DATE: 8/26/14

TO: Chapman Students

FROM: Colleen M. Wood, Director for Student Conduct

RE: Drug-Free Schools and Communities Act (DFSCA); Drug and Alcohol Prevention Regulations; Annual Federal Title IV Financial Aid Notification; and Higher Education Opportunity Act Notification

Institutions that participate in the Federal Title IV student financial aid programs are required to provide specific annual notifications/disclosures to their student community. As part of the Higher Education Opportunity Act legislation, we are required to inform our currently enrolled students about the potential impact drug convictions could have on their federal financial aid eligibility. This memo notification serves as our official notice to you in compliance with this requirement. In addition, to requirements set forth by this legislation, Chapman University believes that providing students with information about possible consequences to a drug convictions, we strongly believe education, guidance, and prevention are equally as important.

A federal or state drug conviction can disqualify a student from receiving financial aid. Drug convictions that are considered are those convictions related to a drug offense (sale or possession of illegal drugs) that occurred during a period of enrollment for which the student was receiving Title IV aid. Drug convictions that may have occurred during a period of time in which the student did not receive federal Title IV student aid are not considered. Additionally, a drug-related conviction that was reversed, set aside, or removed from the student’s record does not apply, nor does one received when the student was a juvenile, unless the juvenile was tried as an adult.

The following information illustrates consequences, education, and prevention regarding federal, state, and Local Laws, as well as university sanctions involving alcohol and other drugs. We strongly encourage you to consider the impact of drug-related convictions on financial aid eligibility.
**Alcohol and Controlled Substance Use**

University Alcohol Concern

I. Statement of Policy

Chapman University has established an alcohol use policy based on the tenet that those serving and drinking alcohol will do so legally and responsibly, with concern for others around them, and with an understanding of the social, personal and legal issues involved. It is the responsibility of persons or groups that use, possess, distribute, or produce alcohol to be familiar with and abide by all laws regarding the sale and use of alcoholic beverages. Students hosting events providing alcohol must secure authorization from the Vice Chancellor and Dean of Students, or his/her designee, and adhere to the guidelines provided.

In keeping with its institutional mission, Chapman University seeks to provide an environment which is conducive to the pursuit and acquisition of knowledge and which fosters the social, cultural, and intellectual growth of students. Responsibility for the preservation of a quality academic environment rests with faculty, staff, and students alike. Chapman University is committed to teaching responsible, mature decision-making and concern for self and others rooted in solid values and in a life-preparatory philosophy. This Alcohol and Substance Abuse Policy was developed based upon this philosophy and the following principles:

A. Moderate consumption of alcohol in regulated situation is accepted in accordance with federal, state, local laws and University policies.

B. Abstinence from alcohol is always accepted.

C. Excess consumption in all situations is actively discouraged and may be subject to conduct review.

D. Use of illicit drugs and abuse of drugs in all situations is not accepted, and may be subject to federal, state and local laws, as well as conduct review and brought to the attention of local authorities.

E. The safety and health of all community members is a high priority.

Chapman University seeks to fulfill this commitment first and foremost through educational means relying heavily on positive role modeling. Factual information and knowledge regarding alcohol and drugs, skills and strategies for achieving and maintaining healthy behaviors, creation of a cooperative and consistent campus peer environment and compliance with all local, state, and federal regulations are components of the educational agenda. Illegal and abusive use of alcohol and other drugs by any member of the campus community constitutes an untenable threat to the community and signals a need for intervention on the part of the University. There are a number of individuals and offices that can provide confidential information and consultation regarding alcohol and drug issues. These include Student Psychological Counseling Services, Student Health Services, and the Director of PEER and Health Education. In addition, the Dean of Students, Director of Student Engagement, (formally known as the Student & Campus Life) and the Dean of the Chapel can be contacted for assistance.

II. Definitions

The following definitions apply throughout this policy.
1. **Alcoholic Beverage.** “Alcoholic beverage” means any beverage containing more than one-half of one percent of alcohol by volume, including alcoholic liquor, wine, and beer.

2. **Legal Age.** In California, the legal age is 21.

3. **Public Place.** A “public place” is any area or building on campus to which the public is permitted access. It does not include private residences.

4. **Intoxicated.** A person is intoxicated when one or more of the following are true:
   a. the person’s reason or mental ability has been affected;
   b. the person’s judgment is impaired;
   c. the person’s emotions are visibly excited;
   d. the person has, to any extent, lost control of bodily actions or motions.

III. **University Rules Governing Alcohol at Student Events**

 Generally, Chapman University jurisdiction and conduct processes shall be limited to behavior which occurs on University premises, at University-sponsored events, or other off-campus locations if it adversely affects the University community and/or the pursuit of its objectives as determined by University officials (i.e., the President, Vice Presidents, including the Vice Chancellor for Student Affairs/Dean of Students, as well as the Associate Dean of Students and Director for Student Conduct). It is not possible to specify every instance of misconduct that could result in disciplinary action against a student or possible locale. Factors that determine whether a program, activity, function, or social gathering (hereafter referred to as function) held off Chapman University property constitutes an event include, but are not limited to:

1. The nature of the function.
2. Number and nature of guests invited to the function.
3. Advertising (verbal and/or written) was created and distributed.
4. The function was announced in a group meeting.
5. The function is discussed in a Facebook group.
6. The function is listed in the minutes of a group meeting.
7. Money from the group was contributed in any way.
8. Group member(s) collected funds and contributed them in any way.
9. Group officer(s) and/or advisor(s) involvement in planning, promoting, and/or financing the function.
10. Group and/or individual members donated item(s) in any way.
11. A reasonable person could perceive the function to be sponsored by a group. It is important to note that, while group events may not necessarily be considered as Chapman University functions, such events may still be reported as having violated the Chapman University Student Conduct Code and, if found to be responsible, sanctions may be applied to the group, or any member thereof. If a group is in doubt as to whether a program, activity, function, or social gathering may be considered an event, members are encouraged to contact Student and Campus Life for a determination.
It is not possible to specify every instance of misconduct that could result in disciplinary action against a student or possible locale, however, each student or student group may be subject to conduct review whether misconduct occurs on University premises, at University sponsored activities, or at any location off-campus when such conduct is brought to the attention of the University.

IV. Federal, State, and Local Laws and Sanctions Regarding Alcohol

It is the University’s belief that all disciplinary sanctions should assist in education and provide the opportunity for personal growth. The following is a summary of federal, state, and local laws regarding drugs and alcohol.

A. Laws regarding the use of alcohol

Chapman University has established an alcohol use policy based on the tenet that those serving and drinking alcohol will do so legally and responsibly, with concern for others around them, and with an understanding of the social, personal and legal issues involved.

It is the responsibility of persons or groups that use, possess, distribute or produce alcohol to be familiar with and abide by all laws regarding the sale and use of alcoholic beverages. The following is a summary of the more important laws that directly relate to the University’s Alcohol and Substance Abuse Policy:

1. The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited (Business and Professional Code, 25658 and 25662).
2. It is a misdemeanor for anyone to sell, furnish, or give or cause to sell, furnish, or give any alcoholic beverage to a minor (Business and Professional Code 25658(a)).
3. It is prohibited to advertise alcoholic beverages in such a way as to encourage minor to drink (Business and Professional Code 25664).
4. It is a misdemeanor for a minor to have any alcoholic beverage in his or her possession on any street or highway or in any public place or in any place open to the public (Business and Professional Code 25662(a)).
5. Any minor who purchases any alcoholic beverage, or any minor who consumes any alcoholic beverage, or any minor who consumes any alcoholic beverage in any on-sale premises, is guilty of a misdemeanor and shall be punished by a fine of not less than $100.00, no part of which shall be suspended (Business and Professional Code 25658(b)).
6. Minors attempting to purchase alcoholic beverages will be fined $250.00 or required to perform 24-32 hours of community service for the first offense and $500.00 for a second or subsequent offense. Violators may also be required to perform 36-48 hours of community service for a second offense (Business and Professional Code 25658.5).
7. No minor shall knowingly drive any motor vehicle carrying any alcoholic beverage, unless the minor is accompanied by the parent or legal guardian (California Vehicle Code 23224(a)).
8. Peace officers who lawfully enter premises may confiscate alcoholic beverages which are in plain view and possessed by or provided to minors at social gatherings. Alcoholic beverages in open containers that are confiscated may be destroyed while those in unopened containers shall be impounded for no more than seven (7) working days after which they too may be destroyed. Unopened containers may be released within the seven (7) days to the owner or resident of the property provided they are 21 years of age (Business and Professional Code 25662(b)).

9. Any person providing an alcoholic beverage to a minor will be contributing to the delinquency of a minor and guilty of a misdemeanor (Penal Code 272).

10. **Possession of Alcohol in a Public Place**

   It is unlawful to be in possession of alcoholic beverages in a public place (Orange Municipal Code 9.16.050). A public place is defined as any location where all members of the public have unrestricted access. This includes, but is not limited to, outside walkways within the University Campus and walkways and balconies within the Residence Halls/Apartments.

11. **Intoxicated Person**

   The use of intoxicating liquor by the average person in such quantity as to produce intoxication causes many commonly known outward manifestations which are “plain” and “easily seen or discovered.” [People of the State of California v. Johnson, 185 P.2d 105 (Cal.App. Sup.Ct. L.A.Cty. 1947), p. 106]. The sale or furnishing of alcoholic beverages to an obviously intoxicated person is a misdemeanor (Business and Professional Code 25602).

12. **Operation of a Vehicle**

   a. It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to operate a bicycle (California Vehicle Code 21200.5) or a motor vehicle (California Vehicle Code 23152(a)).

   b. No person shall drink any alcoholic beverage while driving a motor vehicle upon any highway (California Vehicle Code 23220).

   c. No person shall have in his or her possession, on his or her person, while driving a motor vehicle upon any highway, any bottle, can, or other receptacle, containing an alcoholic beverage which has been opened, or a seal broken, or the contents of which have been partially removed (California Vehicle Code 23223).

13. **Sale of Alcohol**

   It is a misdemeanor to sell alcoholic beverages without a license from the State Alcoholic Beverage Control Board (Business and Professional Code 23300 and 23301). Included are forms of indirect sales such as selling tickets which may be exchanged for drinks, tickets of admission which include an alcoholic beverage or “passing the hat” during an event to cover the cost of alcohol.
### State Law vs. Federal Law

<table>
<thead>
<tr>
<th>Category</th>
<th>State Law</th>
<th>Federal Law</th>
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</thead>
<tbody>
<tr>
<td>Legal Drinking Age</td>
<td>You must be 21 to drink or work at a bar in California, and you can work in a restaurant that sells alcohol at age 18.</td>
<td>You must be 21 to drink or work at a bar in California, and you can work in a restaurant that sells alcohol at age 18.</td>
</tr>
<tr>
<td>BAC Limits</td>
<td>California’s maximum legal blood-alcohol content is .08 percent.</td>
<td>BAC maximum is .08. Minors are held to stricter standards under zero tolerance laws, which hold the driver to much lower blood alcohol content levels for criminal and/or license suspension purposes.</td>
</tr>
<tr>
<td>Penalties</td>
<td>$200-$500 average fine, average jail time of 6 months suspension after the 1st offense, and an average probation of 5 years.</td>
<td>Varies from state to state.</td>
</tr>
<tr>
<td>Regulations</td>
<td>In terms of possession of alcohol by minors, it exempts use by minors while under their parents’ supervision.</td>
<td>For minors in possession, first offense is $250 and/or 24-32 hours of community service, and the second offense is up to a $500 fine and/or 36-48 hours of community service.</td>
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### Drugs

I. **Statement of Policy**

Chapman University has an interest in maintaining an environment suitable to students’ personal and professional growth, potential development as persons, and welfare. Drug abuse has many negative effects, including problems that may lead to stroke, cancer, and lung disease. Pursuant to the Drug-Free Schools and Communities Act, the University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Chapman’s property or as part of any Chapman activity.

II. **Definitions**

1. **Controlled Substance.** “Controlled Substance” means a drug or substance that includes, but is not limited to: heroin, cocaine, marijuana, opiates and opioids, amphetamines, LSD, MDMA (ecstasy), and steroids. “Controlled substance” under this policy includes simulated controlled substances, which means a substance that is not a controlled substance but that is expressly or impliedly represented to be a controlled substance.

2. **Distribute.** “Distribute” means to deliver a controlled substance, other than by administering or dispensing by an authorized healthcare or pharmacy professional.
3. **Manufacture.** To “manufacture” a controlled substance includes the production, preparation, propagation, compounding, conversion, or processing of a controlled substance, as well as any packaging or repackaging of the substance or labeling or relabeling of its container.

III. Federal, State, and Local Laws and Sanctions Regarding Drugs

It is the University’s belief that all disciplinary sanctions should assist in education and provide the opportunity for personal growth. The following is a summary of federal, state, and local laws regarding drugs.

**A. Laws Regarding Drug Use**

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fined as authorized by law.

Criminal Sanctions under California Law for the unlawful possession or distribution of illicit drugs and alcohol include the following:

1. Imprisonment in State prison for possession of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11350).
2. Imprisonment in State prison for two to four years for possession or sale of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11351).
3. Imprisonment in State prison for three to five years for possession for sale of cocaine base (Health and Safety Code Section 11351.1).
4. Fine not exceeding $50,000 for possession for sale of heroin (Health and Safety Code Section 11352.5).
5. Fine of not more than $100 for possession of less than 28.5 grams of marijuana (one ounce); imprisonment in county jail and/or fine of not more than $500, or imprisonment in State prison for possession of concentrated cannabis (Health and Safety Code Section 11357).

**B. California’s Medical Marijuana Program**

Students, faculty, and staff who qualify under California Proposition 215 to use marijuana for medical reasons are not permitted the use, storage, or possession of marijuana or paraphernalia on university property or at a University sponsored event. Students who violate this policy are subject to review by conduct.
## Possession of a Controlled Substance

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<tr>
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<th>State Law</th>
<th>Federal Law</th>
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<tbody>
<tr>
<td><strong>Cocaine (50-4999 gms)</strong></td>
<td>Possession can be prosecuted as a misdemeanor or felony with up to 3 years in prison. Penalties for possession for sale is 2, 3, or 4 years in the state prison. Possession for sale will often serve from 1 year in county jail, or 18-month sentence in the state prison. Various enhancements do exist in the California Code which may result in very long prison terms, such as being in possession for sale, or selling multiple kilogram quantities of the drug.</td>
<td>Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual</td>
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<tr>
<td><strong>Cannabis (1 to 49 plants; less than 50 kg)</strong></td>
<td>Possession of one ounce or less can result in a fine of $100 (plus fees). Possession of more than an ounce can result in a fine of $500 (plus fees) and 6 months in jail.</td>
<td>Not more than 5 years; Fine not more than $250,000, $1 million other than individual</td>
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<tr>
<td><strong>Heroin/Opiates</strong></td>
<td>Possession can be prosecuted as a misdemeanor or felony with up to 3 years in prison. Penalties for possession for sale is 2, 3, or 4 years in the state prison. Those convicted of possession for sale or sale/trafficking will often serve from 1 year in county jail, or 18-month sentence in the state prison based upon the quantities and extent of their drug dealing if it is their first offense.</td>
<td>A first conviction for possession can result in up to one year in jail as well as a fine (minimum of $100). Additional convictions will result in mandatory jail time as well as increased minimum fines</td>
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### IV. Health Risks Associated With the Use of Drugs and Alcohol
The use of any mind or mood-altering substance, including alcohol and marijuana, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension, or anxiety when the substance is not used. In addition, with many substances use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect, and/or symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize they are losing control over the use of the substance and that they need help. It is impossible to accurately predict how an individual will react to a specific drug or alcohol because effects vary depending on the person, environmental variables, the dosage and potency of the substance, the method of taking the substance, the history of use, and whether the substance is taken in conjunction with other substances. Illegal drugs have particularly unpredictable effects due to the variability in dosage and purity. Further, the overall potency of street drugs has increased dramatically making users increasingly susceptible to negative effects.

Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney and heart damage, and eventually death. Ingesting a large amount of alcohol at one time can lead to alcohol poisoning, coma and death. Drugs such as LSD, amphetamines, marijuana, and alcohol alter emotion, cognition, perception, physiology, and behavior in a variety of ways. Health risks include but are not limited to depression, apathy, hallucination, paranoia, and impaired judgment, and all substances can have adverse effects on pregnancy. When two of more substances are combined, there is often an effect that is stronger than their additive sum.

V. Drug and Alcohol Abuse Prevention and Treatment

A. Chemical Dependency Recognition and Counseling Policy

Student Psychological Counseling Services (SPCS) operates by the principal that the University has a responsibility to educate, prevent, and/or help procure treatment for individuals with chemical dependency or difficulties originating from family problems involving chemical dependency. SPCS believes that chemically dependent persons can and should be effectively treated and rehabilitated, and views the problem primarily as a disease which can be treated, and not reflective of the moral character of the student. The goal is to help restore the person to full physical and psychological health so that he/she can function productively in personal, academic, and professional pursuits. SPCS also believes that adequate chemical dependency treatment often requires specialized care, involving intervention, assessment, medical evaluation and detoxification procedures, as well as treatment and adequate follow-up. Facilities at SPCS do not allow for a complete chemical dependency program to be carried out on campus, therefore services provided by SPCS are limited and specific.

A student who has concern about personal chemical dependency problems, either with alcohol or any addictive substance, may contact SPCS for a preliminary assessment at the
(714) 997-6778. Faculty, administrators, or staff with similar concerns may contact Human Resources at (714) 997-6686.

Possible outcomes regarding students may include assignment to a counselor at SPCS if the problem is deemed low-risk and appropriate to the level of treatment and expertise available at SPCS; referral to the Director of PEER and Health Education for education concerning drugs and/or alcohol; referral to Student Health for medical assessment; and/or referral for further assessment by a treatment facility in the community. University administrators, faculty, staff, and students who have concerns about a student’s possible chemical dependency should either refer the student to SPCS, and/or come to the Health Center in person. Referrals do not have to be based on a formal diagnosis of chemical dependency. Behavioral or academic problems, impaired work performance, difficulties in interpersonal relationships due to alcoholism or drug abuse are sufficient reasons for referral. Any student, faculty, administrator, or staff contacting SPCS or Human Resources for chemical dependency issues will be assured of confidentiality. No information will be released without written permission.

Nothing in this statement is to be interpreted as constituting a waiver of the University’s responsibility to maintain an environment conducive to the education and personal safety or the chemical dependency. Students involved in illegal activities are not exempt from their legal liabilities, civil or criminal.

B. Education Programs

The University sponsors a number of programs designed to provide students with an understanding of alcohol and substance use and abuse. Principle among these programs is Healthy Panther Initiative and Choicepoints, and ‘It’s All About Alcohol.’

a. Healthy Panther Initiative is a required program for all new students because learning to make healthy decisions is not only an important part of a college education, it's essential to your achieving your personal and academic potential. Chapman's Healthy Panther Initiative (HPI) embodies this philosophy and arms students with the necessary information to make informed, healthy decisions. The definition of a healthy panther includes

- a student who consistently respects her or his community and others;
- a student who, if sexually active, consistently practices safer sex;
- a student who is knowledgeable about alcohol and other drugs and their effects on the body and decisions;
- a student who develops a healthy plan for herself or himself and sticks with it; and
- a student who drinks in moderation or not at all.

Research has shown that combining motivational interviewing with an online feedback system can help students reduce risky behaviors. The HPI has three distinct components that must be completed by all new undergraduate students:
Part 1: Choicepoints Lite is an interactive group presentation focusing on high risk behaviors during which all new undergraduate students will be introduced to, or reminded of, the potential consequences of these behaviors, including alcohol poisoning, rape and sexual assault, and the spread of HIV and other STDs. The session lasts approximately 55-70 minutes, and attempts to enhance your coping skills thus empowering you to take control of your life and choices, while introducing you to services provided here at Chapman.

Part 2: Students will then complete the National College Health Assessment (NCHA). The NCHA is a confidential web-based instrument that collects data about student health habits, behaviors, and perceptions on topics such as sexual health, physical health, personal safety, and alcohol and other drugs. This is a very inclusive survey that touches on all the possible decisions college students make. The assessment takes approximately 30 minutes to complete.

Part 3: The final component is the completion of a follow-up survey. Approximately 6 weeks following the completion of Choicepoints Lite, you will receive a follow-up survey through your Chapman e-mail account from SurveyMonkey. Once you complete this 30 minute survey you will have completed the Healthy Panther Initiative.

b. Choicepoints is an alcohol/drug abuse prevention program. Choicepoints emphasizes responsibility, decision-making, consequences, goal setting and the benefits of an overall healthy lifestyle. A variety of modalities is utilized including videos, discussion, PowerPoint, and personal experiences to achieve the program goals.

c. ‘It’s All About Alcohol’ is an interactive PowerPoint presentation that addresses the following topics: driving under the influence, alcohol poisoning, sexual assault, friends who drink, prevention and resources tips, related high risk behaviors and asks the question: ‘Do I have a problem with alcohol?’ The program is appropriate for students, staff, and faculty members.

C. Resources

a. On campus:
   Vice Chancellor and Dean of Students (714) 997-6721
   Chief, Public Safety (714) 997-6763
   Associate Dean of Students & Assistant Vice Chancellor (714) 997-6603
   Associate Dean of Students (714) 532-6039
   Director of Student & Campus Life (714) 997-6761
   Dean of the Chapel (714) 628-7260
   Human Resources (714) 997-6686
   Director of PEER and Health Education (714) 744-7080
   Student Psychological Counseling Services (714) 997-6778
   Student Health Services (714) 997-6851
b. Off campus treatment centers:

**Community Alcohol and Drug Treatment Foundation**
14558 Sylvan S St., 1st Floor
Van Nuys, CA 91401
(818) 787-4151
*Services: Substance abuse treatment*

**Grandview Foundation, Inc.**
1230 North Marengo Avenue
Pasadena, CA 91103
(626) 797-1124
*Services: Substance abuse recovery*

**LACADA (Los Angeles Centers for Alcohol and Drug Abuse)**
Multiple locations
http://lacada.com/
(213) 626-6411
*Services: Substance abuse treatment*

**New Directions for Youth, Inc.**
7315 Lankershim Boulevard
North Hollywood, CA 91605
(818) 375-1000
*Services: Youth services- gang affiliation, substance abuse, abuse, depression*

**Pride Health Services**
8619 Crenshaw Boulevard
Inglewood, CA 90305
(310) 677-9019
*Services: Substance abuse treatment*

**Safety Consultant Services, Inc.**
5518 Long Beach Boulevard
Long Beach, CA 90805
(562) 428-6426
*Services: Substance abuse treatment*

**SPIRITT Family Services**
9401 South Painter Ave
Whittier, CA 90605
(562) 698-9436
*Services: Substance abuse treatment, family therapy, mental health*

**Substance Abuse Foundation of Long Beach, Inc.**
3125 E. 7th St.
Long Beach, CA 90804
(562) 987-5722
*Services: Substance abuse treatment*

**Tarzana Treatment Center**
18646 Oxnard Street
Tarzana, CA 91356
(818) 996-1051
*Services: Substance abuse treatment*

**Twin Palms Recovery Center**
218 North Glendora Avenue
City of Industry, CA 91744
(626) 968-8875
*Services: Substance abuse treatment*

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**D. Procedures for students, staff/administrators, and faculty involved in alcohol and/or substance abuse**

All members of Chapman University must comply with all University policies as well as with federal, state, and local laws with regard to alcohol and drug use. Chapman University and participating law enforcement agencies have agreed to work in a cooperative manner to assist members of the University involved in substance abuse. Procedures outlined have been reviewed by the agencies involved and will be in effect until such time as it is mutually agreed to revise them. All agencies involved in assisting persons involved in substance abuse have agreed to cooperate and work together in assisting corrective measure to avoid duplications and unfair
punishment. The University has agreed to release all substances confiscated from its members to the appropriate law enforcement agency.

a. Procedures for students involved in alcohol and substance abuse
   The Chapman University Student Conduct Code and the Guide to Residential Living provide information regarding the codes of conduct for Chapman University students involved in alcohol and substance abuse.

b. Procedures for faculty, staff, and administrators involved in substance abuse
   The Chapman University Faculty Handbook and the Chapman University Staff and Administrative Handbook provide information regarding the codes of conduct for Chapman University faculty, staff, or administrators.