice President for Student Success.

Thank you.

A handwritten signature in black ink that reads "Christine A. Bouchard".

Christine Bouchard
Vice President for Student Success

Attachment

UALBANY ALCOHOL POLICY ABSTRACT (7/29/08)

- The University adheres to and enforces all federal, state and local laws concerning alcohol. Alcohol may only be sold and served at pre-approved social functions where the Alcohol Use Registration Form has been approved by the Alcohol Administrator for that building.
- Any event at which alcohol is sold or served requires a license from NYS Liquor Authority. The sale and serving of alcoholic beverages under the terms of State law and University policy is permitted at the licensed premises of Chartwells in the Campus Center and by extension of that permit, temporary permits may be issued for Chartwells catered events only. Any alcoholic beverages sold or served outside the Campus Center require a special liquor permit from the NYS Liquor Authority. This includes events or performances where tickets are sold and alcohol is provided free of charge or in exchange for a purchased ticket. This permit must be secured through Chartwells for their catered events only and arranged at least two weeks in advance in order to allow time for the State permit to be issued to Chartwells. All outside caterers must provide UAS with their own approved NYS Liquor Authority permit
- Sponsor(s) of social events where alcohol is served assume full responsibility for the enforcement of all laws and university policies regarding the consumption of alcohol. This includes:
 - a) serving non-alcoholic beverages and food at events;
 - b) double proof of age required and must be present to the designated “responsible person” as stated on the Alcohol use registration. Acceptable form of proof include a valid driver’s license, a birth certificate or official state or federal ID, a passport, or a laminated ID card from another University/College.
- **No** student under the age of twenty-one may possess or consume alcoholic beverages anywhere on campus.
- Alcoholic beverages **are not** permitted in any freshman designated housing. These areas are designated as alcohol free. See <http://www.albany.edu/housing/>
- For students twenty-one years or older and their guests in non-freshman areas no individual may possess more than 12, 12 oz bottles/cans of beer (or the equivalent), **or** one liter of hard liquor **or** wine at one time.
- The following are prohibited under the University alcohol policy: binge drinking, driving under the influence, kegs and beer balls, whether empty or full, tapped or untapped, spiked punch, Jell-O shots containing alcohol, drinking games or any behavior that encourages or contributes to excess alcohol consumption, carrying open containers in any public area of campus, possessing, consuming and

storage of alcohol are prohibited in all public areas, e.g. lounges, hallways, stairwells, common bathrooms, or outdoor areas.

- Alcohol and Other Drug Education and Prevention Services and Programs are available at www.albany.edu/counseling_center/ed_progs/index.shtml
- The Incident Sanction Protocol found in the University alcohol policy identifies a series of prohibited alcohol and other drug behaviors and the sanctions for first offense and any subsequent offense.
- Parents of students under the age of twenty-one are notified in writing of any alcohol/drug violations by their sons or daughters.

ALCOHOL POLICY AND ENFORCEMENT GUIDELINES FOR UNIVERSITY AT ALBANY OFFICIALS

SUMMARY OF POLICIES GOVERNING THE USE OF ALCOHOL ON ALL UNIVERSITY AT ALBANY PROPERTIES

1. No alcohol may be consumed in academic buildings, on University grounds, on the academic podium, in the Physical Education complex, on the Downtown Campus and the East Campus complex, except at "alcohol approved" social functions. An alcohol approved social function is one where the Alcohol Use Registration Form is filled out and approved by the Alcohol Administrator for that building. Events at which alcoholic beverages are served and which are not under the jurisdiction of a specific local alcohol policy administrator require an "Alcohol Use Registration Form" to be filed with the Vice President for Student Success University Hall 206. (http://albany.edu/judicial_affairs/alcohol.shtml).
2. Under New York law, only persons twenty-one (21) years of age or older are legally entitled to purchase, be sold, given, or served alcohol. A person under 21 years of age may not possess or consume alcoholic beverages at any time on the University campus.
3. Under New York law, persons under the age of 21 are prohibited from possessing any alcoholic beverages with intent to consume the beverage. Violators are subject to a fine up to \$50.00 per offense. Authorized law enforcement personnel may seize alcoholic beverages involved in alleged violations of this law.
4. New York law further provides that any person, other than a parent or guardian, who purchases alcohol for, procures for, or gives alcohol to anyone under 21 years of age is guilty of a misdemeanor.
5. Under New York law, anyone under 21 years of age who uses fraudulent proof of age to obtain alcohol is guilty of a misdemeanor. This violation is punishable by a fine of up to \$100.00 and a community service requirement of up to thirty (30) hours.
6. Under New York law, anyone who is apparently intoxicated or who is behaving in an intoxicated manner may not be served alcohol.
7. A substantial part of the University at Albany is in the City of Albany and is subject to its open container law. Thus no open container of an alcoholic beverage is permitted on the campus, except at approved social functions as described in #1 above.

8. Any event at which alcoholic beverages are sold requires a license from the New York State Liquor Authority. The sale of alcoholic beverages under the terms of State law and University policy is permitted at the licensed premises of the Chartwells in the Campus Center. Any alcoholic beverages sold outside the Campus Center require a special liquor permit from the State of New York. This includes events or performances where tickets are sold and alcohol is provided free of charge or in exchange for a purchased ticket. This permit must be secured at least two weeks in advance in order to allow time for the State permit to be issued.
9. Under New York law, a person under the age of 21 who presents an altered New York State driver's license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver's license for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicles for a restricted use of driver's license following the suspension.
10. Sponsor(s) of social events at which alcohol is served assume full responsibility for the enforcement of all federal, state and local laws and University policies with respect to the consumption of alcohol. This responsibility includes:
 - a. Serving appropriate amounts of non-alcoholic beverages and food at events where alcohol is served.
 - b. Double proof of age is required and must be presented to the appropriate "responsible person" as designated on the Alcohol Use Registration Form at all functions where alcoholic beverages are served and students are present. The following are acceptable forms of proof:
 - **a valid driver's license**
 - **a birth certificate**
 - **an official state or federal ID**
 - **a passport**
 - **a laminated ID card from another University/College**
11. Camp Dippikill consists of 850 acres in Warrensburgh, NY owned and operated by the Student Association. Alcohol use at Camp Dippikill is subject to all federal, state and local laws and University policies with respect to the consumption of alcohol. Administration of this policy is the responsibility of the Director of this property. No alcohol may be sold by any organization on this property.
12. Driving under the influence of alcohol on University property is prohibited and violators will be subject to arrest.
13. The Vice President for Student Success is responsible for implementing and interpreting the alcohol use policy. Inquiries should be directed to:

John M. Murphy, Associate Vice President for Student Success
University Hall 206
956-8140

ALCOHOL POLICY ENFORCEMENT

Example of how to implement procedures

ISSUE:

Within University policies and regulations, the University at Albany permits students of legal drinking age to possess and consume alcoholic beverages. However, individuals under 21 years of age may do neither.

EXPECTATION:

University faculty, administrators and paraprofessional staff (herein referred to as University officials) are expected to clearly explain to students what action will be taken in dealing with alcohol policy violations.

When encountering instances of alcohol policy violations, University officials are expected to confront the violators. Information should be provided as to what behavior is inappropriate and what the individual is expected to do to be in compliance with the campus alcohol policy. If the individual is cooperative and complies with the request, the incident may be considered resolved. If the individual is uncooperative or refuses to comply, the local alcohol policy administrator responsible for the building or area should be contacted. If the policy administrator is unavailable or the individual continues to be uncooperative, the University Police should be summoned. The University Police will formally identify the violator and state the campus expectation for compliance with the University alcohol policy. In such cases a standard case form will be completed by the University Police Officer and the individual referred to the campus Judicial System. The University Police reserve the right to arrest, or issue a summons to appear in court on appropriate charges if such action is deemed necessary.

VIOLATIONS

In order to provide a common base of understanding, it is important to define the prohibitive behaviors which the campus considers violations of the alcohol policy. Consistent with New York law and the campus alcohol policy, the following instances would be in violation:

- Individuals under 21 years of age possessing or consuming alcoholic beverages.
- Individuals 21 years or older providing, directly or indirectly, alcohol to persons under 21 years of age.
- Anyone having alcohol in public areas without an open container permit and proper campus authorization.
- Possession and/or use of bulk containers except as allowed by provisions in the campus alcohol policy.

STAFF DIRECTIVES TO VIOLATORS:

Violators are to be instructed to dispose of the alcohol by means other than consuming it. Students may either pour the alcohol out on their own or give it to a staff member to pour out. When students pour alcohol out themselves, a University official should accompany the student to ensure proper disposal. Students are not to dispose of alcohol by consuming it, throwing it in a trash can or giving it to another person who may be 21 years of age. The University officials should ask the students if they intend to comply with the request. If the students are cooperative, they can proceed to dispose of the alcohol. Internal departmental procedures for communicating and documenting such incidents should take place. It is expected that students who violate the University alcohol policy will have the incident referred to the campus judicial system for appropriate sanctioning. If the students are uncooperative or refuse the official's request, the local alcohol policy administrator or Public Safety should be summoned for assistance. Again, it is expected such incidents will result in the preparation of a Standard Case Form and referral of the incident to the campus judicial system for alleged violation of the alcohol policy as well as non compliance with the University Official.

NOTE: If University officials encounter an unauthorized bulk container (e.g. beer ball, box of wine, keg, or "bash") it should be removed to an area where it can be drained. Once it is drained the container and tapping equipment, as appropriate, should be returned to the students. If the students refuse to drain the bulk container, the University Police should be summoned.

The University at Albany, State University of New York
Alcohol Use Registration Form

Submit signed request to your Local Alcohol Policy Administrator

1. Sponsoring Department or Group: _____

Contact Person: _____

Campus Address: _____ Phone #: _____

2. Date and time of Function: _____

3. Location of Function: _____

Please describe the event: _____

I have read and agree to enforce the University's Policy governing the Use of Alcohol.

Name: _____ Date: _____

Signature: _____ Date: _____

Local Alcohol Administrator: _____ Date: _____

LOCAL ALCOHOL POLICY ADMINISTRATORS

Building/Area	Administrator
Arts and Sciences (Social Science, Humanities, Biology, Chemistry, Earth Science, Physics, academic areas in Fine Arts, & CAS functions in Bus. Admin. Bldg.); Life Science Bldg.	Dean's Office, College of Arts & Science Elizabeth Gaffney
Education	Robert Bangert-Drowns Dean's Office, School of Education
Management Services Center	Marybeth Salmon
Business Administration (for all School of Business units)	Donald Siegel Dean's Office, School of Business
University Hall	Vice President's Office, Student Success Christine A. Bouchard
Physical Plant (all facilities and grounds under Physical Plant)	Physical Plant Office Kerry Csontos
ULibrary, Science Library, Dewey Lib. (including all basement areas)	University Libraries Office Frank D'Andraia
Performing Arts and Page Hall	Performing Arts Center Office Patrick Ferlo
Art Museum	Art Gallery Office Janet Riker
Campus Center, Podium (other than those listed above), Lecture Centers and Grounds	Student Involvement & Leadership Michael Jaromin
SEFCU Arena & PE Building	Athletics & Recreation Office Lee McElroy
Downtown Campus	Gerald Parker
East Campus	School of Public Health Larry Preston
Alumni House	Lee Seravillo
Boor Sculpture Studio	Edward Mayer
Albany Nanotech	Steve Janack
All Others	Vice President's Office, Student Success