



Policies and Procedures

Alcohol and Other Drug Use Policy

Introduction:

The College of Environmental Science and Forestry (ESF) is committed to providing a safe and healthy environment for all members of our community. This policy is intended to articulate, affirm, and maintain community-wide norms that support abstinence and encourage low-risk choices regarding alcohol and other drugs; choices that will not compromise positive living, learning, and/or working experiences for each member of our community. This policy provides a framework for the College's approach to prevention and intervention, and defines acceptable and unacceptable behaviors with regard to alcohol and other drugs.

Guiding Principles:

- **College as a Community:** ESF is an educational institution dedicated to pursuing excellence, promoting academic achievement, and advancing knowledge. The College takes a demonstrable interest in the intellectual, physical, and psychological wellbeing of its members. Ultimately, the College seeks a proper balance between individual freedom to learn from experience and the need to accept and live within the standards of conduct set by the community. The College expects all its members and guests to share in the responsibility for adhering to and enforcing this policy.
- **Proactive Approach:** Federal, state, and local laws and other mandates require the College to promulgate policies and procedures that stipulate sanctions for violating standards for misusing alcohol and other drugs; however, the College's efforts go beyond rules and sanctions. The College aims to institute policies and procedures that develop and sustain healthy community-wide norms to facilitate the prevention of problems while providing resources for intervention and assistance.
- **Prevention, Education, and Intervention:** ESF seeks to provide an environment in which drug and alcohol abuse is not tolerated and does not interfere with the goals of the College as an educational institution and workplace. In order to provide an environment that does not tolerate the illegal and harmful use of alcohol and other drugs and helps to prevent problems related to those substances, the College engages in proactive efforts including the following:
 - Educating members of the community about policies related to alcohol and other drugs and sanctions used to enforce these policies;
 - Intervening and providing assistance to those with problems while creating an atmosphere in which those with problems are encouraged to seek help; and
 - Offering low-risk social options that support institutional initiatives fostering health and wellness.



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- Values Regarding Substances and Education: Taking into account the public health and safety concerns expressed above, ESF supports the following values with regard to substances and education:
 - *Alcohol*: Abstinence is supported as a primary option. Consuming alcoholic beverages legally and in moderation is acceptable. Drinking alcohol excessively is not. Unlawful behaviors involving alcohol are prohibited. Disruptive behavior that creates potential for harm or infringes on the rights of others is prohibited.
 - *Illegal and Other Drugs*: There is zero-tolerance for the unlawful possession and use of illegal drugs. This zero-tolerance also applies to improperly using prescription medications, controlled substances, or other legal drugs. Possessing drug paraphernalia is prohibited.
 - *Education*: The College supports and utilizes alcohol and drug education and early intervention programs where appropriate. Self-referral to such programs is strongly encouraged and participation is strictly confidential. Community members are expected to be aware of the risks associated with abuse of alcohol and other drugs and the education and early intervention programs available to the community.

- Health Risks and Information:
 - Health risks associated with the use of alcohol include, but are not limited to, memory loss, depression, seizures, falls and accidents, heart and lung diseases, frequent infection, and sudden death.
 - Social risks associated with the use of alcohol include, but are not limited to, damaged relationships, academic failure, and family problems.
 - Grain alcohol is very dangerous when consumed. It is usually in a concentration of approximately 95 percent (185-190 proof), is highly toxic, and physically damages body cells, including causing burn injuries to the mouth and esophagus. Possession of grain alcohol by any person, regardless of age, is a violation of New York State Law.
 - For further information and assistance regarding alcohol and other drug related matters, community members may consult the [Office of Student Affairs](#), the [Office of Human Resources](#), and/or [Syracuse University Health Services](#).

Use of Alcohol and Other Drugs:

- Jurisdiction: The College's Alcohol and Other Drug Use Policy applies to the activities of all ESF students, ESF-sanctioned student clubs and organizations, staff, faculty, guests, and visitors as follows. This policy applies to:
 - All activities occurring on College-owned, operated, and/or associated properties, and in ESF-designated housing facilities;
 - All College-sponsored events occurring at any location;
 - All activities sponsored by College-affiliated, not-for-profit organizations, corporations, and foundations including, but not limited to, the College Foundation,



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- the SUNY-ESF Alumni Association, the Ranger School Alumni Association, and the Syracuse Pulp and Paper Foundation;
- All individuals while representing the College at any location;
 - All students as detailed in the [Code of Student Conduct](#); and
 - All ESF-sanctioned student clubs and organizations as detailed in the [Student Organization/Club Manual](#).
- **Comprehensiveness:** All organizational units of the College shall conform to this policy as well as all federal, state, and local laws.
 - **Definitions:** Definitions applicable to this policy are included in Appendix A.
 - **Drugs:**
 - The unlawful manufacture, distribution, sale, purchase, possession, or use of any drugs or controlled substances is prohibited.
 - Possession of drug paraphernalia is prohibited.
 - **Alcohol:**
 - The unlawful service, distribution, sale, possession, consumption, or other unlawful use of alcoholic beverages is prohibited.
 - “Legal drinking age” is defined as that of the state or country where the ESF-related activity takes place.
 - Unlawful behaviors involving alcohol including, but not limited to, underage drinking, public intoxication, drinking and driving, manufacturing, distributing, and using false identification are prohibited.
 - All events occurring on College-owned, operated, and/or associated properties, and in ESF-designated housing facilities, and all College-sponsored events where alcohol is present, including events sponsored by College-affiliated, not-for-profit organizations, corporations, and foundations such as the College Foundation, the SUNY-ESF Alumni Association, the Ranger School Alumni Association, and the Syracuse Pulp and Paper Foundation, must conform to the guidelines set forth in the Policy Governing the Use and Distribution of Alcoholic Beverages on Campus, on ESF-Owned and/or Associated Properties, and in ESF-Designated Housing Facilities ([Policy Governing the Use and Distribution of Alcoholic Beverages](#)).
 - In addition to College-sponsored and College-affiliated events as described above, alcoholic beverages may be served/consumed on College-owned, operated, and/or associated properties, and in ESF-designated housing facilities only in:
 - Specifically designated locations as outlined in Appendix B, and
 - Private College residential units of persons of legal drinking age provided that the host and all guests present are of legal drinking age. Alcoholic beverages dispensed via a central source container, such as kegs and beer balls, are prohibited.
 - Students under the legal drinking age may not distribute, sell, possess, consume, or be in the presence of alcohol in assigned living quarters.



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Sanctions for Violations of the Alcohol and Other Drug Policy:

- Employees and students known to violate this policy are subject to College disciplinary actions and public law enforcement actions.

- Any College official shall have the authority to take action regarding any violation of this policy occurring on College-owned, operated, and/or associated properties, in ESF-designated housing facilities, or at any College-sponsored or College-affiliated event. Any member of the College community may file a complaint pursuant to established College disciplinary procedures against any individual, ESF-sanctioned club or student organization, department, or affiliated organization, corporation, or foundation he/she knows or believes to have violated this policy. Complaints may be filed through established College processes, and, if it is determined a violation has been committed by the accused individual or ESF-sanctioned student club or organization, department, or affiliated organization, corporation, or foundation, appropriate sanctions will be determined using criteria identified below.
 - *Students and ESF-sanctioned student clubs and organizations:* All students and ESF-sanctioned student clubs and organizations are governed by this policy. Allegations that one or more students or ESF-sanctioned student clubs and organizations have committed a violation of this policy are handled through the College Conduct Process. College sanctions are described in Appendix C. Students may also be subject to external sanctions.
 - *Employees:* All College employees are governed by this policy. The Office of Human Resources handles allegations that an employee has violated this policy. Employees found to have violated this policy are subject to appropriate disciplinary action, pursuant to state, local, and federal law, and policies of the Office of Human Resources. Such disciplinary action may include, but is not limited to: referral for appropriate assessment, education, counseling, and rehabilitation. In cases where impaired performance is due to illegal drugs, immediate suspension or dismissal may result. Employees may also be subject to external sanctions.
 - *Employees and volunteers of College-affiliated organizations, corporations, and foundations:* All employees and volunteers of College-affiliated organizations, corporations, and foundations are governed by this policy and are subject to external sanctions as well as appropriate internal action by the College.
 - *Visitors and guests:* All visitors and guests are governed by this policy. Visitors and guests found to be in violation of this policy may be asked to leave College property immediately and may be subject to external sanctions. ESF students will be held responsible for the behavior of their guest(s).
 - *External sanctions:* Penalties available under generally applicable federal, state, and local laws are not diminished or replaced by the internal sanctions imposed under this policy.



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Appendix A: Definitions

When used in this policy, the following definitions apply:

- Alcohol means ethyl alcohol, hydrated oxide of ethyl, or spirit of wine from whatever source or by whatever processes produced.
- “Legal drinking age” is defined as that of the state or country where the ESF-related activity takes place.
- Alcohol abuse means the excessive use of alcohol in a manner that interferes with (1) physical or psychological functioning; (2) social adaptation; (3) educational performance, and/or (4) occupational functioning.
- Controlled substance means a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) or whose possession, sale, or delivery results in criminal sanctions under New York State Law. In general, this includes all prescription drugs, as well as those substances for which there is no generally accepted medical use (e.g., heroin, LSD, etc.), and substances that possess a chemical structure similar to that of a controlled substance (e.g., designer drugs). This term does not include alcohol.
- Illegal drugs or chemical substances are (1) any drug or chemical substance, the use, the sale, or the possession of which is illegal under any state or federal law, or (2) one which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.
- An individual or group is considered to be representing the College when their activities involve active management, physical or administrative oversight, financial support, and/or release time by the College or College-affiliated organizations, corporations, and foundations including, but not limited to, the College Foundation, the SUNY-ESF Alumni Association, the Ranger School Association, and the Syracuse Pulp and Paper Foundation. Students represent the College when: (1) they are traveling using College money (including student fees), (2) they are on the job (in positions paid for by College accounts and/or student fees), and/or (3) they use their College or student government titles or elected positions.



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Appendix B: Designated Locations

- Non-Residential Campuses/Properties: Individual possession and consumption of alcohol is prohibited. College-sponsored activities approved by the Vice President for Administration may involve alcohol¹. The Vice President for Administration will approve functions and locations on a case-by-case basis.
- Ranger School/Wanakena Campus: Consumption of alcohol is not permitted in public areas. Consumption is permitted in private residential units of persons of legal drinking age provided that the host and all guests present are of legal drinking age. College-sponsored activities approved by the Vice President for Administration may involve alcohol¹. The Vice President for Administration, in consultation with the Ranger School Director, will approve functions and locations on a case-by-case basis.
- Cranberry Lake Biological Station: Consumption of alcohol is not permitted in bunkhouses or public areas. College-sponsored activities approved by the Vice President for Administration may involve alcohol¹. The Vice President for Administration, in consultation with the Property/Program Director, will approve functions and locations on a case-by-case basis.
- Adirondack Ecological Center: Consumption of alcohol is not permitted in office or laboratory facilities, the dining hall, or its immediate grounds. College-sponsored activities approved by the Vice President for Administration may involve alcohol¹. The Vice President for Administration, in consultation with the Property/Program Director, will approve functions and locations on a case-by-case basis.
- Residences of College Employees: Lawful consumption of alcohol by College faculty and staff who live in College residences and their guests is permitted. All guests present must also be of legal drinking age.

¹College-sponsored activities approved by the Vice President for Administration may involve alcohol if alcohol service and distribution follows all guidelines outlined in the SUNY-ESF Policy Governing the Use and Distribution of Alcoholic Beverages on Campus, on ESF-Owned and/or Associated Properties, and in ESF-Designated Housing Facilities (Policy Governing the Use and Distribution of Alcoholic Beverages).



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Sanctioning Guidelines for Alcohol & Drug Violations of the [Code of Student Conduct](#)

Listed below are the general sanctioning guidelines for alcohol, marijuana, and other drug offenses.

Code of Student Conduct Section #	Violation Examples	For a First Violation, a student should expect ¹ :	For a Second Violation, a student should expect ¹ :
#15 – <i>Violation of College policies, rules, or regulations that are published in the Student Handbook, or other official College publications or agreements pertaining to the educational mission of the institution.</i>	Examples include violations of residence hall policies related to alcohol, being in the presence of alcohol if underage, possessing empty alcohol bottles/cans if underage, etc. ^{2,3}	<ul style="list-style-type: none"> • A written reprimand • A minimum of 5 hours community restitution 	<ul style="list-style-type: none"> • 6-9 months of disciplinary probation • An educational project • A minimum of 10 hours community restitution • Parental/guardian notification
#10 – <i>Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the ESF Alcohol and Other Drug Use Policy.</i>	Examples include underage consumption, use or possession of alcohol under prohibited circumstances, supplying alcohol to underage person(s), use or possession of marijuana or drug paraphernalia, etc.	<ul style="list-style-type: none"> • 6-9 months of disciplinary probation • An educational project • A minimum of 20 hours community restitution • Parental/guardian notification 	<ul style="list-style-type: none"> • 9-12 months of disciplinary probation • An educational intervention program (such as OPTIONS) • A minimum of 50 hours community restitution • Parental/guardian notification
#10	Examples of more serious violations include the manufacture, sale, purchase, or distribution of illegal drugs or controlled substances	<ul style="list-style-type: none"> • A minimum of one semester suspension^{4,5} • An alcohol and/or drug assessment by an approved provider and completion of any/all recommended treatment • A minimum of 50 hours community restitution to be completed prior to applying for readmission to ESF • Disciplinary probation for duration of ESF career upon return 	<ul style="list-style-type: none"> • Expulsion from SUNY-ESF
#4 – <i>Conduct which threatens the mental health, physical health, or safety of any person or persons including defamation, hazing, drug or alcohol abuse, and other forms of destructive behavior.</i>	Examples include intoxication or other substance abuse-related behavior posing a substantial risk to the health and wellbeing of self and/or others, transport to a health-care facility due to intoxication, etc.	<ul style="list-style-type: none"> • 9-12 months of disciplinary probation • An educational intervention program (such as OPTIONS) • A minimum of 20 hours community restitution • Parental/guardian notification 	<ul style="list-style-type: none"> • A minimum of one semester suspension^{4,5} • An alcohol and/or drug assessment by an approved provider and completion of any/all recommended treatment • A minimum of 50 hours community restitution to be completed prior to applying for readmission to ESF • Disciplinary probation for duration of ESF career upon return



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#4	Examples of more serious violations include driving any motor vehicle while intoxicated or while under the influence of drugs	<ul style="list-style-type: none"> • A minimum of one semester suspension^{4,5} • An alcohol and/or drug assessment by an approved provider and completion of any/all recommended treatment • A minimum of 50 hours community restitution to be completed prior to applying for readmission to ESF • Disciplinary probation for duration of ESF career upon return 	<ul style="list-style-type: none"> • Expulsion from SUNY-ESF
<p>All sanctions listed above are provided as guidelines only. Stricter sanctions may result in any case due to the severity of the behavior and/or the presence of aggravating circumstances association with alcohol, marijuana, and/or drug use and/or consumption.</p> <p>Administration of all sanctions will follow policies and procedures for enforcement, as defined in the ESF Student Handbook (see Code of Student Conduct).</p>			

¹Sanctions will be determined on a case-specific basis by the adjudicator/appropriate adjudicative body.

²Other than College-sponsored events, students under the legal drinking age should not be in a situation where alcohol is present. All students should avoid situations where there is illegal drug use.

³As defined by residence hall policies and ESF jurisdictions.

⁴Any alcohol- or drug-related offense after a student returns from a suspension for substance abuse-related violations will likely result in expulsion.

⁵Suspension for two academic semesters may include the current semester (if the violation occurred prior to the 5th week of classes) and a consecutive semester.