Introduction

This handbook contains valuable information to help students, faculty, and staff understand the policies and regulations of the University. These policies were formerly published in the appendix of FACETS (Facts About Columbia Essential to Students). This handbook is a useful reference to several important policies, but it is not exhaustive. For additional policy resources, see page 27.

This policy handbook is intended only to provide information for the guidance of the Columbia community. The editors have exercised their best efforts to ensure the accuracy of the information contained herein, but accuracy cannot be absolutely guaranteed. Anyone who needs to rely on any particular matter is advised to verify it independently. Information presented here is subject to change, and the University reserves the right to depart without notice from any policy or procedure referred to in this handbook. This handbook is not intended to and should not be regarded as a contract between the University and any student or other person.

Produced by:
Office of the Executive Vice President for Student Administrative Services
Columbia University
208 Philosophy Hall
1150 Amsterdam Avenue, MC 9201
New York, NY 10027
facets@columbia.edu
www.facets.columbia.edu

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Guidelines and Statement of Policy

[Comment: While gender-neutral language is employed in these guidelines and statements whenever possible, "he," "him," or "his" occasionally appear. They are used to avoid awkward locutions and are not intended to perpetuate gender stereotypes.]

I. Scope of the Act.

(a) General. The Federal Family Educational Rights and Privacy Act of 1974, as amended, and its implementing federal regulations affords to persons who are currently, or were formerly, in attendance at the University as registered students a right of access to their "educational records" that contain information directly related to such persons. Persons who unsuccessfully applied for admission to the University are not covered by the Act. An unsuccessful applicant for admission to one of the schools or divisions of the University is not considered to be a "student" of that school or division even if the applicant is in attendance at another school or division of the University.

The Act also restricts the persons to whom the University may disclose a student’s education records without the student’s written permission.

(b) Records Covered. "Educational records" of a student include records, files, documents, and other materials regularly maintained by the University that contain information directly related to a student and that are maintained in connection with the student’s attendance at the University.

II. Access Rights of Students.

(a) Procedure. A student may obtain access to his education records by making application to the Information Center of the Office of the Registrar. The University is required to grant the request within 45 days. The Registrar will forward copies of the student’s request to the appropriate offices holding the requested files. These offices will contact the student and invite him to inspect them.

(b) Confidential Letters of Recommendation. In general, a student may have access to confidential letters and statements of recommendation that are part of the student’s education records. This right, however, does not apply to such letters and statements placed in the student’s education records prior to January 1, 1975, if such letters and statements are not used for purposes other than those for which they were specifically intended.

A student may, by signing a written waiver, relinquish his or her right to inspect confidential recommendations placed in the student’s education records on or after January 1, 1975, respecting (1) admission to any educational institution; (2) an application for employment; or (3) the receipt of an honor or honorary recognition.

In no case will any student be required by the University to waive his or her rights to access of confidential recommendations. A student may find it appropriate to do so for a number of reasons. For example, the student may feel that his or her professors will write more candid and helpful letters of recommendation if the letters are not available to the student. A number of schools and departments have waiver forms available. A school or department desiring to formulate a waiver form should consult the General Counsel of the University.

(c) Copying. A student will ordinarily not be provided with copies of any part of his record other than his transcript, unless the inability to obtain copies would effectively prevent him from exercising his right to inspect and review his education records. In cases where copies will be provided, the department or office of the University maintaining the record in question may impose a charge for making such copies at such uniform rates as it shall determine. Each department or office should establish and make readily available a schedule of such charges. In general, the charges imposed will not exceed $.10 per page. An exception is the case of transcripts, which are free.

(d) Other Rights.

(1) A student also has the right to be provided with a list of the types of educational records maintained by the University that relate to students. The University Registrar has compiled such a list and, on request, make copies of this list available to any student to assist the student in determining those records to which he or she may want access. Generally, educational records of a student will be maintained by the Office of Registrar, the
III. Access by or Release to Others.

(a) General. The University will not generally permit access to, or release of, educational records or personally identifiable information contained therein to any party without the written consent of the student. The University may, however, as provided in the Act, release such data to certain persons including:

(1) Officials of the University who have a legitimate educational interest (including persons with whom the University has contracted) in obtaining access to the records. Such access will be granted if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(2) Persons who require access in connection with the student’s application for, or receipt of, financial aid.

(3) Parents of a student, provided the student is a “dependent” of the parents for federal income tax purposes. In general, the University does not make education records available to a student’s parents, although it is the policy of some schools within the University to advise such parents of the student’s grades. Where the University believes that it is in a student’s interest, information from the student’s educational records may be released to the parents of such a dependent student.

(4) The University may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena. As a general policy, before any information is so released the University will first notify the student at the student’s most recent address as shown in the records maintained by the Office of the Registrar. However, in compliance with the Act, some judicial orders and subpoenas issued for law enforcement purposes specify that the University cannot disclose to any person the existence or contents of the order or subpoena or the information furnished in compliance with it.

(b) Release with the Student’s Consent. Upon written consent or request by a student, the University will release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

(c) Transfer of Information to Third Parties. It shall be a condition of the release by the University of any personal information on a student to a third party that the party to which the information is released will not permit any other party to have access to such information without the written consent of the student. An institution to which such information is released may permit its officers, employees, and agents to use such information but only for the purposes for which the disclosure was made. These restrictions do not apply to certain subpoenas and court orders.

(d) Directory Information. The University may release “directory information” with respect to a student without the student’s consent. The University is required to give notice of the categories of information that it will treat as “directory information.” Accordingly, the University hereby gives notice that it has designated the following categories of information as directory information with respect to each student: name, local and permanent address, electronic mail address, telephone listing, date and place of birth, major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance at Columbia and school, department, or institute attended; degrees conferred, awards received, and their dates; and other educational institutions attended.

A student in attendance at the University who does not want to have directory information relating to himself or herself released should inquire at the Office of the Registrar as to the procedures to be followed. It is important to note that such requests must be made within the first 90 days of any term.

IV. General.


(b) Each office of the University that maintains educational records should keep with each student’s file a permanent record of all parties who have requested access to the student’s records, other than custodians of such files, University students in attendance at the University who have authority to make changes in a student’s records. If a student is dissatisfied with the results of such a hearing, the student should be referred to the General Counsel of the University.

(c) If, after a hearing, the University decides to refuse to amend a student’s records, he or she is entitled to a hearing to challenge the content of his or her educational records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights. Normally, an informal hearing will suffice with an officer of the University who has authority to make changes in a student’s records. If a student is dissatisfied with the results of such a hearing, the student should be referred to the General Counsel of the University.

(d) If, after a hearing, the University decides that the student’s records are not inaccurate, misleading, or otherwise in violation of his or her rights, the student may have access to, or release of, educational records or personally identifiable information furnished in compliance with it. Normally, an informal hearing will suffice with an officer of the University who has authority to make changes in a student’s records. If a student is dissatisfied with the results of such a hearing, the student should be referred to the General Counsel of the University.

(e) If the University decides to refuse to amend a student’s records, he or she is entitled to a hearing to challenge the content of his or her educational records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights. Normally, an informal hearing will suffice with an officer of the University who has authority to make changes in a student’s records. If a student is dissatisfied with the results of such a hearing, the student should be referred to the General Counsel of the University.
Hazardous Activity in Connection with Initiations and Affiliations

In accordance with Chapter 676 of the Laws of 1980 of the State of New York, the following rules and regulations supplement existing University rules and regulations for the maintenance of public order on University campuses and other University property used for educational purposes:

1. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
2. Any person who engages in conduct prohibited by the foregoing paragraph shall be subject to ejection from University campuses and property and, in the case of a student or faculty violator, to suspension, expulsion, or other appropriate disciplinary action by the Dean or other University officer having jurisdiction. Any organization that authorizes such conduct may be subject to rescission of its permission to operate on University campuses or property.
3. A copy of these rules and regulations shall be given to all students enrolled in the University and shall be deemed to be part of the bylaws of all organizations operating on the University’s campuses. Each such organization shall review annually such bylaws with individuals affiliated with such organization.

Religious Holidays

It is the policy of the University to respect its members’ religious beliefs. In compliance with New York State law, each student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No student will be penalized for absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

University Policy on Possession of Firearms on Campus

University policy and state law, New York Penal Law Section 265.01(3), prohibits possession of firearms on campus without the authorization of the University’s written authorization. The University’s prohibition against possession of firearms on campus extends to all University owned or controlled locations used for residences of affiliated persons, including all housing obtained through the Office of Housing Services and University Apartment Housing. Firearms possessed in violation of this University policy will be confiscated. Violators of the policy may be subject to University discipline as well as criminal prosecution.

Student Discipline

Students may continue at the University, receive academic credits, graduate, and obtain degrees subject to the disciplinary powers of the University. The Trustees of the University have delegated responsibility for student discipline to the Deans of the individual schools or divisions, and their administration of student discipline is known as Dean’s Discipline.

Students should be aware that academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) or the threat of violence or harassment are particularly serious offenses that will be dealt with severely under Dean’s Discipline.

Academic Discipline

In addition to Dean’s Discipline, each school or division of the University has established standards of academic progress and requirements for remaining in academic good standing. Progress and standing are monitored by the Dean of the respective school or division. Further information about academic standards and requirements students should consult the bulletin of the school or division in which they are enrolled.

The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.

Rules of University Conduct

CHAPTER XLIV OF THE STATUTES OF COLUMBIA UNIVERSITY

The Rules of University Conduct (Chapter XLIV of the Statutes of the University) provide special disciplinary rules applicable to demonstrations, rallies, picketing, and the circulation of petitions. These rules are designed to protect the rights of free expression through peaceful demonstration while at the same time ensuring the proper functioning of the University and the protection of the rights of those who may be affected by such demonstrations. The Rules of University Conduct are University-wide and supersede all other rules of any school or division. Minor violations of the Rules of Conduct are referred to the normal disciplinary procedures of each school or division (”Dean’s Discipline”). A student who is charged with a serious violation of the Rules has the option of choosing Dean’s Discipline or a more formal procedure provided in the Rules. All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct. The text of the Rules of University Conduct is reproduced below.

§440. DEMONSTRATIONS, RALLIES, AND PICKETING.

University persons, faculty, students, and the circulation of petitions have an important place in the life of a university. They are means by which protests may be registered and attention drawn to new directions possible in the evolution of the University community. But in order to protect the rights of all members of the University community and to ensure the proper functioning of the University as an institution of teaching and research, it is necessary to impose reasonable restraints on the place and manner in which picketing and other demonstrations are conducted and on activities of counter demonstrators or self-appointed vigilantes. This is the intention of the Rules of University Conduct to protect the concurrent rights of both the University community as a whole and demonstrators.

While the University as a private institution is not subject to the Constitutional provisions on free speech and due process of law, the University by its nature is dedicated to the free expression of ideas and to evenhanded and fair dealing with all with whom it conducts its affairs. The Rules of University Conduct are thus enacted by the University to provide as a matter of University policy the maximum freedom of expression consistent with the rights of others and a fair and speedy hearing to any person charged with a violation of these Rules.

A violation of these Rules is an offense against the entire University community. However, such violations are not here considered as crimes, and University disciplinary actions should not carry the same stigma as a criminal conviction. All members of the University community are presumed innocent until proven guilty of a violation of the Rules. The University shall publicize the existence of the Rules and make them
readily available to persons who may be affected by them. Such persons are responsible for being aware of all provisions contained in the Rules.

§441. DEFINITIONS.
Terms used in this Chapter XLIV shall have the following meanings: (Comment: While gender-neutral language is employed in those Rules whenever possible, "he," "him," or "his" occasionally appear. They are used to avoid awkward locutions and are not intended to perpetuate gender stereotypes.)

a. University means Columbia University in the City of New York.
b. University facility means that place where a University function occurs.
c. University function means any charter or statutory operation or activity of the University, including instruction, research, study, administration, habitation, social life, space allocation and control, food supply, and other functions directly related thereto. Specifically included are both functions of fixed-time duration (e.g., classes, examinations, lectures, etc.) and functions of continuous duration (e.g., the operation of libraries, research laboratories, maintenance shops, computers, business offices, etc.). Also included are functions ancillary to directly educational purposes such as meetings, disciplinary proceedings, athletic and social events sponsored by any University-approved organization.
d. Deans mean persons appointed by the President, and approved by the Trustees, either as Dean, Acting Dean, or Director of one of the divisions or schools of the Columbia Corporation or such staff persons as they may assign to administer disciplinary affairs.
e. Delegates. A "Presidential delegate" is appointed by the President, and a "divisional delegate" is appointed by the Dean or Director of a division or school. Delegates have a vote in the illegal under Sections 415a(18), (19), and (20). They shall, when facts known to them or brought to their attention warrant, file a complaint with the Rules Administrator against alleged violations.
f. Dean's Discipline means the case of students the normal disciplinary procedure of the University or reside in one of the University residence halls during the period of suspension, nor may they receive a leave of absence of any kind. The period of suspension shall be for not less than one regular term nor for more than three regular terms, including the term in which the warning occurs.

§443. VIOLATIONS AND SANCTIONS.

1. Violations. A person is in violation of these Rules when such person individually or with a group, incident to a demonstration, including a rally or picketing, that takes place on or at a University facility. Such facilities include but are not limited to all University campuses, research laboratories, maintenance shops, business offices, athletic fields, dormitories, classrooms, and meeting halls. The Rules of University Conduct do not apply to participation in a demonstration, including a rally or picketing, by full-time employees of the University represented by a collective bargaining agent, where the demonstration arises in the course of or incident to a labor dispute involving the University.

2. Sanctions comprise the following penalties for violation of these Rules:
   (a) Disciplinary Warning. A disciplinary warning states that future violations will be treated more seriously. It in no way limits consideration for receipt of financial aid or compensation for which the individual may be eligible. The period of warning shall be for not less than the remainder of the term in which the warning occurs or for more than three regular terms, including the term in which the warning occurs. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Disciplinary Warning, from [date] to [date].” This notation is removed when the disciplinary warning has been terminated.
   (b) Censure. In addition to the provisions listed under disciplinary warning, censure remains on students' records until completion of the degree or certificate for which they are candidates. For faculty and staff this notation remains on the record for a maximum of four years. It in no way limits consideration for receipt of financial aid or compensation for which the individual may be eligible. Subsequent conviction for a simple offense requires suspension for a semester or dismissal from the University; subsequent conviction for a serious offense requires dismissal from the University.
   (c) Suspension. Individuals who have been suspended are not permitted to continue their association with the University or reside in one of the University residence halls during the period of suspension, nor may they receive a leave of absence of any kind. The period of suspension shall be for not less than one regular term nor for more than three regular terms, not counting the Summer Session, but including the term in which the suspension occurs. The period of suspension shall be determined by the Hearing Officer; it may not be adjusted except under the appellate procedures set forth in these Rules or by an act of Presidential clemency. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Suspension, from [date] to [date].” Upon termination of the period of suspension, the individual may apply for reinstatement. The notation on the record is permanent.
   (d) Ouster. Unlike suspension, when an individual is dismissed, no time period is specified, nor is reinstatement anticipated, but in no case shall reinstatement occur less than one year after the imposition of the sanction except by act of Presidential clemency. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Dismissed, [date].” Should the individual be subsequently readmitted or reemployed, upon notification from the proper authority, there shall be entered on the individual’s record the notation: “Readmitted or reemployed [date].” The notation on the record is permanent.
   (e) Warden. Respondent means a person against whom a charge for violation of these Rules has been filed.
   (f) Rules Administrator means the Rules Administrator appointed under §415b.
   (g) Hearing Officer means a Hearing Officer appointed under §415b.
   (h) Appeals Board means the appellate review board appointed under §415c.

3. Violations shall be treated more seriously. It in no way limits consideration for receipt of financial aid or compensation for which the individual may be eligible. Subsequent conviction for a simple offense requires suspension for a semester or dismissal from the University; subsequent conviction for a serious offense requires dismissal from the University. The period of suspension shall be determined by the Hearing Officer; it may not be adjusted except under the provisions of these Rules. The period of suspension shall be for not less than the remainder of the term in which the suspension occurs. The period of suspension shall be determined by the Hearing Officer; it may not be adjusted except under the provisions of these Rules. The period of suspension shall be for not less than the remainder of the term in which the suspension occurs.

4. Violation means the commission of an act proscribed by these Rules. However, inadvertent or accidental behavior shall not be considered to be the substance of a violation.

5. Sanctions comprise the following penalties for violation of these Rules:
   (a) Disciplinary Warning. A disciplinary warning states that future violations will be treated more seriously. It in no way limits consideration for receipt of financial aid or compensation for which the individual may be eligible. The period of warning shall be for not less than the remainder of the term in which the warning occurs or for more than three regular terms, including the term in which the warning occurs. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Disciplinary Warning, from [date] to [date].” This notation is removed when the disciplinary warning has been terminated.
   (b) Censure. In addition to the provisions listed under disciplinary warning, censure remains on students’ records until completion of the degree or certificate for which they are candidates. For faculty and staff this notation remains on the record for a maximum of four years. It in no way limits consideration for receipt of financial aid or compensation for which the individual may be eligible. Subsequent conviction for a simple offense requires suspension for a semester or dismissal from the University; subsequent conviction for a serious offense requires dismissal from the University.
   (c) Suspension. Individuals who have been suspended are not permitted to continue their association with the University or reside in one of the University residence halls during the period of suspension, nor may they receive a leave of absence of any kind. The period of suspension shall be for not less than one regular term nor for more than three regular terms, not counting the Summer Session, but including the term in which the suspension occurs. The period of suspension shall be determined by the Hearing Officer; it may not be adjusted except under the appellate procedures set forth in these Rules or by an act of Presidential clemency. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Suspension, from [date] to [date].” Upon termination of the period of suspension, the individual may apply for reinstatement. The notation on the record is permanent.
   (d) Ouster. Unlike suspension, when an individual is dismissed, no time period is specified, nor is reinstatement anticipated, but in no case shall reinstatement occur less than one year after the imposition of the sanction except by act of Presidential clemency. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Dismissed, [date].” Should the individual be subsequently readmitted or reemployed, upon notification from the proper authority, there shall be entered on the individual’s record the notation: “Readmitted or reemployed [date].” The notation on the record is permanent.
   (e) Warden. Respondent means a person against whom a charge for violation of these Rules has been filed.
   (f) Rules Administrator means the Rules Administrator appointed under §415b.
   (g) Hearing Officer means a Hearing Officer appointed under §415b.
   (h) Appeals Board means the appellate review board appointed under §415c.

4. Serious uses words in a situation of clear and present danger that actually incite others to behavior that would violate Sections 413a (2) or (16).
5. Simple uses minor property damage or loss, or endangers property on a University facility.
6. Serious misappropriates, damages, or destroys books or scholarly material or any property belonging to the University, or to another party, when that property is in or on a University facility, and by such action causes or threatens substantial educational, administrative, or financial loss.
7. Simple interferes over a very short period of time with entrance to, exit from, passage within, or use of, a University facility but does not substantially disrupt any University function.
8. Simple continues for more than a very short period of time to physically prevent, or clearly attempt to prevent, passage within, or unimpeded use of, a University facility, and thereby interferes with the normal conduct of a University function.
9. Serious enters or remains in a University facility without authorization at any time after the matter has been declared closed by the University. (Comment: The University shall make all reasonable attempts to publicize this declaration to the fullest extent possible.)
10. Simple enters a private office without authorization.
11. Serious holds or occupies a private office for his own purposes.
12. Simple in a private office unless invited and then not in excess of the number designated or invited by the occupant.
13. Anyone so entering must leave on request of a recognized occupant of such office or on request of another authorized person. Passage through reception areas leading to private offices must not be obstructed.
14. Clear and unimpeded passageway through lobbies, corridors, and stairways must be maintained at all times. For this purpose, the delegate may advise demonstrators as to the permissible number of participants in such restricted areas and regulate the location of such participants. Persons may use rooms in which instruction, research, or study normally take place only when such rooms are assigned to them through established University procedures.
15. Serious causes a noise that substantially hinders others in their normal academic activities.
16. Simple briefly interrupts a University function.
17. Serious disrupts a University function or renders its continuation impossible.
18. Simple uses or attempts to use, or makes threats with a firearm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon.
19. Serious fails to self-identify when requested to do so by a properly identified delegate.
[17] (serious) prevents a properly identified delegate from the discharge of his official responsibilities under these Rules, except through a mere refusal to self-identify. Any officer in such disciplinary proceedings as may result from noncompliance. Should a delegate in the exercise of discretion fail to dispense an assembly in which some or all of the participants are violating or have violated the Rules, this should in no way be construed as excusing the violators, who remain liable for their offenses under these Rules.

[18] (simple) fails to obey the reasonable orders of a properly identified delegate regulating the location of demonstrators or others within the vicinity of a demonstration to assure unimpeded access to or use of a facility or to avoid physical conflict between demonstrators and others; [Comment: This regulation gives the delegate authority to regulate assemblies. The check against abuse of such authority is provided by the test of reasonableness imposed for a simple violation.]

§444. ENFORCEMENT.

a. Summoning a Delegate. Should any member of the University community believe that participants in an assembly or other demonstration are violating the Rules of University Conduct, he or she should notify the appropriate delegate(s) by calling the Office of Public Safety. The delegates shall proceed to the site of the demonstration and gather information for possible transmission to the Rules Administrator. This includes the identities of any participants who the delegate feels are violating the Rules and the facts surrounding the violation.

b. Warning and Advice. Properly identified delegates shall warn those parties whose actions they consider to be in violation of these Rules. However, a member of the University community may be charged with a violation of these Rules even if no prior warning has been given or perceived. The Hearing Officer for Dean or other person conducting the proceedings in the case of a Dean’s Discipline shall in each case determine whether the actions of the accused were in violation of these Rules.

c. Creating Separate Areas for Demonstrations Believed to Be in Violation of These Rules and for Permissible Demonstrations/Observation. Delegates believing that an assembly or other demonstration is violating Sections 413a(7), (8), (9), or (14) of these Rules should, to the extent practicable in their sole judgment, immediately make all reasonable efforts to create separate areas for demonstrators whose actions are believed to violate the Rules and for those wishing to demonstrate permissibly or to observe. There should be a reasonable distance between these areas, which will depend in part on allowing unobstructed view and observation, and they should be graphically delineated without creating barriers, to the extent feasible. Failure by a delegate to create these areas shall not excuse a violation of these Rules.

d. Distribution of a Flier Conveying Pertinent Information to Demonstrators and Observers. Whenever an assembly or other demonstration believed to be in violation of these Rules continues for more than a very short period of time, the Presidential delegate shall consider preparing a flier for distribution to persons in the area of the demonstration. The flier should repeat any previous warning by a delegate concerning the violation or violations of these Rules that are believed to be taking place, describe the location of any areas cordoned off under Section 414c, and identify the locations where full copies of these Rules are available. Failure by the Presidential delegate to prepare and distribute such a flier shall not excuse a violation of these Rules.

e. Self-Identifying. A properly identified delegate may request individuals believed to be violating these Rules to identify themselves through production of their University ID cards. Their cards will be returned immediately after the delegate has recorded the individual’s name and ID number. Members of the University community who do not self-identify may be charged with serious violation of these Rules under Section 413a(16).

1. Treatment of outsiders. In accordance with the jurisdiction of these Rules Sections 413a(42), any visitor, licensee, or invitee who the delegate determines is violating these Rules, and who does not comply with the delegate’s warning and advice, may be ejected from the University facility without regard to the procedures set forth in Sections 446-448 herein. Delegates also have a responsibility to protect the rights of lawful demonstrators. Counterdemonstrators or vigilantes may be warned by delegates if they consider their actions to be in violation of these Rules. The same procedure of information gathering shall be initiated by delegates for all suspected violators. Members of the University community should not take enforcement of these rules into their own hands, since such action may result in violations of these rules.

If the President, upon consultation with a majority of a panel established by the Executive Committee of the University Senate, decides that a demonstration poses a clear and present danger to persons, property, or the substantial functioning of any division of the University, he shall take all necessary steps to secure the cooperating of external authority to bring about the end of the disruption. The President shall make public his decision to the fullest extent possible as soon as it is feasible. Nothing in the above shall be construed to limit the President’s emergency authority to protect persons or property.

§445. ADMINISTRATIVE AND JUDICIAL PERSONNEL.

a. The Delegate.

(1) The Dean or Director of each division or school shall appoint one or more divisional delegates.

(2) Divisional delegates may be called upon to enforce these Rules by any one subject to them, or they may proceed to enforce them on their own initiative.

(3) Whenever feasible, a divisional delegate is obliged, upon the request of another delegate, to assist that delegate.

(4) There shall be one or more Presidential delegates who shall have the powers and responsibilities of divisional delegates but who shall, in addition, be kept informed of all actions and charges undertaken by the divisional delegates.

b. Rules Administrator. The Rules Administrator, whose office shall be in the University Senate offices, shall have primary responsibility for the administration of these Rules. He shall maintain and have custody of the records of proceedings under these Rules; shall prepare and serve notices and other documents required under these Rules; shall accept and investigate complaints, file charges, organize informal settlements, and present evidence in support of charges to the Hearing Officer. The Rules Administrator shall be appointed by the President after consultation with the Executive Committee of the University Senate and shall serve at the pleasure of the President. The Rules Administrator may appoint one or more assistant administrators, who may act in his stead. Persons otherwise concerned with the disciplinary procedures of a particular school or division may not be appointed as the Rules Administrator or an assistant administrator.

c. Deans and Supervisors. The dean of a school or division or the dean’s designee shall hear all charges of violation of these Rules brought against students of that school or division, or the substantive law of these Rules (including sanctions) in accordance with the procedures of the Dean’s Discipline applicable to the respondent.

d. Hearing Officer. The Executive Committee of the University Senate shall at its first meeting each year appoint or fill vacancies in a panel of not less than three Hearing Officers, each of whom shall serve for a term of two years. It shall also designate the order in which persons on the panel shall serve as Hearing Officers. A Hearing Officer shall conduct hearings on charges of a serious violation of these Rules. Hearing Officers shall be lawyers appointed from without the University and shall be chosen for their professional competence and experience in the conduct of hearings. A person with a full- or part-time affiliation with the University as faculty, student, or staff shall be considered from within the University for the purposes of these Rules; a person whose only direct affiliation is as an alumnus shall be considered from without the University. The Executive Committee of the University Senate shall appoint additional persons to the panel of Hearing Officers should the need arise. Persons otherwise concerned with disciplinary procedures may not be appointed as Hearing Officers.

e. University Judicial Board. The Executive Committee of the University Senate shall at its first meeting each year appoint or fill vacancies in a University Judicial Board consisting of five members, one of whom shall be a student, one of whom shall be a faculty member, and one of whom shall be from administration, administrative staff, research staff, or library staff. The Executive Committee shall designate the Chairman of the Board and shall make appointments to the Board, which shall ordinarily be for a term of three years, so as to provide for staggered turnover of membership in the Board. The members of the University Judicial Board shall be persons from within the University, and no person otherwise concerned with disciplinary procedures may be appointed to the Board.
§446. PRE-HEARING PROCEDURES.

a. Filing Complaints. Any member of the University who believes a violation of the Rules has been committed may file a written complaint with the Rules Administrator. The complaint shall state with particularity the person(s) involved, the nature of the offense, and the circumstances under which the offense may have been committed.

b. Investigation of Complaints. Upon receipt of a complaint, the Rules Administrator, after such investigation as he deems advisable, shall determine whether there is reasonable cause to believe an offense has been committed. The Administrator may interview any person, including a prospective respondent.

c. Complaints Dismissed. If the Rules Administrator determines that there is no reasonable cause to believe an offense has been committed, he shall so inform the complainant.

d. Information Settled. Charges Filed. If the Rules Administrator determines that there is reasonable cause to believe an offense has been committed, such Administrator shall interview the prospective respondent(s). The Rules Administrator shall notify the respondent(s), during the interview, of the substance of the charges that may be filed. On the basis of the complaint investigation and the interview, the Rules Administrator shall:

1. attempt an informal settlement of the matter with the respondent(s), either alone or in conjunction with the Dean(s) of such respondent(s)’ division(s); with the written consent of the respondent, the Rules Administrator may accept an admission of guilt of a simple or a serious violation and impose the sanction the Rules Administrator deems appropriate, without the necessity of formally filing charges; or
2. prepare charges for filing. The charges shall be in writing, stating with particularity the offense alleged, and shall charge one or more simple violations or one or more serious violations; the charges may not include both simple and serious violations against any one respondent based on the same conduct or similar conduct occurring at clearly different times that is not considered “same conduct”; in case of serious violation, the charges shall state the witnesses likely to be called in support of the charges. The Rules Administrator may file charges against a prospective respondent who has attempted and failed to achieve informal settlement with the appropriate dean or with the Rules Administrator.

e. Duties of the Rules Administrator after Deciding to Prepare Charges. Promptly after deciding to prepare charges of a violation of the Rules, the Rules Administrator shall either:

1. In the case of charges of a simple violation (subject to §416h), file the charges with the respondent’s dean or supervisor (or other person referred to in §415c), as the case may be, sending a copy by hand delivery to the respondent’s campus address or by hand delivery or regular mail if the respondent has an off-campus address; or
2. In the case of charges of a serious violation, notify the Hearing Officer next available to serve in the order designat-ed by the Senate Executive Committee as provided in §415d. i. in consultation with the Hearing Officer, set a time and place for a hearing. The hearing may not be held less than 10 days after notice is given to the respondent.

ii. file the charges with the Hearing Officer.

iii. give notice to the respondent(s) by hand delivery or by registered mail. Notice shall be considered given when delivered or, if mailed, five days after being deposited in the mail. The notice shall include:

A. a copy of the charge;
B. the name of the Hearing Officer;
C. the time and place of the hearing;
D. a copy of these Rules; and
E. any other information the Rules Administrator thinks relevant.

f. Procedural Motions Prior to the Hearing on Charges of a Serious Violation. Not less than five days prior to the hearing, the Rules Administrator and the respondent may each file with the Hearing Officer, in writing and stating the reasons therefor, the following procedural motions:

1. motion to postpone the hearing;
2. motion to consolidate this hearing with that of another respondent;
3. motion to sever this hearing from that of another respondent;
4. motion to dismiss the charges.

The Hearing Officer shall decide whether to grant a motion set forth in (i)–(iv) above and shall communicate this decision to the Administrator and to the respondent. Not less than two days prior to the hearing, the respondent may file with the Hearing Officer a request for a closed hearing. The Hearing Officer shall automatically grant such a request. The Hearing Officer may in his discretion receive and rule upon other pre-hearing motions.

g. Respondent’s Right to an Advisor. A respondent may be assisted in his or her defense of charges of a serious violation by an advisor of his or her choice from within or without the University; the advisor may be a lawyer. In the case of charges of a simple violation, the respondent may be assisted by an advisor or only to the extent provided under the procedure of the relevant Dean’s Discipline.

h. Procedure for Charges of a Simple Violation by a Respondent under Censure. Charges of a simple violation brought against a respondent for conduct while under Censure (where a finding of guilt requires the sanction of suspension) shall not be heard under Dean’s Discipline but shall be filed with a Hearing Officer and treated for all procedural purposes as if they were charges of a serious violation. If a respondent is found guilty of a simple violation under Dean’s Discipline for conduct while under Censure, only the sanction of Disciplinary Warning or Censure may be imposed; any prior discipline for an offense not related to these Rules shall not be taken into account. Multiple charges of simple violations against a respondent for conduct while not under Censure shall be heard under Dean’s Discipline as herein provided, and the dean or other person imposing a sanction after one or more findings of guilt may impose only the sanction of Disciplinary Warning or Censure.

i. Interview of a Respondent under Dean’s Discipline. If, notwithstanding anything to the contrary in the procedures of the Dean’s Discipline applicable to a particular respondent, in the case of charges of a simple violation of these Rules to be heard under Dean’s Discipline, the dean or other person conducting the proceed-ings shall schedule an interview with the respondent, such scheduling to occur within 48 hours of the filing of the charges provided in §415d. If there is reasonable cause to believe an offense has been committed, such Administrator shall interview the respondent and shall have the opportunity to be heard by his or her advisor. Failure to attend the interview unless excused for cause may be taken into account in considering the charges against the respondent.

§447. THE HEARING ON CHARGES OF A SERIOUS VIOLATION.

a. Presentation by the Rules Administrator. The Rules Administrator, who may be assisted by a lawyer from within or without the University, shall produce all evidence and call all witnesses in support of the charges. The respondent and his or her advisor may examine any evidence and cross-examine any witness.

b. Presentation by the Respondent. Following presentation by the Rules Administrator, the respondent and his or her advisor may produce evidence and call witnesses in his defense. The Rules Administrator may examine any evidence and cross-examine any witness. In the case of charges of simple violation brought against a respondent for conduct while under Censure (where a finding of guilt requires the sanction of suspension) the Hearing Officer may find a person in contempt of the Rules who fails to obey a proper order of the Hearing Officer and may impose the sanction of Disciplinary Warning or Censure. The Hearing Officer may find a person in contempt of the Rules who fails to obey a proper order of the Hearing Officer and may impose the sanction of Disciplinary Warning or Censure. The Hearing Officer may find a person in contempt of the Rules who fails to obey a proper order of the Hearing Officer and may impose the sanction of Disciplinary Warning or Censure.

c. Role of the Hearing Officer. The Hearing Officer shall have broad discretion in the functioning of the hearing, after being given proper warning by the Hearing Officer, he may impose the sanction of Disciplinary Warning or Censure. The Hearing Officer may find a person in contempt of the Rules who fails to obey a proper order of the Hearing Officer and may impose the sanction of Disciplinary Warning or Censure.

d. Contempt Procedures. Disruptions. The Hearing Officer may find a person in contempt of the Rules if he or she engages in any disruptive behavior during the hearing. If any person present at a hearing continues seriously to interfere with or substantially disrupt the orderly functioning of the hearing, after being given proper warning by the Hearing Officer, he may impose the sanction of Disciplinary Warning or Censure. The Hearing Officer may find a person in contempt of the Rules if he or she engages in any disruptive behavior during the hearing. If any person present at a hearing continues seriously to interfere with or substantially disrupt the orderly functioning of the hearing, after being given proper warning by the Hearing Officer, he may impose the sanction of Disciplinary Warning or Censure.

e. Determination of Witnesses. The Hearing Officer may in his discretion consider the charges against the respondent, he shall be subject to either Disciplinary Warning or Censure and shall be asked to leave the hearing. The Hearing Officer will warn the party concerned that if he does not leave he will be sus- pended. Failure to leave at this time shall mandate a suspension in accor-dance with Section 411l.3(b) of these Rules.

f. If the person found in contempt is a respondent, he shall be subject to either Disciplinary Warning or Censure and shall be asked to leave the hearing. The Hearing Officer will warn the party concerned that if he does not leave he will be sus- pended. Failure to leave at this time shall mandate a suspension in accor-dance with Section 411l.3(b) of these Rules. If a disruption occurs, the Hearing Officer may:

1. order a recess and reconvene;
2. reconvene at an alternate place;
3. reconvene and limit the number of spectators;
4. reconvene and exclude designated spectator participants in the prior dis-order;
5. reconvene in a closed hearing, provid-ed that members of the University news media shall be excluded only on request of the respondent, save when an individual reporter acts abstrap- enuously, in which case the Hearing Officer may admit a replacement for him.

h. Respondent’s Right to an Alternate Procedure. In the Case of Charges of a Serious Violation. At any time up to the day of the hearing, student respondents may elect Dean’s Discipline in lieu of these Rules; faculty and staff respon-dents may elect the disciplinary proce-
Policies on Alcohol and Drugs

Alcohol Statement of Policy
Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse. The University complies with New York State law and other applicable regulations governing alcoholic beverages for those on the University’s premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse. In addition, Columbia University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:
1. Columbia expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or “binge” drinking or any other

§449. PRESIDENTIAL ACTION.
A final appeal may be made to the President for clemency or review, which the President may hear in his discretion in the case of charges of a serious violation, and in the case of charges of simple violation only if provided by the relevant Dean’s Discipline.

§450. ADDITIONAL JUDICIAL BOARDS.
Should further University Judicial Boards be needed, the Executive Committee of the University Senate may appoint additional University Judicial Boards and shall seek to divide the original University Judicial Board as equitably as possible to ensure maximum continuity of experience.

§451. COMMITTEE ON RULES OF UNIVERSITY CONDUCT.
a. The University Senate Committee on Rules of University Conduct shall prepare any material that will facilitate the functioning of the procedures.

b. Persons otherwise connected with the disciplinary procedures shall be excluded from the University Senate Committee on Rules of University Conduct.
c. All changes in these Rules shall be passed by the University Senate for approval and acceptance by the Trustees in accordance with the Statutes of the University. In order to comply with federal, state, and city laws, and to promote the health and well-being of its community, Columbia has enacted the following policy on alcohol, drugs, and smoking. All students, faculty, and staff are expected to comply with this policy.
abuse of alcohol that negatively affects one’s academic, work, social, athletic, or personal activities, and health.

2. Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues—the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors—require serious attention for any event and all the more so for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly.

They also are expected to keep the safety and well-being of participants at the forefront of their planning and management of events. Staff members who advise students are expected to assist them in making responsible decisions about their events and to facilitate the enforcement of the University’s alcohol policy.

3. Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at Columbia take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and that among those who are, many do not drink alcoholic beverages at all. Campus organizations that choose to plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages.

Health Issues Related to Alcohol

The National Council on Alcoholism and Drug Dependence cites “alcohol-related problems or impairment in such areas as . . . liver disease, gastritis, anemia, neurological disorders . . . impairments in cognition, [and] changes in mood or behavior.” Alcohol consumption also presents serious health risks to pregnant women. Additionally, alcohol abuse, including excessive or “binge” drinking, can seriously affect academic, athletic, and work performance while leading to behaviors that are destructive, violent, or asocial. In particular, recent studies have revealed a strong relationship between alcohol consumption and instances of wrongful or inappropriate sex or behavior.

Mindful of these risks, Columbia University provides a variety of counseling, treatment, and educational programs to identify and help those who abuse alcohol. The programs are listed below.

Legal Requirements

New York State law provides that:

1. Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be a habitual drunkard.

2. No person under 21 years of age may misrepresent her/his age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.

3. Proof of age must include presentation of a valid American or Canadian driver’s license or nondriver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces. No person under 21 years of age shall provide false or written evidence of age for the purpose of attempting to purchase alcoholic beverages.

4. No person under the age of 21 may possess any alcoholic beverage with the intent to consume it.

5. Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization, and “hazing hours,” or other activities that induce, encourage, or result in the consumption of alcohol.

6. Games of chance are not permitted at events where alcohol is served.

7. Only one drink at a time may be dispensed to each person.

8. Kegs or other bulk containers of alcoholic beverages are permitted only in connection with registered and approved events, and all such containers must be closed or untapped at the conclusion of the event and removed from the premises as soon as practicable. The possession, use, or storage of such containers is otherwise prohibited.

9. Those who serve alcohol and those who check proof of age for any event may not consume alcohol during that event.

10. Appropriate posted warnings about the effects of alcohol during pregnancy must appear at all events where alcohol is served.

Violation of these laws may subject the violator to legal penalties that range from confiscation of the beverage by a police officer to suspension of one’s driver’s license to fine or imprisonment. Moreover, within the University the illegal or wrongful possession, provision, or consumption of alcohol will lead to proceedings in accordance with the procedures of the respective school or administrative unit, which can include the requirement for the student to receive psychological or medical assessment and/or counseling and appropriate treatment. Disciplinary action may result in suspension or expulsion or the referral of violators for criminal prosecution. Employees should also note that they may not report to work or be at work while under the influence of alcohol.

University Policies

In addition to the provisions of New York State law as outlined above, the University requires adherence to the following policies at events where alcohol is served:

1. Alcohol may not be consumed outdoors on University property except at a registered and approved event.

2. Alcohol that is not specifically manufactured for human consumption may not be offered, served, or consumed in any form (e.g., diluted or undiluted, or as an ingredient in punches or other admixtures) under any circumstances.

3. The theme of all events where alcohol is served must be primarily social, cultural, or educational, and not the availability of alcohol. Language stating that double proof of age is required for consumption of alcoholic beverages must appear in all promotional material. No other mention or depiction of alcohol is permitted.

4. Ample quantities of food and appealing nonalcoholic beverages must be continuously provided and visibly displayed during the event.

5. There may be no games of chance, drinking games, or contests, “hazing hours,” or other activities that induce, encourage, or result in the consumption of alcohol.

6. Games of chance are not permitted at events where alcohol is served.

7. Only one drink at a time may be dispensed to each person.

8. Kegs or other bulk containers of alcoholic beverages are permitted only in connection with registered and approved events, and all such containers must be closed or untapped at the conclusion of the event and removed from the premises as soon as practicable. The possession, use, or storage of such containers is otherwise prohibited.

9. Those who serve alcohol and those who check proof of age for any event may not consume alcohol during that event.

10. Appropriate posted warnings about the effects of alcohol during pregnancy must appear at all events where alcohol is served.

1. On the first violation, a verbal warning will be given and documented.

2. On the second violation, a written warning will be given.

3. On the third violation, the individual will be referred to the appropriate dean of students’ office.

4. If an individual is found with alcohol and is underage or is consuming it in a restricted area she/he will be directed to dispose of the alcohol and is expected to do so.


### University Alcohol Procedures

All University-sponsored events involving alcohol that take place either on or off campus must be authorized by their individual school. Application forms for such events must be submitted, including appropriate adviser approvals, to the appropriate dean or student activities officers. Those registering events with alcohol must be at least 21 years of age.

The deans and student activities officers of each school work with student leaders and their advisers to promote student responsibility and compliance with all University regulations and New York State and federal laws. Individual schools may also set more stringent restrictions on events involving alcohol, but all events must, at a minimum, comply with the policies outlined above.

Students may direct their questions about programming with alcohol to the dean of their school or the alcohol programming liaison for their school coordinator.

### Temporary Beer and Wine Permit

Events that involve money include, but are not limited to, those with predetermination of tickets, sales of any kind, bar charges, and charity benefits. Events involving money require a Temporary Beer and Wine Permit from the New York State Alcoholic Beverage Control Board, which may be obtained, with appropriate documentation, from the appropriate dean’s office or student activities office. Forms must be received at least 10 working days prior to the event. When authorization is granted, an organizational representative will need to submit a Temporary Beer and Wine License application with the New York State Alcoholic Beverage Control Board and pay for a permit to be issued for the event specified. A copy of the license must be submitted to the appropriate dean’s office or student activities office at least five working days prior to the event.

### Outdoor Events with Alcohol

In accordance with New York State law, the consumption of alcohol in an outdoor space without appropriate authorization is prohibited. All outdoor events are subject to this policy and its attendant procedures. Outdoor space reservation authorization is also required for these events (see Columbia University’s University Event Management Policies).

### Undergraduate Student Training for Programming with Alcohol

Undergraduate student organizations that program with alcohol are required to have representatives complete a formal training session for University programming with alcohol. University Event Management, in conjunction with ALICE, Public Safety, and CAVA, offers training three times each semester. The training emphasizes student responsibility and focuses on the health, legal, safety, security, policy, educational, and procedural considerations related to the use of alcohol at University-sponsored events. Only students of legal drinking age may be authorized to program events involving alcohol. Student representatives are required to be present throughout authorized events to serve as event managers and support the University alcohol protocol.

### University Alcohol Proctors

University Event Management in Lerner Hall recruits, selects, trains, and supervises proctors who oversee University-sponsored events where alcohol is present. University Event Management staff assigns proctors from a central pool to cover specific events, authorizes pay for the proctors, maintains copies of their reports, and provides the appropriate individuals with information to follow up on disciplinary problems when necessary. The proctors, with the assistance of the event manager, are responsible for ensuring that the sponsors of the event accurately identify those of legal drinking age, appropriately handle the distribution of alcohol, and effectively monitor behavior at the event.

Undergraduate organizations that intend to have alcohol at any sponsored event on or off campus, must submit a registration form for authorization to serve alcoholic beverages at University events. The registration form must be signed by the sponsoring group’s advisor and submitted to University Event Management at least 10 days prior to the event.

### University Alcohol Policy at the Medical Center

**GENERAL PRINCIPLES**

1. There are laws governing when and to whom alcohol may be served. There is a University policy on alcohol, which is part of a larger policy statement on alcohol, drugs, and smoking. All Medical Center students are expected to comply with the laws and with University policies. Copies of the University policies will be available in the student affairs office of each school and program of the Medical Center campus, in the Medical Center Office of Housing Services, and in the P&S Club.

2. Because this is a Medical Center campus, we have a particular responsibility to recognize that alcohol abuse and alcohol dependency are very serious personal and public health problems. All members of the Medical Center community are expected to be sensitive to the difference between responsible and irresponsible serving and consumption of beer, wine, and other alcoholic beverages.

3. Because our campus is largely a graduate student campus, we operate on the presumption that our students are adults who are responsible for their own behavior, and the procedures we adopt reflect this fact. At the same time, as in the society at large, specific guidelines and procedures are necessary to clarify expectations of behavior and to protect and promote the welfare of the larger community.

4. When alcohol is served at student-sponsored events, the sponsoring students are responsible for ensuring that moderation is exercised in the amount of alcohol purchased and served, and individuals are responsible for moderating their consumption. In compliance with University policy, no alcohol is to be served to a person who is disorderly or intoxicated.

5. Whether any individuals attending may be under 21. If so, the plan must indicate what measures the University and Medical Center have in place to ensure that no one under 21 is served. Note: No alcohol may be served after 1:00 a.m.

6. Alcohol dependency are very serious personal and public health problems. All students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their fellow students to do so. This individual(s) must be identified by name in the plan and may not drink prior to or during the time they are proctoring.

7. The plan that is filed must contain the following information:

   - Sponsoring student(s) and, where relevant, organization(s).
   - Students’ schools or programs.
   - Date or dates of the event.
   - Location of the event.
   - Number of people expected.
   - Whether any individuals attending may be under 21. If so, the plan must indicate what measures the University and Medical Center have in place to ensure that no one under 21 is served. Note: No alcohol may be served after 1:00 a.m.
   - Alcohol dependency are very serious personal and public health problems. All students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their fellow students to do so. This individual(s) must be identified by name in the plan and may not drink prior to or during the time they are proctoring.

### Procedures to be Followed

These procedures are to be followed for all student-sponsored events in University space where alcohol is expected to be served.

1. Prior to reserving space, the student or student organization sponsoring such an event must file a plan with the appropriate office. The appropriate offices are as follows:

   - The Medical Center Office of Housing Services for Bard Hall and Georgian Apartments.
   - The relevant office of student affairs for all other residences, including the Riverview Lounge.

   If sponsoring students are from more than one school or program, the event must be registered with each of the relevant schools and programs.

2. Copies of the University Policy on Alcohol and the Guidelines and Procedures to Implement the University Policy on Alcohol on the Medical Center campus will be available in each of these offices. Student sponsors are responsible for knowing these policies and complying with them.

3. If there is any possibility that individuals attending the event may be under 21, the event must be supervised in accordance with University policy. A designated individual or individuals must be responsible for checking the IDs of all students to assure that no one under 21 is served. Students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their fellow students to do so. This individual(s) must be identified by name in the plan and may not drink prior to or during the time they are proctoring.

4. If there is any possibility that individuals attending the event may be under 21, the event must be supervised in accordance with University policy. A designated individual or individuals must be responsible for checking the IDs of all students to assure that no one under 21 is served. Students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their fellow students to do so. This individual(s) must be identified by name in the plan and may not drink prior to or during the time they are proctoring.

5. Forms for providing the required plan information will be available in the student affairs offices of each of the schools and programs, in the Office of Facilities Management where space is scheduled, and in the Bard Hall Office of the Assistant Director of Residence Halls, Medical Center.

6. These guidelines and procedures in no way supersede or substitute for the rules and Discipline of the student affairs offices of each school and programs nor for the policies and rules of the Medical Center Office of Housing Services. These policies and guidelines will be reviewed on a regular basis.
### Federal Trafficking Penalties

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<tr>
<th>CSA</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
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<tbody>
<tr>
<td>I</td>
<td>Not less than 5 yrs. Not more than 40 yrs. If death or serious injury, not less than 20 yrs. Not more than life. Fine of not more than $2 million individual, $5 million other than individual.</td>
<td>• Not less than 10 yrs. Not more than life. If death or serious injury, not less than 20 yrs. Not more than life. Fine of not more than $4 million individual, $10 million other than individual.</td>
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<td>IV</td>
<td>Not less than 10 yrs. Not more than 40 yrs. If death or serious injury, not less than 20 yrs. Not more than life. Fine of not more than $2 million individual, $5 million other than individual.</td>
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### Federal Trafficking Penalties — Marijuana

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<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>marijuana mixture containing detectable quantity**</td>
<td>1,000 kg or more; or 1,000 or more plants</td>
<td>Not less than 10 yrs., not more than life. If death or serious injury, not less than 20 yrs., not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Not less than 10 yrs., not more than life. If death or serious injury, not less than 20 yrs., not more than life. Fine not more than $8 million individual, $20 million other than individual.</td>
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<td>marijuana</td>
<td>100 kg to 999 kg, or 100-999 plants</td>
<td>Not less than 5 yrs., not more than 40 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Not less than 10 yrs., not more than life. If death or serious injury, not less than 20 yrs., not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>marijuana</td>
<td>50 to 100 kg, or 50–99 plants</td>
<td>Not more than 20 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not more than 20 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine $1 million individual, $5 million other than individual.</td>
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<td>hashish</td>
<td>1 to 10 kg</td>
<td>Not more than 1 yr.</td>
<td>Not more than 2 yrs.</td>
</tr>
<tr>
<td>hashish</td>
<td>less than 5 kg</td>
<td>Not more than 1 yr.</td>
<td>Not more than 2 yrs.</td>
</tr>
<tr>
<td>hashish</td>
<td>less than 1 kg</td>
<td>Not more than 1 yr.</td>
<td>Not more than 2 yrs.</td>
</tr>
</tbody>
</table>

* Does not include marijuana, hashish, hashish oil

** Includes hashish and hashish oil

Marijuana is a Schedule I Controlled Substance.
DRUGS
Columbia University recognizes the illegality and danger of drug abuse and, accord- ingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity.

Columbia affiliates (students and em- ployees) who violate the University’s policies concerning illicit drugs will face discipline through their schools or administrative units, up to and including expulsion or termi- nation of employment, and may also include the requirement of completing an appropriate rehabilitation program. Moreover, all students and employees should be aware that, in addition to University sanctions, they may be subject to criminal prosecution under federal and state laws that specify severe penalties, including fines and imprisonment, for drug-related criminal offenses. The seriousness of these crimes and the penalties imposed upon conviction usually depend upon the individual drug and amount involved in the crime. Attachment A (see below) provides information con- cerning sanctions under federal law.

New York State also provides sanctions for unlawful possession or distribution of illicit drugs. For example, in New York State, unlawful possession of four or more ounces of cocaine is a class A-I felony, punishable by a minimum of 15–25 years and a maximum of life in prison. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies and may refer students and employees for prosecution.

Following the adoption of the federal Drug Free Workplace Act of 1988, the University announced these policies for all employees, which remain in effect:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a Controlled Substance in a University Workplace by any Columbia employee is prohibited. A Controlled Substance is any of those substances referred to in Schedule I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. §812, and as further defined in regulation at 21 CFR 1308.11–1308.15. These include substances that have a high potential for misuse or which, if abused, may lead to severe psychological or physical dependence. Among these are heroin and other opioid derivatives, marijuana, cocaine, and mescaline and other hallucinogens. A University Workplace means any site at which employees perform work for the Uni- versity, whether or not such site is owned by Columbia University.

2. Employees may not report to work or be at work (at a University Workplace) while under the influence of either a Controlled Substance or alcohol.

3. It is a condition of employment that each University employee abide by the terms of this Policy. In addition, each employee must notify the University’s Vice President for Human Resources (Columbia Univer- sity, 615 West 131st Street, Studebaker floor 4, New York, NY 10027) in writing no later than five days after Conviction for a violation occurring in the workplace of any criminal drug statute. A “Conviction” is a finding of guilt (including a plea of nolo contendere) or imposition of sen- tence, or both, by any judicial body charged with the responsibility to deter- mine violations of the criminal drug statutes. Such statutes involve the manufacture, distribution, dispensation, possession, or use of any Controlled Substance.

4. Any employee who violates this Policy will be subject to serious disciplinary action, up to and including termination of employment.

5. Within 30 days after receiving notice from an employee of a Conviction, the University will:

a. take appropriate disciplinary action, up to and including termination of employment, or
b. require the employee to satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

The specific provisions of the Drug Free Workplace Act of 1988 may be obtained from the Office of the Vice President for Human Resources (Studebaker floor 4).

Health Issues Related to Drugs
While adverse health effects may vary depending on the substance, most drugs can produce one or more of the following reac- tions: headache, nausea, dizziness, anxiety, damage to organs, addiction, and, in extreme cases, death. Interactions between drugs and alcohol can be especially extreme. Moreover, the use of drugs can result in asso- ciation or violent behaviors and can have a severe negative effect on personal development, schoolwork, and job performance.

Counseling, treatment, and educational programs are available to the Columbia community through the following sources: Columbia University Human Resources (www.hr.columbia.edu), Health Services at Morningside (www.health.columbia.edu), and Health Services at the Medical Center (vmc.columbia.edu/student/health).

Attachment A

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)
First conviction: Up to one year imprison- ment and fine of at least $1,000 or both. After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least $2,500. After two or more prior convictions: At least 90 days in prison, not to exceed three years and fined at least $5,000.

Special sentencing provisions for pos- session of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined a minimum of $1,000, if
(a) First conviction and the amount of crack possessed exceeds 5 grams.
(b) Second crack conviction and the amount of crack possessed exceeds 0.5 grams.
(c) Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a) (2) and 881(a) (7)
Forfeiture of personal and real property used to possess or to facilitate possession of a Controlled Substance if that offense is punishable by more than one year imprison- ment. (See special sentencing provisions re: crack.)

21 U.S.C. 815a (1)
Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or con- ceal a Controlled Substance.

21 U.S.C. 844(a)
Civil fine of the reasonable costs of the investigation and prosecution of the offense.

21 U.S.C. 842
Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to five years for first offense, up to 10 years for second, and permanent denial of benefits for sub- sequent offenses.

18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm or ammunition.

Miscellaneous
Revisions of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., is vested within the authori- ties of individual federal agencies.

Drug Offenses at or near Educational Institutions
In addition to the trafficking penalties listed on page 11, (1) distribution of a Controlled Substance to a person under 21 years of age, or (2) distribution of a Controlled Substance in, on, or within 1,000 feet of real property comprising a school, college, or university, or (3) receipt of a Controlled Substance from a person under 18 years of age, may subject the violator to twice the usual maximum punishment otherwise authorized by law.

Drugs and Federal Aid
In addition to these provisions, Higher Education Amendments of 1998 included a new student eligibility provision. It provides that, effective July 1, 2000, a student is inelig- ible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a Controlled Substance (generally meaning illegal drugs, but not including alcohol or tobacco). The period of ineligibility begins on the date of the conviction and lasts until the end of the statutory specified period. The student may regain eligibility early by com- pleting a drug rehabilitation program that meets certain statutory and regulatory requirements (including two unannounced drug tests), or if the conviction is overturned.

Equal Opportunity and Nondiscrimination Policies
Columbia University Equal Educational Opportunity and Student NonDiscrimination Policies and Procedures on Discrimination and Harassment
The University’s Office of Equal Opportunity and Affirmative Action (EOAA) has overall responsibility for the University’s Equal Opportunity and Nondiscrimination Policies and has been designated to coordinate compliance activities under these policies and applicable federal, state, and local laws. Students, faculty, and staff may con- tact the EOAA Office to inquire about their rights under the University’s policies, request mediation or counseling, or seek information about filing a complaint. Complaints by students against students are governed by the Equal Educational Opportunity and Student Nondiscrimination Policies and Procedures on Discrimination and Harassment, which are printed here and available online at: www.columbia.edu/cu/vpaa/eoaa/docs/nondispol.html.

For further information and assistance, contact:
Office of Equal Opportunity and Affirmative Action
103 Low Library, Mail Code 4333
212-854-5511

EQUAL EDUCATIONAL OPPORTUNITY AND STUDENT NONDISCRIMINATION POLICIES
Columbia University is committed to pro- viding a learning environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. Consistent with this commitment and with applicable laws, it is the policy of the University not to tolerate unlawful discrimi- nation or harassment in any form and to provide students who feel that they are vic-
of discrimination or harassment with mechanisms for seeking redress.

Columbia University does not discriminate against any person in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other University-administered programs or permit the harassment of any student or applicant on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status.

Nothing in this policy shall abridge academic freedom or the University's educational mission. Prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to the classroom subject matter.

All members of the University community are expected to adhere to the applicable policies and to cooperate with the procedures for responding to complaints of discrimination and harassment. All are encouraged to report any conduct believed to be in violation of these policies. All students and applicants for admission are protected from coercion, intimidation, interference, or retaliation for filing a complaint or assisting in an investigation under any of the applicable policies and laws. Subjecting another to retaliatory, intimidating, or coercive conduct for filing a complaint or participating in an investigation is prohibited and may be addressed as a separate violation.

Definitions
For purposes of these policies and procedures, discrimination, discriminatory harassment, and sexual harassment are defined as follows:

**Discrimination**
Discrimination is defined as:
- treating members of a protected class less favorably because of their membership in that class; or
- having a policy or practice that has a disproportionately adverse impact on protected class members.

**Discriminatory Harassment**
Discriminatory harassment is defined as substantially interfering with an individual's educational experience by subjecting him to and including expulsion.

**Sexual Harassment**
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment and are not prohibited by University policy. Individuals should be aware, however, that these relationships are susceptible to being characterized as non-consensual, and even coercive, if there is an inherent power differential between the parties, and can lead to complaints of sexual harassment. For further information, students and employees should consult the Romantic Relationship Advisory Statement, which is printed here and available online at: www.columbia.edu/cu/vpaa/eea/docs/romance.html.

**Disability Accommodation**
Students seeking an accommodation for a disability should contact the Office of Disability Services at 212-854-2388. Information on the services provided by the Office may be found online at: www.health.columbia.edu/services/ods/index.html.

**Student Procedures on Discrimination and Harassment**
The University offers a number of options for those seeking the assistance or intervention of offices and individuals authorized to respond to complaints of discrimination, discriminatory harassment, or sexual harassment. Any person who believes that he or she has been the subject of discrimination or harassment may choose initially to deal with the alleged offender directly through a face-to-face discussion, a personal telephone conversation, e-mail correspondence, or letters. In some cases, this approach may effectively resolve the situation; in those cases where it fails or falls short, the individual may pursue the other options provided.

Students with questions as to the appropriate procedure in a particular situation should contact the Dean of Students for their school.

**Confidential Guidance and Assistance**
The University has crafted a “safe haven” for those individuals who want to approach a knowledgeable person for confidential conversations. Individuals who wish to take advantage of this option may contact either the University Ombuds Office or a member of the University Panel on Discrimination and Sexual Harassment. Those offices are not authorized to conduct investigations.

**University Ombuds Officers**
The Ombuds Office is an informal, safe, and confidential place to voice concerns. The Ombuds Officers will listen, offer information about Columbia University policies and resources, and help visitors evaluate a range of options for resolving a problem. The visitor selects the course of action, if any. The Ombuds Officers may, with permission, participate in informal conflict resolution and may mediate, if all parties agree. The Ombuds Office provides information about formal grievance procedures in other offices and is a resource for any kind of issue, including concerns that fall outside the scope of formal complaint channels. In some situations, the Ombuds Officers may help find ways to convey information while maintaining the anonymity of the source. Discussions with the Ombuds Officers are off-the-record and do not constitute notice to the University.

For more information, see www.columbia.edu/cu/ombuds/.

**University Panel on Discrimination and Sexual Harassment**
The University Panel on Discrimination and Sexual Harassment is composed of trained, experienced, and accessible members of the Columbia community. Members of the Panel provide an informal, impartial, non-adversarial setting in which problems can be addressed through confidential counseling or mediation. Any student may approach any Panelist to discuss his or her concerns and seek advice. The Panelist may also meet with persons other than the student to ascertain facts relevant to appropriate resolution of the complaint or to seek an informal resolution to situations in which there are allegations of discrimination, discriminatory harassment, or sexual harassment. Discussions with Panelists are confidential and do not constitute notice to the University. A list of the current Panelists may be found online at: www.columbia.edu/cu/vpaa/eea/docs/shpanel.html.

**Mediation**
Students may choose to resolve their complaints through mediation by the Office of Equal Opportunity and Affirmative Action, the University Ombuds Office, or the Mediation Clinic at Columbia Law School. Mediation is an informal, voluntary, and confidential process with parties that can participate in a search for a fair and workable solution. Guidelines for mediation by the EODA Office or the Mediation Clinic may be found online at: www.columbia.edu/cu/vpaa/eea/docs/mediation.pdf.

**Formal Complaint Procedures against Another Student**

**Dean’s Discipline**
Student complaints of discrimination or harassment against another student should be filed with the Dean of the school in which the accused student is enrolled. Complaints against students are investigated under the appropriate Dean’s Discipline procedure of the accused student’s school, with the exception noted below. Students found to have engaged in discrimination or harassment will be subject to discipline up to and including expulsion.

**Disciplinary Procedures for Sexual Assault**
Complaints involving non-consensual physical contact of a sexual nature by a student against a student must be filed under Dean’s Discipline or the Disciplinary Procedures for Sexual Assault. A copy of the Disciplinary Procedures for Sexual Assault may be obtained from the Program Manager of the Disciplinary Procedures for Sexual Assault, 701A Alfred Lerner Hall, or online at: www.columbia.edu/cu/sexualmisconduct.html.

**Procedure for Complaint against a Student Organization**
Students who wish to file a complaint of discrimination or harassment against a student organization should do so in consultation with the Dean of their own school; the Dean will identify the appropriate procedure and channels, and assist the student in pursuing the complaint.

**Procedure for Complaint against an Employee**

**Office of Equal Opportunity and Affirmative Action**
Student complaints of discrimination, discriminatory harassment, or sexual harassment against a member of the University’s staff or faculty should be filed with the Office of Equal Opportunity and Affirmative Action. Complaints filed with the EODA office are governed by the Equal Employment Opportunity and Nondiscrimination Policies and Procedures on Discrimination, Discriminatory Harassment and Sexual Harassment, which are available online at: www.columbia.edu/cu/vpaa/eea/docs/nondis.html. The Office of Equal Opportunity and Affirmative Action is located at 103 Low Memorial Library and can be reached by telephone at 121-854-5511.

**Grievance Procedures**
Students should consult their school’s policy for the appropriate procedure to complain about a faculty member’s conduct in an instructional setting. School policies may be found on the Provost’s Web page at: www.columbia.edu/cu/provost/docs/policies.html.

**Independent Investigation**
The University, at the discretion of the General Counsel, may conduct an investigation independent of or in addition to the procedures provided herein at any time. The investigation may involve complaints or allegations concerning discrimination, discriminatory harassment, or sexual harassment against the University or any of its employees or students.

**Statement of Compliance with Laws Promoting Equal Educational Opportunity and Prohibiting Discrimination and Harassment**
In accordance with all applicable laws and pursuant to its own policies and operating procedures, Columbia University provides for equal opportunity and prohibits unlawful discrimination and harassment. The applicable laws include the following:
- Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination against any person on the basis of race, color, national origin in programs or activities receiving federal financial assistance.
- Title IX of the Education Amendments of 1972, as amended, prohibits discrimination

Equal Opportunity and Nondiscrimination Policies | 13
Equal Opportunity and Nondiscrimination Policies

The University’s Office of Equal Opportunity and Affirmative Action (EOAA) has overall responsibility for the University’s Equal Opportunity and Nondiscrimination Policies and has been designated to coordinate compliance activities under these policies and the applicable federal, state, and local laws. Students, faculty, and staff may contact the EOAA Office to inquire about their rights under the University’s policies, request mediation or counseling, or seek information about filing a complaint.

Complaints against employees are governed by the Equal Employment Opportunity and Nondiscrimination Policies and Procedures on Discrimination, Discriminatory Harassment and Sexual Harassment, which are printed here and are available online at: www.columbia.edu/cu/peap/aooa/docs/ nondispol1.html.

Complaints against students are processed in accord with the Equal Educational Opportunity and Student Nondiscrimination Policies and Procedures on Discrimination and Harassment, which are printed above and are available online at: www.columbia.edu/cu/peap/aa/docs/student_discrim.html.

For further information and assistance, contact: Office of Equal Opportunity and Affirmative Action 103 Low Library, Mail Code 4333 212-854-5511 www.columbia.edu/cu/peap/aooa/

EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION POLICIES

Columbia University is committed to providing a working and learning environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. It is an equal opportunity and affirmative action employer. It does not discriminate against or permit harassment of employees or applicants for employment on the basis of race, color, sex, gender (including gender expression and identity), pregnancy, religion, creed, national origin, age, alienage and citizenship status, as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, mental illness, or genetic predisposition or carrier status; arrest record; or any other legally protected status.

Nothing in these policies shall abridge academic freedom or the University’s educational mission. Prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to classroom subject matter. All members of the University community are expected to adhere to the applicable policies and to cooperate with the procedures for responding to complaints of discrimination and harassment. They are also encouraged to report any conduct they believe to be in violation of these policies. Management and supervisory personnel in particular are responsible for taking reasonable and necessary action to prevent discrimination and harassment in the workplace and for responding promptly and thoroughly to any such claims. Those individuals include any officer having formal supervisory responsibility over employees. For the purpose of these policies, faculty are supervisors of other faculty when they are acting in a supervisory role as department chair, dean, academic vice president, institute director, center director, or similar.

Faculty and officers of research who are the principal investigators on a grant or contract act in a supervisory capacity over the individuals in the lab they lead. The University provides a number of resources for individuals who believe they have been the victims of discrimination, discriminatory harassment, or sexual harassment. These include: guidance and assistance, informal counseling, mediation, and formal processes for having their complaints reviewed. In the event of a formal investigation conducted according to the appropriate University procedures, individuals found to have engaged in discrimination or harassment will be subject to discipline, up to and including termination. Retaliation against anyone who files a complaint or participates in an investigation is prohibited and may be addressed as a separate violation.

The University provides training programs to educate faculty, researchers, librarians, students, administrators, and staff about conduct that may constitute a violation of its policies and to inform them of the procedures that are available to deal with alleged violations. While any member of the University may attend, management and supervisory personnel are especially encouraged to participate in these programs and are expected to be knowledgeable about the University’s policies and procedures.

Requests for training as well as any questions about the University’s policies and procedures should be addressed to the Office of Equal Opportunity and Affirmative Action.

Definitions

For purposes of these policies and procedures, discrimination, discriminatory harassment, and sexual harassment are defined as follows:

Discrimination

Discrimination is defined as: treating members of a protected class less favorably because of their membership in that class; or having a policy or practice that has a disproportionately adverse impact on protected class members.

Discriminatory Harassment

Discriminatory Harassment is defined as: subjecting an individual to humiliating, abusive, or threatening conduct that creates an intimidating, hostile, or abusive work environment; alters the conditions of employment; or unreasonably interferes with an individual’s work performance on the basis of that individual’s membership in a protected class. This includes sexual harassment, which is described in further detail below.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Consensual, romantic relationships between faculty and other employees and students and between individuals who work together on the basis of their sex or gender are permissible and do not violate University policy provided that the relationship is consensual, does not violate University policies, is not of an impermissible nature, and is not otherwise improper or illegal. The determination of such relationships must be made on an individual case-by-case basis.

What to do if you feel you are the victim of discrimination or harassment:

The University offers students a number of options for dealing with complaints of possible discrimination or harassment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status. Students with questions as to the appropriate procedure in a particular situation should contact the Dean of Students for their school or the Office of Equal Opportunity and Affirmative Action. Among the resources available are:

- The Dean of the school of the accused student, in cases of complaints against a student;
- The Office of Equal Opportunity and Affirmative Action in cases of complaints against an employee of the University;
- The Ombuds Office for confidential consultation;
- The University Panel of Discrimination and Sexual Harassment, for confidential consultation;
- The Dean of their school for complaints about a faculty member’s conduct in an instructional setting;
- The Office of Disciplinary Procedures for Sexual Assault for complaints involving non-consensual physical contact of a sexual nature by a student; and
- The Department of Public Safety for complaints that may involve criminal conduct.

Columbia University Equal Employment Opportunity and Nondiscrimination Policies and Procedures on Discrimination, Discriminatory Harassment, and Sexual Harassment

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EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION POLICIES

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Nothing in these policies shall abridge academic freedom or the University’s educational mission. Prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to classroom subject matter. All members of the University community are expected to adhere to the applicable policies and to cooperate with the procedures for responding to complaints of discrimination and harassment. They are also encouraged to report any conduct they believe to be in violation of these policies. Management and supervisory personnel in particular are responsible for taking reasonable and necessary action to prevent discrimination and harassment in the workplace and for responding promptly and thoroughly to any such claims. Those individuals include any officer having formal supervisory responsibility over employees. For the purpose of these policies, faculty are supervisors of other faculty when they are acting in a supervisory role as department chair, dean, academic vice president, institute director, center director, or similar.

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The University provides training programs to educate faculty, researchers, librarians, students, administrators, and staff about conduct that may constitute a violation of its policies and to inform them of the procedures that are available to deal with alleged violations. While any member of the University may attend, management and supervisory personnel are especially encouraged to participate in these programs and are expected to be knowledgeable about the University’s policies and procedures.

Requests for training as well as any questions about the University’s policies and procedures should be addressed to the Office of Equal Opportunity and Affirmative Action.

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Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

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together are generally not considered sexual harassment and are not prohibited by University policies; however, individuals should be aware that these relationships are susceptible to being characterized as non-consensual, and even coercive, if there is an inherent power differential between the parties, and can lead to complaints of sexual harassment. For further information, employees and students should consult the Romantic Relationship Advisory Statement, which is printed here and is available online at: www.columbia.edu/cu/vpaa/eoaa/docs/romance.html.

Disability Accommodation
Employees seeking an accommodation for a disability should contact the Return to Work Program/Disability Services at 212-870-3444 or consult Working at Columbia at: www.columbia.edu/hr/wacdagl/workplace/workplace-accommodations/index.html.

PROCEDURES ON EMPLOYMENT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT

The University offers a number of options for those seeking the assistance or intervention of offices and individuals authorized to respond to complaints of discrimination, discriminatory harassment, or sexual harassment. Any person who believes that he or she has been the subject of discrimination or harassment may choose initially to deal with the alleged offender directly through a face-to-face discussion, a personal telephone conversation, e-mail correspondence, or letters. In some cases, this approach may effectively resolve the situation; in those cases where it fails or falls short, the individual may pursue the other options provided.

Confidential Guidance and Assistance
The University has crafted “safe havens” for those individuals who want to approach a knowledgeable person for confidential conversations. Individuals who wish to take advantage of this option may contact either the University Ombuds Officers or a member of the University Panel on Discrimination and Sexual Harassment. These officers are not authorized to conduct formal investigations.

University Ombuds Officers
The Ombuds Office is an informal, safe, and confidential place to voice concerns. The Ombuds Officers will listen, offer information about Columbia University policies and resources, and help visitors evaluate a range of options for resolving a problem. The visitor selects the course of action, if any. The Ombuds Officers may, with permission, participate in informal conflict resolution and may mediate if all parties agree. The Ombuds Office provides information about formal grievance procedures in other offices and is a resource for any kind of issue, including concerns that fall outside the scope of formal complaint channels. In some situations, the Ombuds Officers may help find ways to convey information while maintaining the anonymity of the source. Discussions with the Ombuds Officers are off-the-record and do not constitute notice to the University. For more information, see www.columbia.edu/ombuds/

University Panel on Discrimination and Sexual Harassment
The University Panel on Discrimination and Sexual Harassment is composed of trained, experienced, and accessible members of the Columbia community. Members of the Panel provide an informal, impartial, non-adversarial setting in which problems can be addressed through confidential counseling and mediation. Any faculty member, officer, or member of the staff may approach any Panelist to discuss his or her concerns and seek advice. The Panelist may also meet with persons other than the complainant to ascertain facts relevant to appropriate resolution of the complaint or to seek an informal resolution to situations in which there are allegations of discrimination, discriminatory harassment, or sexual harassment. Discussions with Panelists are confidential and do not constitute notice to the University. A list of the current Panelists may be found online at: www.columbia.edu/cu/vpaa/eoaa/docs/chpanel.html.

Complaints against Members of the Faculty and Staff Filed with the Office of Equal Opportunity and Affirmative Action (EOAA)

While the Associate Provost conducts most investigations of allegations of discrimination, discriminatory harassment, or sexual harassment, there are circumstances in which individuals have a choice of how they wish to have their complaints reviewed. When more than one entity has potential jurisdiction, complainants are encouraged to file where they are most comfortable and feel that their issues will be understood and fairly heard. Other entities that may be available are the Union Collective Bargaining Unit, the Office of Vice President of Human Resources/Employee and Labor Relations, and the University Senate’s Committee on Faculty Affairs, Academic Freedom, and Tenure.

Descriptions of these offices and their procedures may be found below. Complaints will be governed by the procedures applicable to the entity selected. In no case may a complainant file a request for a formal investigation with more than one entity simultaneously, nor may they file a request for a formal investigation with a second entity after a final disposition has been made by another entity. If at any time a complaint is filed with a governmental agency or court, the University procedures are no longer available, and any inquiry or investigation will cease immediately. The Associate Provost for Equal Opportunity and Affirmative Action is the designated officer for conducting investigations of complaints according to the procedures described below. The procedures are as follows:

Preliminary Review
Individuals may contact the Office of Equal Opportunity and Affirmative Action to discuss issues relating to discrimination, discriminatory harassment, or sexual harassment, with or without filing a grievance. The Associate Provost, or a designee, may conduct a preliminary fact-finding review. At its conclusion, the Associate Provost will inform the complainant that the complaint is not actionable to that person. These may include a mediated solution to the problem the complainant has encountered or a full investigation. Based upon the facts of the case, the Associate Provost may also advise the complainant that his or her case does not raise an issue of discrimination, discriminatory harassment, or sexual harassment or is more suitable for adjudication by another entity within the Columbia University. Anyone who decides to mediate a claim of discrimination, discriminatory harassment, or sexual harassment may reconsider up to 30 working days following an unsuccessful attempt at mediation have failed. Upon such notice, the Associate Provost may proceed to an investigation.

Fomal Investigation
The procedures described below are applicable only to those individuals who have elected to pursue their remedies by investigation through the Office of Equal Opportunity and Affirmative Action.

Filing a Complaint
Any individual who is employed by or enrolled at Columbia University may file a complaint with the Associate Provost of Equal Opportunity and Affirmative Action to request an investigation of an incident of alleged discrimination, discriminatory harassment, or sexual harassment by an employee of Columbia University with respect to an allegation arising out of the scope of their employment or education. Complaints filed by individuals who are not students or employees of Columbia University will be accepted if the accused is an employee. Complaints by a student or employee against a person who is not a student or employee will be accepted, but cannot be addressed by the cooperation of the accused. Complaints against a student must be referred to the dean of the school in which the accused student is enrolled. The Associate Provost does not have jurisdiction over complaints against students. A written complaint should be filed as soon as possible following the alleged incident, but not later than 180 working days after the incident or not later than 30 working days following an unsuccessful attempt at informal resolution. The Associate Provost has the discretion to extend these deadlines. The complaint must be signed by the complainant and include the following information: the identity and status of the complainant and accused (e.g., employee, student), details concerning the incident(s) or conduct that gave rise to the complaint, date(s) and location(s) of the incident(s), the identity and status of any witnesses to the incident(s) with telephone numbers, e-mail addresses, and street addresses if known, and the action(s) requested to resolve the complaint.
Assignment of Investigator

Within 15 working days following the filing of the complaint, if no written request to the Associate Provost within seven (7) working days of filing, the University reserves the right, however, to continue with an investigation on its own initiative.

Notification of the Accused and Supervisor

The investigator will provide a copy of the formal complaint to the accused and, at the same time, notify the accused individual’s supervisor about the complaint. The supervisor may take temporary actions pending the completion of the investigation (such as reassignment or paid leave of absence for either the complainant or accused) in consultation with the Associate Provost. The goal of such temporary actions is to alleviate conflict pending a final resolution of the claim and all efforts should be made to create an environment where both parties can continue their work and education, if possible. The investigator will not consider any such action as evidence regarding the merits of the complaint.

Responding to the Complaint

The accused is not required to participate in the investigation of the complaint. Nonparticipation will not be taken as an indication of guilt, but it will also not prevent the investigation from proceeding. The investigator will continue to evaluate the complaint and reach a decision on the basis of the available information. An accused who decides to participate in the investigation should send the investigator a written response to the complaint within seven (7) working days of receiving a copy of the complaint. A copy of the response shall be provided to the complainant.

The Investigative Process

Within ten (10) working days after being designated, the investigator will begin to interview the complainant, the accused, and any other persons with relevant information about the alleged incident. The investigator may also review personnel records and other documents deemed relevant to the complaint. The complainant and the accused may suggest witnesses the investigator should interview and written information the investigator should consider. The investigator, however, has complete discretion as to the witnesses and the documentation reviewed. During the investigation process no party is permitted to be represented by legal counsel. Members of collective bargaining units are entitled to union representation.

Hearing

At the sole discretion of the Associate Provost, at any time, a committee of three members may be convened to conduct a hearing on the merits of a complaint. When selecting members of the committee, the Associate Provost will take into consideration the particulars of the complainant and the nature of the claims. A hearing may take place over one or more sessions, as needed. During a hearing, both parties have the right to be present during the testimony of the opposing party or other witnesses but not the right to cross-examine them. Either party, however, may submit questions to the committee and request that the questions be asked of the committee or witnesses, and will be provided with explanations if the questions are not posed. Both parties also have the right to review any documents or other evidence considered by the committee and to rebut any evidence presented. The Associate Provost may assist the committee in the hearing process, but she will not take part in the deliberations.

Investigative or Hearing Findings and Disciplinary Recommendations

The investigator is expected to complete the investigation and submit a decision to the Associate Provost within 45 working days from the filing of the complaint. The Associate Provost may authorize an extension of that deadline. The investigator’s determination will be made on the basis of the preponderance of the evidence, taken in its totality, and considering any attendant circumstances. If the investigator finds that the accused has violated the University’s Equal Employment Opportunity and Nondiscrimination Policies, the decision will be accompanied by a recommendation of the discipline that should be imposed. In making such a recommendation, the investigator shall consider properly established records of previous conduct and the seriousness of the violation, the totality of the information available, including the investigative records, and any extenuating or aggravating circumstances the investigator deems relevant. If the investigator finds that there has been discrimination, discriminatory harassment, sexual harassment, or retaliation, the Associate Provost shall forward the determination and disciplinary recommendations to the complainant, the accused, and the Provost of the University.

Appeal of Determination and Disciplinary Recommendations

The accused or the complainant may file an appeal of the investigator’s determination and/or disciplinary recommendations. The appeal must be in writing, should identify the specific portions of the determination appealed, and must be delivered to the Associate Provost within 15 working days of receiving notice by mail of the investigator’s determination and/or disciplinary recommendations. Issues not appealed in this time frame shall be deemed to be conceded. On receipt of the appeal, the Associate Provost will designate a senior officer of the University to serve as Appeal Officer in the matter. The Associate Provost will inform both the complainant and accused in writing of the identity of the Appeal Officer. The Appeal Officer will forward the appeal to the Appeal Officer for review.

The Appeal Officer may conduct such proceedings as he or she deems appropriate, but will not normally hear the testimony of witnesses. The role of the Appeal Officer is to determine if the investigation and/or hearing was conducted in a fair manner, if the determination is consistent with the evidence, and if the disciplinary recommendations are commensurate with the charges.

The Appeal Officer will render a written decision within 30 working days following receipt of the appeal, or as soon thereafter as practicable, and he or she will forward a recommendation to the Provost for approval. Once approved by the Provost, the decision will be sent to the Office of Equal Opportunity and Affirmative Action, which will provide notice to the parties of the final disposition of the complaint. Such notification shall be in writing and provided to the parties within 15 working days following receipt of the Appeal Officer’s decision.

Once approved by the Provost, the decision of the Appeal Officer is not subject to further review other than the reserved right of the President and the Trustees of the University to review any decision affecting matters of overall University policy.

Disciplinary Action

The supervisor of the accused and the Associate Provost shall be responsible for acting on the disciplinary recommendations of the investigator. Within 30 working days of receiving the investigator’s report (or as soon thereafter as is practicable), the supervisor and the Associate Provost shall meet to discuss the recommendations and disciplinary and/or corrective action. Following the deadline for filing an appeal or the determination on an appeal, the disciplinary recommendations will be imposed according to the appropriate University disciplinary procedures.

Discipline may range from periodic monitoring of the accused by his/her supervisor to termination, where warranted, and may include required attendance at counseling or training.

Access to Procedures

These policies and procedures are available to all employees and are posted online at: www.columbia.edu/cu/ epaa/oeaocs/docs/nondispol.html.

Complaints against Members of the Faculty and Staff Filed with Other Entities

Union Collective Bargaining Unit

Union members should file complaints with their collective bargaining unit unless prohibited by their collective bargaining agreement or unless an inherent conflict of interest would interfere with a fair adjudication of the collective bargaining unit. Such proceedings will be governed by the applicable procedures of their collective bargaining agreement.

Office of the Vice President of Human Resources/Employee and Labor Relations

Officers of administration and nonunion support staff may file complaints with the Office of the Vice President, Human Resources/Employee and Labor Relations, when they believe that discrimination, discriminatory harassment, or sexual harassment led to their dismissal or suspension. Such proceedings will be governed by the procedures contained in the Personnel Policy Manual, a copy of which may be obtained from the Office of the Vice President of Human Resources or online at: www.hr.columbia.edu/hr/policies/policymanual/introduction/index.html.

University Senate’s Committee on Faculty Affairs, Academic Freedom, and Tenure

Faculty complaints of denial of tenure or reappointment in a nontenured rank as a result of discrimination, discriminatory harassment, or sexual harassment must be filed with the University Senate’s Committee on Faculty Affairs, Academic Freedom, and Tenure. Such proceedings will be governed by the Committee’s procedures, a description of which may be obtained from the Office of the University Senate in 406 Low Library.

Complaints against a Student

Complaints against students are processed in accord with the Equal Educational Opportunity and Student Nondiscrimination Policies and Procedures on Discrimination, Discriminatory Harassment and Sexual Harassment, which are available online at: www.columbia.edu/cu/epaa/oeaocs/docs/student_discrim.html. The employee who believes that he or she has been discriminated against or harassed by a student and would like to file a formal complaint should do so with the Dean of the school in which the accused student is enrolled.

Independent Investigation

The University, at the discretion of the General Counsel, may conduct an investigation independent of or in addition to the procedures provided herein at any time. The investigation may involve complaints or allegations concerning discrimination, discriminatory harassment, or sexual harassment against the University or any of its employees or students.

STATEMENT OF COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS PROMOTING EQUAL EMPLOYMENT OPPORTUNITY, PROHIBITING DISCRIMINATION AND HARASSMENT, AND AUTHORIZING AFFIRMATIVE ACTION

In accordance with all applicable laws and pursuant to its own policies and operating procedures, Columbia University provides for equal opportunity, protects against discrimination and harassment, and takes

16 | Equal Opportunity and Nondiscrimination Policies
Sexual Assault Policy and Disciplinary Procedure

Helen Arnold, Program Manager
Disciplinary Procedure for Sexual Assault
Lerner Hall, 701A
2920 Broadway, Mail Code 2617
New York, NY 10027
212-854-1717
Fax: 212-854-2728
E-mail: hva2002@columbia.edu

On February 25, 2000, the University Senate adopted a sexual misconduct policy and disciplinary procedure. Renamed the sexual assault policy, it applies to all students in all schools of the University. All Columbia University undergraduate and graduate students with the exception of those attending the Law School can use the disciplinary procedure for sexual assault. Copies of the full policy and procedures are also available on the Web site at www.columbia.edu/cu/sexualmisconduct.

Policy
The University’s Policy on Sexual Assault requires that standards of sexual conduct be observed on campus, that violations of these standards be subject to discipline, and that resources and structures be sufficient to meet the physical and emotional needs of individuals who have experienced sexual assault. Columbia University’s policy defines sexual assault as non-consensual, intentional physical conduct of a sexual nature, such as unwelcome physical contact with a person’s genitals, buttocks, or breasts. Sexual assault occurs when the act is committed either by [a] physical force, violence, threat or intimidation; [b] ignoring the objections of another person; [c] causing another’s intoxication or impairment through the use of drugs or alcohol; or [d] taking advantage of another person’s incapacity, state of intimidation, helplessness, or other inability to consent.

Disciplinary Procedure for Sexual Assault
A student charged with a violation of the University Policy on Sexual Assault is entitled to notice of the specific charges, an opportunity to be heard, and an opportunity to appeal a disciplinary decision to the Dean of his or her school. Ordinarily, a disciplinary proceeding begins with a written communication from the University, requiring the student to attend a disciplinary hearing to respond to a specified charge. Charges shall be timely if brought while the respondent is still enrolled in the same school as at the time of the alleged violation, but in no case longer than five years after the occurrence. In rare cases, the proceeding may begin with an oral communication requiring the presence of the student at a hearing. The hearing is held before two deans and one student, from a pool of specially trained individuals not affiliated with the school attended by either party unless otherwise mutually agreed. The student member may be excluded by agreement of the complainant and the respondent, and either student may object to the membership of any specific panelist on the basis of acquiescence or other conflict. Either party may be accompanied by a non-participating member of the University community as support. The hearing must commence within 10 days of the Manager’s receipt of the complaint, unless the University is not in session.

The hearing is not an adversarial courtroom-type proceeding, the student does not necessarily have the right to be present to hear other witnesses and does not have the right to cross-examine witnesses or
In the absence of the finding of a violation, if no violation of the Policy is found, a summary report shall be sent to both parties and notice of the decision to the Dean of Students of the respondent’s school. A detailed report of the hearing shall be prepared and retained by the Manager. If the decision of the panel is that a violation of the Policy has occurred, a detailed report of testimony and findings shall be forwarded to both students and the Dean of Students of the respondent’s school, with a recommendation for a penalty. The Dean of Students shall then inform the respondent of the penalty or she is imposing and inform the student of his or her appeal rights in writing. An appeal must be submitted within 30 days of the proposed imposition of any penalty to the Dean of the respondent’s school.

On appeal, the Dean shall review the record and may consult with the members of the hearing panel, but ordinarily shall not consider new evidence. Both the complainant and the respondent shall be advised of the outcome of any appeal. On an annual basis, the Manager will prepare a report of disciplinary proceedings for submission to the subcommittee overseeing the disciplinary procedure. For purposes of this review, all identifying information will be removed from the report.
Columbia University Event Management Policies

I. University Groups and Organizations

These policies delineate a framework to aid University groups and organizations in planning and scheduling events such as meetings, exhibits, performances, conferences, training, and recreational events to be held at Columbia. By describing a uniform approach to event planning and evaluation, we hope to make the process of planning events consistent across campus.

Managers of Columbia meeting and event venues and University departments, offices, groups, and student organizations requesting to reserve campus facilities are expected to follow these policies. Nonaffiliates seeking to hold events at the University are covered by Part II: Access to University Facilities by Nonaffiliates.

EVENT MANAGEMENT AND SCHEDULING SUPPORT

The University Event Management staff in Lerner Hall oversees and coordinates event management policies on the Morningside campus. In addition, University Event Management is responsible for scheduling all space within Lerner Hall, Low Library, and all outdoor space on the Morningside campus. The Lerner Hall staff conducts periodic workshops on event management policies and on University alcohol policies and procedures. To arrange to participate in training, call the University Event Management Office at 212-854-5800 or e-mail lernerral@columbia.edu. Visit www.columbia.edu/cul/lernerral for more information.

VENUE MANAGERS

Campus locations where events are held generally fall under the responsibility of venue or site managers who oversee meeting/event locations for schools, departments, or administrative offices. Some examples of locations managed in this way are Lerner Hall, Faculty House, Miller Theatre, Earl Hall, St. Paul’s Chapel, Kellogg Center, Low Library, and Philosophy Lounge. Venue managers are responsible for their spaces and determine or oversee the local policies or prerequisites for use of their spaces.

EVENT SPONSORSHIP

The sponsor of an event must be a recognized University group or organization. The sponsor is the primary planner and contact for the event and accepts full responsibility for all stages of planning and execution of the event. In addition, the sponsoring organization must have a strong presence at the event and, when necessary, have a valid University account number or have approved access to a valid University account number and take fiscal responsibility for event costs. The sponsoring organization or group must be the sole source of event advertising and must have its name on all such advertising.

For co-sponsored events, both groups and organizations must qualify as described above. Cosponsorship of an event with those not affiliated with the University will be considered under the nonaffiliate policy (see Part II: Access to University Facilities by Nonaffiliates). Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program be used for another purpose.

STUDENT GROUPS

Student groups or organizations should begin the process of event planning and space reservation through their respective student affairs offices. The organization’s adviser must approve the space request for all Special Events (described below). Advisers must also approve requests for any Standard Events that may incur expenses such as Technical Services, University Proctors, Public Safety, etc. A University account number must be provided and approved by the adviser in anticipation of possible costs associated with the event. Finally, student events are held primarily for the Columbia University community.

EVENT CLASSIFICATION

For purposes of determining necessary levels of planning and support, events are classified as Standard or Special Events. The classification of an event is dependent upon various types of event (meeting, performance, exhibit, etc.), attendance projections, speakers or performers, level of advertising, and safety considerations. A space use request is completed to help identify the participants and sponsors of an event and to assist in determining the level of support necessary to hold the event. The request should be filed as soon as possible. For Special Events, 10 business days’ notice is required. The deadlines listed below are the latest times at which requests may be submitted. The adviser will send notification to the University Event Management Office at Lerner Hall at the time that the group or organization applies for space to hold a Special Event. The event level will be determined following the Event Review (described below).

Standard Events include events that do not meet the criteria for a Special Event. These events can include meetings and similar programs, performances, lectures, etc. Space Requests and all service requests must be completed and submitted no later than 10 business days before the requested date of the event. If the deadline specified by the facility/location that is being requested is more than 10 business days in advance of the proposed event, then that deadline will apply. At the time of the reservation deadline, all requests for technical, setup, and other services must also be submitted.

SPACE APPLICATION REQUIREMENTS

Applicants will be requested to fill in various sections of the application form depending upon the classification of their event. The application of an organization must provide all the requested information in a timely and accurate manner to the venue manager and, for student groups, to the appropriate school officers. Any changes in the details of the event that occur after the safety review is completed must be conveyed to the person who originally received the application. The venue manager or the sponsoring organization’s school may cancel or withdraw approval for an event if agreements are not followed or safety and security conditions change after the Event Review is conducted.

EVENT REVIEW

An Event Review may be requested by the sponsoring group’s advising office or officers from the sponsoring group’s school. Events that have any of the following criteria may necessitate an Event Review:

- presence of press/media (invited or otherwise)
- advertised beyond Columbia’s campus
- high attendance/capacity
- potential for significant disruption
- security concerns on the part of the recognized student group, advisers, or guest

An Event Review is required for all Special Events. This review is arranged by the appropriate advising office or officers from the sponsoring group’s school and includes members of the University administration (University Event Management, Office of Communications and Public Affairs, Office of Public Safety, Office of the Provost, Facilities, etc.) that may be required to provide support for the event.

The process normally takes 5 business days and it must be completed 10 business days prior to the event. Special consideration is made on a case-by-case basis and must be requested by the appropriate advising office. During the Event Review, officers from the sponsoring group’s school and other University officers will evaluate and determine the needs of the event. These requirements will be discussed with the sponsoring organization. All issues and arrangements must be resolved 5 business days in advance of the event.

Space Requests for Special Events must be completed and all information provided to the appropriate school officer and the venue manager 10 business days before the proposed date of the event in order for the review to be conducted. If agreement about safety and security arrangements for a Special Event cannot be reached by 5 business days before the proposed date of the event, approval for the event on that date may not be granted and all holds on the space may be released. Special consideration will be made for events that fall within the 10-business-day requirement. Such consideration is made on a case-by-case basis and must be requested by the appropriate advising office.

GUEST LISTS

Recognized student groups sponsoring a campus event may invite guests who are unaffiliated with the University to the event. The student group must compile a guest list of those individuals who have been invited to the event exclusively by the student group; the list will include a reasonable number of guests in accordance with the size of the event. The guest list must be submitted to the sponsoring group’s advising office for review and approval no later than 2 business days before the event. Once the guest list is submitted, it is considered final and no additional names may be added. All persons named on the guest list must be known to the student group and specifically invited by the student group.

Speakers and performers may submit a limited guest list of individuals personally known to the speaker or performer. This list must be submitted to the sponsoring group’s advising office for review and approval no later than 2 business days in advance of the event.

The conduct of all guests is bound by University Rules and the student group may be held responsible for the behavior of their invited guests. The University reserves the right to manage the event in accordance with University Event Management policies.

PARTISAN POLITICAL CAMPAIGN ACTIVITIES ON CAMPUS OR AT CAMPUS FACILITIES

Because of its nonprofit status, the University is strictly prohibited from participating or intervening in any political campaign on behalf of or in opposition to any
candidate for public office. As a result, the use of the campus or campus facilities for partisan political campaign activities is strictly regulated. Those planning, sponsoring, or hosting any event that may constitute a partisan political campaign activity must check with the General Counsel's Office. (Also, see: Policy on Partisan Political Activity.)

INSURANCE
If an event is income-producing for the sponsoring organization, or involves ticket sales to the general public, the University will determine if the sponsoring organization must purchase insurance to cover any claims or suits that could result from the conduct of the event and the level of insurance necessary. The cost of such insurance will be borne by the sponsoring organization. If an event is cosponsored with a nonaffiliated organization that will receive income from the event, the University will require the nonaffiliated organization to provide evidence of insurance for the event.

ADVERTISING
Event advertising, both on and off campus, may not be done before copy is approved by the host venue manager and where relevant, the student activities adviser or appropriate dean. When an event requires admission by ticket, or if there is an attendance limit, all advertising must describe these requirements. If an event is sold out, the sponsoring organization must make a good faith effort to publicize this information. If admission requests are made, copy must include which IDs will be accepted stating “Valid ID card from [insert names of invited schools or organizations] or Columbia University required for admission to event.” The sponsoring organization must be the sole source of event advertising and its name must appear on all advertising. Advertising indicating that a Columbia University school or department is sponsoring the event must receive written consent of the appropriate University dean or designated school officer. University policies and state laws covering the distribution or sale of alcohol at an event will apply to all advertising copy. Please consult Policies on Alcohol and Drugs for additional information.

NOISE CONTROL
The City Noise Control Code addresses unreasonable noise, meaning any excessive or unusually loud sound that disturbs the peace, comfort, or repose of a reasonable person. During the planning of an event, potential sound levels, especially where amplified sound is involved, will be reviewed with the sponsors in order to address provisions of the code.

OCCUPANCY LIMITS
Columbia University regulates occupancy limits on the number of persons who can be in a space during each event to ensure the safety of all in attendance. Ticket sales will be restricted to the appropriate capacity limit to ensure compliance with established limits. Occupancy capacities for specific venues will be discussed and resolved as part of the space reservation/event management process. The sponsoring organization is responsible for taking positive actions to ensure that occupancy limits are observed throughout the course of the event.

FIRE SAFETY
All events must adhere to the University’s Fire Safety Policy. An event can be interrupted or possibly canceled if it is determined that fire safety violations exist. Event venues must have clearly identified fire exits and occupancy limits must be enforced. Should a fire alarm sound, house lights will be turned up, if necessary, and all participants will be instructed to leave the area or to respond as directed by fire safety or fire department personnel.

ALCOHOL SERVICE
All events where alcohol will be served must comply with state laws and University policies applying to the sale and/or distribution of alcohol. Please consult Policies on Alcohol and Drugs for additional information.

DISABILITY SERVICES
During event planning, help with access needs for persons with disabilities can be obtained from the Office of Disability Services, eighth floor of Lerner Hall, 212-854-2389/2738 (Voice/ TDD). ACCESS/COLUMBIA, an accessibility map outlining Columbia’s Morningside campus buildings and facilities, is also available at Disability Services.

COMMERCIAL FILMING, NEWS, DOCUMENTARIES, AND STUDENT FILMING
Commercial films are defined as all feature films, commercials, still photography ads, and any other profit-making film/photography ventures. All production companies wishing to scout locations on campus are to be directed to University Event Management in Lerner Hall. They, in turn, will review the request, forward it to proper departments for approval, and, once approved, receive all make appropriate arrangements. University Event Management must ensure that the Office of Communications and Public Affairs and General Counsel approve the premise/gene of the shoot; permission from the Building Manager and appropriate Deans have been procured; contracts have been signed, and insurance certificates are on file before final filming arrangements are made. Hourly rates are charged for all types of commercial work. The academic and event calendar may prohibit commercial filming during certain times of the year.

All news media, documentary, and film interview requests are handled through the Office of Communications and Public Affairs in 304 Low Library, 212-854-5573, which keeps University Event Management informed. The Office of Communications and Public Affairs advises whether approved requests should be handled as a nonchargeable or commercial venture.

Columbia film students interested in filming on campus must initiate a letter documenting all the particulars and reasons for filming and then forward it to the appropriate Venue/Building Manager or Dean for approval of space usage. The request letter and approval will then be forwarded to both University Event Management and the Office of Communications and Public Affairs so that proper parties can be notified. Columbia students are not charged for using University space.

Commercial film, hard news, documentaries, and student film requests can be refused for reasons of time constraints if made later than 10 business days prior to requested schedule.

SPECIAL POLICIES APPLICABLE TO OUTDOOR SPACE
Outdoor space is available between the first Monday following April 21 through the first Monday after October 21.

Outdoor space on the Morningside campus is reserved through University Event Management in Alfred Lerner Hall. This University’s Event Management Policy governs access and use, and applies to all users of outdoor space including student, faculty, and administrative groups, student organizations, as well as community groups and neighborhood schools. Space Use Applications may be obtained from Lerner’s seventh floor or printed from Lerner Hall’s Web site www.columbia.edu/cu/lernerhall.

Completed applications must be submitted to University Event Management in Lerner Hall. Deadlines for the application for outdoor space are the same as for indoor events. A Special Events Service Request Form, available from Lerner’s seventh floor, must be used to request services such as tables, chairs, electrical support, clean-up, etc. Completed Service Requests must be returned to Columbia University Facilities Campus Operations in EB-66 Lerner Hall C Level no fewer than 10 business days before the event.

AMPLIFICATION
Amplification will not be approved during time periods in which it may disrupt the workday, classes, or other events.

Amplification is not approved during read-in periods or exam periods. No New York City noise codes prohibit amplification after 10 p.m. University policy prohibits excessive noise amplification during business hours, although exceptions for limited amplification may be made between 12 noon and 2 p.m. Amplification includes, but is not limited to, any speaker more powerful than a portable radio, professional sound equipment, novice sound equipment, and any single instrument with an amplifier.

BARBECUES
Barbecues are prohibited on Morningside Campus lawns, pavers, and hedgescapes.

BALLOONS/BANNERS
Event organizer must make a request to University Event Management giving exact locations for display and wording, if any, on items; University Event Management will confirm that there are no conflicts with other events in surrounding locations being held on same date[s] and will put the event reservation into EMS. University Event Management must be advised of the request and approve before balloons/banners are placed on campus.

UES will let Public Safety, Campus Operations (Grounds and Events Administration) know of the dates/times balloons and banners will be displayed so that no one removes them prematurely.

The requestor puts balloons around campus and then removes both the balloons and all string (usually on the same day, since they deflate during the night) or banners on walls as requested—using only tape that is removable and will not leave a residue; the banners will be removed each evening. Note: Banners cannot be attached to any lawn posts/chain and/or lampposts.

The Grounds Department will charge the event organizer if they are required to remove any balloons, string, tape, or banners left after the event.

CHALKING
The use of chalk on Morningside Campus lawns, pavers, and hedgescapes is prohibited.

CANDLES
The use of candles on Morningside Campus lawns, pavers, and hedgescapes is prohibited.

FIELD USE
Field Use must comply with the following guidelines:

• All fields are subject to unscheduled closure as a result of precipitation or flooding, puddling, unanticipated excessive wear, and/or emergency repairs. Fields will remain closed for 12 hours after rain occurs. When this happens, the event organizer is responsible for locating alternate venues.*

• Oscars shows or participation in activities destructive to the ground is not permitted (e.g. football, rugby, soccer, and other contact sports).

• Pools, water games, and dunk tanks are not permitted on lawns; if use is approved, they are restricted to pavers, walkways, and plazas where a drain is in close proximity.

• Math Lawn is separated into two areas—ML, North and ML, South. Only one of the two fields can be reserved each day.

• With the exception of Commencement Week and Alumni Weekend, Furnald Lawn is restricted to passive use only (e.g. lounging).

• South Field is separated into two areas—SF East and SF West. With the exception of Commencement Week, only one of the two fields can be reserved each day.

• South Field use is governed by a flag system. Flags are located at the corners of the fields; a green flag permits walking, sitting, and sports such as throwing a Frisbee; a red flag prohibits all access to the field on which the flag is located.

• To return lower campus to its pristine condition before the start of each fall semester, South Fields East and West, Furnald Lawn, and Hamilton Lawn are closed from the last week of July until the last week in August.

• Usage of fields must comply with associated signage. Hamilton and Furnald Lawns are used for quiet activities, while South Fields East and West are governed...
FIELD USE RESTORATION COSTS

Damages to lawns will be billed to the event organizer. These damages may force closure and cancellation of other future planned events.

LAWN/PAVER PROTOCOLS

The following activities are not permitted on campus lawns or pavers:

• swinging/sitting on lawn posts/chain
• using a lawn for any purpose when it has been closed by ranged fencing or has a red flag posted
• organized sports on any lawn
• water guns, balloons, dunk tanks, and/or wading pools in close proximity or on any grass surface

• adhering bulletins and notices on flagpoles, lampposts, terrace/building walls, and lawn posts and chains
• inflatables, bikes, and strollers on lawns

PETS

No pets are allowed on campus.

TENTING, FURNISHINGS, GAMES, HEATERS, ETC.

• All tenting must be ordered through.
• Using carriages, bikes, and strollers adhering bulletins and notices on flagpoles, lampposts, terrace/building walls, and lawn posts and chains.

COMMERCIAL VENDORS AND NONAFFILIATES

Commercial vendors and nonaffiliates are prohibited on campus grounds unless sponsored by a recognized student organization or a University department or office. In order to obtain space approval, there must be a strong nexus between the vendor’s theme and the student organization or University department or office wishing to hold the event at the University and the educational and research mission of the University or its standing as a member of the community. A representative of the sponsor must be present at all times during setup and the event itself.

Event planner and nonaffiliate events that are more extensive than simple tabling will be required to obtain insurance coverage appropriate to the nature of the event.

II. ACCESS TO UNIVERSITY FACILITIES BY NONAFFILIATES

In order for a nonaffiliate to gain access to University facilities, there should be a significant University interest in hosting the event. There should also be a strong nexus between the event and the University or its standing as a member of the community. In addition, the nonaffiliate must agree to comply with all of the University’s standard terms and conditions.

EVENT CLASSIFICATION

For purposes of determining necessary levels of planning and support, events are classified as standard or special events. The classification of an event is dependent upon various factors such as type of event (meeting, performance, exhibit, etc.), attendance projections, speakers or performers, level of advertising, and safety considerations. A space use request is completed and submitted.

For a Special Event, space and service requests must be completed and submitted no later than 10 business days before the requested date of the event, and the Event Review must be completed at least 10 business days before the date of the event. Special consideration will be made for events that fall within the 10-business-day requirement. Such consideration is made on a case-by-case basis. If the deadline specified by the facility/location is being requested, more than 10 business days in advance of the proposed event, then that deadline will apply. At the time of the reservation deadline, all requests for technical, setup, and other services must also be submitted.

SPACE APPLICATION REQUIREMENTS

 Applicants will be requested to fill in various sections of the application form depending upon the classification of their events. The sponsoring organization must provide all the requested information in a timely and accurate manner to the Venue Manager, and for student groups, to the appropriate school activities officer. Any changes in the details of the event that occur after the safety review is completed must be conveyed to the person who originally received the application. The Venue Manager or the sponsoring organization’s school may cancel or withdraw approval for an event if agreements are not followed or safety and security conditions change after the Event Review is conducted.

EVENT REVIEW

An Event Review may be requested by the Venue Manager. Events that have any of the following criteria may necessitate an Event Review:

• presence of press/media (invited or otherwise)
• advertised beyond Columbia’s campus
• high attendance/capacity
• presence of alcohol
• potential for significant disruption
• security concerns on the part of the venue manager, group, or Office of Public Safety

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Policy on Partisan Political Activity

Columbia University, as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Political intervention includes not only making financial contributions but also the publication or distribution of written or oral statements on behalf of or in opposition to a particular candidate. There are no exceptions to this prohibition. Even an insubstantial violation may lead to monetary fines and exposes the University to the possibility of revocation of its tax-exempt status.

Nonetheless, the University is dedicated to the free expression of ideas. It encourages students, faculty, and other employees, in their individual capacities, to participate fully in the political process during campaigns by candidates for public office as long as they do not—either overtly or implicitly—involves the University. In order to permit the most robust political discourse during partisan political campaigns for public office, while at the same time ensuring Columbia’s compliance with the restrictions placed on the University as a tax-exempt organization, the University issued a Statement of Columbia University Policies and Practices on Partisan Political Activities in 1970. That policy remains in effect today and prohibits all individuals and groups within the University community from using University resources or the University’s name in connection with partisan political activities.

Thus, in accordance with both the law and stated University policy, everyone connected with the University must observe the following rules with respect to his or her participation in national, state, or local partisan political campaign activities:

1. When endorsing or opposing a candidate for public office or taking a position on an issue for the purpose of assisting or opposing a candidate, individuals and groups within Columbia University should undertake to make it clear that they are speaking only for themselves and that they are not stating a University position. This is particularly important for those who in their official capacity frequently speak for the University.

2. Faculty and other employees may not take part in partisan political activities freely on their own time, but they must not do so at the expense of their regular responsibilities to the University and its students.

3. Columbia University’s name or insignia cannot be used on stationery or other documents intended for political purposes, including soliciting funds for political support or carrying on a political campaign.

4. Funds or other contributions may not be solicited in the name of Columbia University for political support or carrying on a political campaign.

5. Columbia employees may not—and should not be asked to—perform tasks related to partisan political activities during working hours.

6. The foregoing may not under any circumstances be used for political campaign purposes:

   a. The University’s bulk-mailing privilege.
   b. University mailing lists—including the addresses and e-mail addresses of departmental offices or the offices of faculty or other employees.
   c. University-provided office supplies, telephones, facsimile machines, copiers, etc.;
   d. The University’s sales tax exemption for purchases of goods and services.
   e. Any communication disseminated through the Columbia e-mail system that could be construed as relating to political activity must include a clear statement that such communication represents the personal position of the author.

7. University-related organizations composed solely of members of the corporate University community and its educational affiliates may utilize available University building space (University facilities regularly reserved for student use and other University space such as lecture halls and meeting rooms) to engage in partisan political activities within the University community,* provided that such organizations (i) pay for the costs of such activities (typically, telephones, duplicating, electricity, etc.) and (ii) pay full rental fees for the use of such facilities that they would otherwise be charged. A disclaimer should be made at the beginning of any such event (and in any printed materials or advertising) that the University does not support or oppose candidates for political office, that the opinions expressed are not those of the University, and that the University-related organization has sponsored the event. All plans, publicity, and other information relating to such activities must be approved in advance by the appropriate student affairs office and the General Counsel’s Office. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such activities.

8. University-related organizations may use University facilities regularly reserved for student use and other University space such as lecture halls and meeting rooms to engage in partisan political activities with the University community,* provided that such organizations (i) pay for the costs of such activities (typically, telephones, duplicating, electricity, etc.) and (ii) pay full rental fees for the use of such facilities that they would otherwise be charged. A disclaimer should be made at the beginning of any such event (and in any printed materials or advertising) that the University does not support or oppose candidates for political office, that the opinions expressed are not those of the University, and that the University-related organization has sponsored the event. All plans, publicity, and other information relating to such activities must be approved in advance by the appropriate student affairs office and the General Counsel’s Office. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such activities.

9. Organizations that are composed of non-University members, participants or employees, in whole or in part, are ineligible for use of University space to engage in partisan political campaign activities.

10. Certain nonpartisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) may be permissible if they do not evidence a preference for or opposition to a political party or to candidates who have taken a particular position. In order to ensure that all legal and University requirements are followed, advance approval for these events must be obtained from (and all materials must be reviewed by) both the appropriate student affairs office and the General Counsel’s Office, which will, if necessary, provide further guidance to the organizer. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such activities.

* Note, however, that when such University-related organizations engage in partisan political campaign activities aimed outside the University community, they may not utilize University space for such activities, but instead must conduct all such activities off campus.
In addition, an announcement should be made at the beginning of each such event and in any written materials setting forth the disclaimer described in paragraph 8 above. As noted above, these policies are not intended to infringe in any way your individual right to support a particular candidate or participate in a political campaign. You remain entirely free to become involved in the election process as you choose, so long as you do so in a way that does not—either overtly or impliedly—infringe the University. Your cooperation in this matter is both necessary and appreciated. If you have any questions, please call either Loftin Flowers, Director of Government Relations and Policy Coordination, 212-854-3738, lofiton@colu.edu, or Howard A. Jacobson, Deputy General Counsel, 212-854-5583, hj@jgc.columbia.edu. At the Columbia University Medical Center, Ross A. Frommer, Deputy Vice President, 212-305-4967, rf@colu.edu, is also available for assistance.

PARTISAN POLITICAL CAMPAIGN EVENTS ON CAMPUS

When a University-related organization composed solely of members of the corporate University community and Columbia educational affiliates sponsors a partisan political campaign event, there are a number of considerations to keep in mind:

1. All plans, publicity, and other information must be approved in advance by the appropriate student affairs office and the General Counsel’s Office. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such events.

2. The University-related group selects the indoor University venue, based upon availability and size of expected audience.

3. No campaign rallies, campaign banners, campaign literature or button distribution, or fund-raising are allowed. A disclaimer must be included in all written materials and advertising (including phonemail) and announced at the beginning of all events. “Columbia University does not support or oppose any political candidates. The views expressed are those of [the candidate or other partisan political speaker] only. The [Columbia-related group] is sponsoring this event.”

4. Columbia University ID’s are required for attendance.

5. Columbia University or school banners may not be displayed; University-related group banners may be.

7. All normal costs [such as for University security, telephones, facsimile machines, and duplicating expenses] must be paid by the sponsoring group or the speaker.

8. No room charge will be assessed if the sponsoring University-related group does not pay room charges for other (nonpolitical) events. If the sponsoring University-related group is charged for room usage for other (nonpolitical) events, a room charge must be paid for a political event.

9. Columbia University will not issue a press release, but the University-related group may.

10. Candidates and sponsoring groups may not use the University’s bulk mailing rate. University mailing lists, or the University’s sales tax exemption for the event.

Crime Definitions in Accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program

These crime definitions are published by the Federal Bureau of Investigation in accordance with the Uniform Crime Reporting Program (UCR). The UCR is a city, county, and state law enforcement program which provides a nationwide view of crime based on the submission of statistics by law enforcement agencies throughout the country.

Crime Definitions

MURDER

The willful [nonnegligent] killing of one human being by another.

ROBBERY

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

AGGRAVATED ASSAULT

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

BURGLARY

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. [Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.]

WEAPON LAW VIOLATIONS

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG ABUSE VIOLATIONS

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Dilaudid, methadone); and dangerous nonnarcotic drugs (barbiturates, benzodiazepines).

LIQUOR LAW VIOLATIONS

The violation of laws or ordinances prohibiting: the manufacture, sale, transport- ing, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or incapacitated person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions

SEX OFFENSES: FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

(A) Forcible Rape.

The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

(B) Forcible Sodomy.

Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

(C) Sexual Assault with an Object.

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

(D) Forcible Fondling.

The touching of the private body parts of another person for the purposes of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

SEX OFFENSES: NONFORCIBLE

Unlawful, nonforcible sexual intercourse.

(A) Incest.

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

(B) Statutory Rape.

Nonforcible sexual intercourse with a person who is under the statutory age of consent.

The following definition of “Hate Crimes” is adapted from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Hate Crimes:

Hate Crimes involve one of the crimes reported above or bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.
Morningside Campus: Required Medical Leave for Students with Eating Disorders

Policy
With eating disorders, a medical leave is sometimes necessary to protect the safety of a student. Usually this is because the student’s illness is advanced enough to require hospitalization or intensive day treatment beyond the scope of University medical and psychological resources. A medical leave is also sometimes deemed necessary when an individual student’s eating disorder has negatively impacted the integrity of the University’s learning environment.  

1. Before an involuntary medical leave is considered, efforts will be made to encourage the student to take a voluntary medical leave, thus preserving, to the extent possible, confidentiality and privacy.  
2. This policy will be invoked only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary medical leave of absence. This policy is for students on the Morningside campus.

PROTOCOL
Placing a Student on Involuntary Medical Leave of Absence
The Dean of Students or a designee may be alerted to a student’s behavior—e.g., self-starvation, severe purging, or dangerously low body weight—which is believed to be either threatening to themselves or the integrity of the University’s learning environment. In consultation with the Eating Disorders Team of Health Services at Columbia, the Dean of Students will gather necessary information to draw a conclusion about the student’s illness. This may include a required evaluation by the ED Team (in the instance of students who are not known by the team). The student will be informed of the requirement of a mental and/or physical evaluation. The student will be further informed, in writing, of the Dean’s access to information emanating from this evaluation.

If the student fails to comply with the advised medical evaluation, then the student’s parent, guardian, or appropriate emergency contact may be notified and the student may be asked to leave the University. The University may take this action out of concern for the student’s health and welfare.

If the Dean then deems it appropriate, upon the recommendation of the Health Services staff, to pursue a medical leave, these steps will be initiated:
1. Whenever possible and appropriate, the Dean of Students or a designee will encourage the student to take a voluntary medical leave of absence.
2. If a voluntary medical leave is not possible, the Dean of Students or a designee will notify the student that an involuntary leave is under consideration.
3. The Dean of Students or a designee will discuss with the student the implications of and procedures relating to an involuntary medical leave of absence. A copy of this policy will be provided to the student. Whenever possible and appropriate, the Dean of Students or a designee will encourage the student to take a voluntary medical leave of absence.
4. In addition to the Eating Disorders Team, the Dean of Students or a designee may choose to confer with the following individuals regarding the need for a medical leave of absence:
   • the Assistant Vice President and Medical Director of Health Services at Columbia
   • the Associate Medical Director, Primary Care Medical Services
   • the Associate Director of Counseling and Psychological Services

These consultations will include information regarding the reasons for invoking an involuntary medical leave, specifically whether the student engages in, or is judged to be likely to engage in, behavior that poses a clear danger to themselves or others, or disrupts the learning environment.

5. Following these steps, the Dean of Students or a designee will make a final decision regarding the involuntary medical leave of absence and will provide written notice of this decision to the student (and their parents, guardians, or others if appropriate), and all members of the team who conferred with the Dean or designee.

If Involuntary Medical Leave Is Imposed
A student who is placed on an involuntary medical leave may appeal the decision to the Dean of the student’s school within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The Dean or their designee has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The Dean or their designee may extend the time limits set forth above as necessary.

While the appeal is pending, the original decision of the Dean of Students will stand.

Re-enrollment will require documented proof of ED treatment (both medical and psychological) during the leave as well as clear evidence of improvement of overall health status. Re-enrollment will require formal evaluation of the ED Team prior to approval.

If Involuntary Medical Leave Is Not Imposed
The Dean of Students or a designee will so notify the student, and all persons who consulted, with the Dean. The Dean of Students or designee may impose other conditions and/or requirements under which the student is allowed to remain at the University; these conditions will be included in the notification and could include regular scheduled follow-up with the clinical members of the Eating Disorders Team.

Implications of an Involuntary Student Leave of Absence for Reasons of Personal or Community Safety
Leave in Effect
Until the student complies with the mandated medical and psychological prerequisites to re-enrollment.

Duration of Leave
As determined by the Dean, but generally no fewer than two full, regular, consecutive, academic terms.

Student Must Leave Campus
Within the time frame set forth by the Dean of Students or designee.

Student May Visit Campus
Only as authorized in writing by the Dean of Students or designee, for the duration of the leave.

Notification
The Dean of Students or designee reserves the right to notify a parent, guardian, or other person if notification is deemed appropriate. In addition, the parent, guardian, or other person may be asked to make arrangements for the student’s return to the University environment.

Transcript Notation
Would read “Leave of Absence.”

Request for Re-enrollment
If a student has been on an involuntary medical leave of absence for an eating disorder, the student will be notified in writing of the procedures regarding re-enrollment. In this circumstance, the Dean of Students or a designee, in consultation with the Eating Disorders Team and the Associate Director of Counseling and Psychological Services, would make the decision regarding re-enrollment.

A formal request for re-enrollment must be submitted by the student. The student’s re-enrollment request will be reviewed by the Dean of Students or a designee, who must approve it. The Dean (or designee) will consult with the ED Team and other members of Counseling and Psychological Services and/or Primary Care Medical Services to develop recommendations for maintaining enrollment (e.g., weight requirements, scheduled visits with counselors and/or medical staff, regular follow-up with Dean of Students). The Dean of Students or designee will notify the student if re-enrollment has been approved.

Responsibilities
The major responsibilities each party or designee has in connection with Involuntary Medical Leave related to Eating Disorders are:

Student
• Abide by the decision made by the Dean of Students or a designee to take an involuntary medical leave of absence.
• Submit a formal request for re-enrollment to the University after an involuntary student leave of absence and when required, willingness to adhere to conditions for re-enrollment.

Assistant Vice President, Health Services
• If a student’s health or safety is at risk, the AVP Health Services or designee will communicate with the Dean of Students to initiate the consideration of an involuntary medical leave.

Dean of Students or Designee
• Consult with designated administrators to formulate a plan for and provisions of a student’s involuntary leave of absence.
• Communicate to the student the outcome of the proceedings and the terms of the leave of absence.
• In consultation with the ED Team and other relevant parties, approve or deny requested re-enrollment of a student who has been on involuntary medical leave.

ED Team
• Provide consultation for the Dean of Students or designee as requested.
• Work with the student in formulating a plan for in-patient or out-patient treatment outside of Columbia University.

Associate Director, Counseling and Psychological Services
• Assist the Dean of Students and ED Team in assessing student’s need for medical leave of absence.
• Assist the Dean of Students as requested in determining if re-enrollment after involuntary medical leave and treatment is appropriate.
Voluntary Leave of Absence Policy

Introduction
A Voluntary Leave of Absence is a type of Withdrawal. A Voluntary Leave of Absence or any other form of Withdrawal indicates that a student has been permitted an exception from the continuous registration requirement of the University. This policy provides students with general information regarding Voluntary Leave of Absence. Each school within the University articulates Voluntary Leave of Absence policies for its students. For more specific information regarding the circumstances and processes for Voluntary Leave of Absence, as well as conditions relevant to returning from Leave, students should refer to their school bulletin or speak with their Dean of Students (DOS) or other staff person as designated in the school’s bulletin. Students are responsible for understanding the implications of a Leave of Absence for housing, financial aid, health insurance, and progress toward the degree.

In general, a Voluntary Leave of Absence will be requested prior to the beginning of a semester. Policies differ from school to school, for students who request to withdraw from a term in progress. This policy will not be used in lieu of disciplinary actions to address violations of Columbia University rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of the University community may be subject to the Dean’s Discipline process of his/her school. A student may be required to participate in the disciplinary process for his/her school, with the DOS of a student’s school requesting any additional information.

Students may request to have their Columbia University health insurance continued while on Leave (additional fees may apply).

2. Military Leave of Absence
Any student who is a member of the National Guard or other reserve component of the Armed Forces of the United States or of a state-organized militia called to active duty will be granted a Military Leave of Absence for the period of active duty and one year thereafter. Upon return from a Military Leave of Absence, the student will be restored to the educational status attained prior to being called to duty without loss of academic credits earned, scholarships or grants awarded, or tuition or other fees paid prior to the commencement of active duty. The University will credit any tuition or fees paid for the period of the Military Leave of Absence to the next enrollment period or, at the student’s request, will refund these monies to the student.

Students requiring a Military Leave of Absence should consult their school bulletin or contact the office of their DOS for additional information.

3. Other Leaves of Absence
The DOS of a student’s school may recommend a Voluntary Leave of Absence for compelling reasons for students who find it necessary to interrupt study temporarily. At the discretion of the DOS, supporting documentation may be requested from the student to substantiate such a request.

General Policies and Conditions for All Leaves
A Leave of Absence is not a form of registration. Therefore, no tuition will be charged for semesters for which a Leave of Absence has been approved provided that the request is received prior to the start of the semester. According to the policy of the student’s individual school, Leaves may or may not be entered on the student’s transcript. Leaves are noted in the student’s permanent academic records maintained at the school. Whether the period of Leave is counted as part of the time allowed for completion of degree requirements will be at the discretion of a student’s individual school.

Since a Leave of Absence is not a registration, a student on Leave may not use University facilities, including libraries, housing, the fitness center, health services, the student center, nor receive financial aid. Occupied University housing must be vacated promptly by students on Leave. A Leave of Absence must be approved before the term for which it is requested; it cannot be granted retroactively. Students who wish to withdraw from a term in progress should refer to their individual school’s policies.

The process for returning from a Leave of Absence varies from school to school. Students returning from a Leave should therefore refer to the policies of their individual school regarding this process, including reviewing application deadlines for re-enrollment and financial aid. Availability of and priority for University housing for students returning from Leaves of Absence varies from school to school. Students should contact the office of their DOS for more information.

Involuntary Leave of Absence Policy

Introduction
The Dean of Students (DOS) or other staff person as designated in the school’s bulletin of a student’s school, or his/her designee, may place a student on an Involuntary Leave of Absence for reasons of personal or community safety. This process will be undertaken only in exceptional circumstances when there is compelling information to suggest that the student is engaging in or is at heightened risk of engaging in behavior that could lead to serious injury to others, including as a result of physical or psychological illness.* In addition, a student on an Involuntary Leave of Absence will be subject to the Dean’s Discipline process of his/her particular school. A student may be required to participate in the disciplinary process of his/her school. For more specific information regarding the circumstances and processes for Involuntary Leave of Absence, students should contact the Office of the Dean of Students or any other appropriate staff person as designated in the school’s bulletin.

Medical Certification of Readiness for Resumption of Studies
Students granted Medical Leaves of Absence may be asked to demonstrate that the condition which precluded enrollment during the Leave has resolved sufficiently to allow resumption of studies. Specifically, the student’s DOS or the University may require any or all of the following, depending on the circumstances that necessitated the leave:

1. Medical or psychological records from the physicians and/or mental health professionals who cared for the student while on Leave and/or a “Statement of Readiness to Return” from these health care professionals. Students will be asked to sign written consent for the release of this information.

2. An assessment interview. On the Morningside campus, the DOS may request this be conducted by a member of the Counseling and Psychological Services staff and/or a member of the Primary Care Medical Services staff depending on the health condition which necessitated the Leave. On the CUMC campus the assessment interview may be conducted with an appropriately trained professional identified by the DOS. If an assessment interview is deemed necessary, it will not be completed without written consent from the student.

Confidentiality
Columbia University will maintain the confidentiality of all information regarding Involuntary Leaves in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such Leaves. All records concerning Involuntary Leaves of Absence are confidential, and the official copy of such records shall be retained by the school in which the student was enrolled at the time of the Leave. Access to these records is limited by appropriate federal, state, and local law. Columbia University reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state, and local law.

*Note that the “Morningside Campus: Medical Leave for Students with Eating Disorders” policy in this guide (see page 24) governs situations in which the health condition impacting a student is an eating disorder.
Involuntary Leave of Absence

1. When an Involuntary Leave is under consideration, the placing of the student on an Involuntary Leave of Absence. A student who is placed on an Involuntary Leave of Absence will likely affect their student visa status and should consult with the International Students and Campus and the Office of International Affairs on the CUMC campus for more information. Students are responsible for understanding University rules, regulations, or bulletins or speak with their DOS. Determining Whether Involuntary Leave is Appropriate

   1. When an Involuntary Leave is under consideration, the DOS or his/her designee will notify the student in writing. In the Notification Letter the DOS will provide the student with information regarding procedures for an Involuntary Leave of Absence.

   2. The DOS or designee will gather information necessary to make an individualized and objective assessment of the student’s ability to safely participate in his/her academic program and in the University community. The DOS or designee may gather this information from various sources, including but not limited to administrators and faculty from the student’s school or department; on the Morningside campus, Counseling and Psychological Services and/or Primary Care Medical Services; on the CUMC campus, an appropriately trained health professional identified by the DOS; and, Columbia University Public Safety.

   3. In an effort to gather the most current information about the student, the student may be asked to consent to a psychological and/or medical evaluation (at no cost to the student). For students enrolled on the Morningside campus, this evaluation may be completed by a member of Counseling and Psychological Services staff for issues related to mental health or a member of Primary Care Medical Services staff for issues related to physical health. For students enrolled on the CUMC campus, this evaluation will be arranged through the DOS’s office. The student may also be asked to provide relevant medical and/or psychological information from his/her health care provider. If a student declines to consent to release the requested medical/psychological information this declination may be included along with all other available information in the decision whether to place the student on Leave.

   4. Upon gathering relevant information the DOS will convene a Committee on Leave to examine the materials presented and submit a recommendation to the DOS. The Committee may be composed of administrators, faculty, and staff from any or all of the following:

   a. Columbia University Public Safety
   b. The school in which the student is enrolled
   c. For Morningside students:
      1) Columbia University Primary Care Medical Services
      2) Columbia University Counseling and Psychological Services
   5. Other professionals as deemed necessary by the DOS.

   Following the review of all available, relevant information, a decision will be reached by the DOS or designee. The student will be informed in writing of the decision. If an Involuntary Leave is imposed, the Letter of Notification will include all relevant terms and conditions of the Leave as well as terms and conditions for application for re-enrollment at the end of the Leave period.

If Involuntary Leave is Imposed

   If a student is placed on an Involuntary Leave, the student’s Columbia University Identification Card must be returned to the Office of the Dean of Students in the time period indicated in the Notification Letter. Occupied University housing must be vacated immediately.

   The student may not visit the campus or any other University-owned facility except with the written permission of the DOS or his/her designee. Such permission may be required by the DOS to examine the materials presented and submit a recommendation to the DOS regarding whether the student has demonstrated that it is appropriate for him/her to re-enroll and return to the University community. This committee may be composed of administrators, faculty, and staff from any or all of the following:

   a. Columbia University Public Safety

   According to the practice of the individual school, a transcript notation of “Withdrawn” or “Leave of Absence” may be noted on the student’s transcript.

Appeal

   A student who is placed on an Involuntary Leave may appeal the decision to the Dean of the School or his/her designee within the time period defined in the Letter of Notification. The appeal must be in writing, delineating the reason(s) why the student believes the decision is inappropriate. The Dean of the School will review the student’s appeal and uphold, reverse or alter the decision. The Dean’s decision will be communicated to the student in writing and shall be considered final.

Return from Involuntary Leave

1. Requirements and deadlines relevant to the process for re-enrollment after an Involuntary Leave will be specified in the Letter of Notification.

2. All students returning from an Involuntary Leave will be required to have an assessment interview prior to being approved by the DOS for re-enrollment. This assessment may be conducted on the Morningside campus by a member of the Counseling and Psychological Services staff and/or a member of the Primary Care Medical Services staff, if a psychological or physical illness contributed to the student’s inability to remain safely on campus. On the CUMC campus, this assessment may be performed by an appropriately trained health professional identified by the DOS. These assessments will not be conducted without signed written consent for release of information by the student.

3. As part of the assessment process, students may additionally be asked to authorize his/her health care provider while they were on Leave to provide a “Certificate of Fitness to Return.” If a student declines to release this requested medical/psychological information, this declination may be included along with all other available information in the decision regarding whether to allow the student to re-enroll.

4. When a student’s potential for violence is under review as part of the assessment of a student’s readiness to re-enroll, Public Safety may undertake a review of the student’s behavior while on Leave, including, but not limited to, record of convictions, restraining orders, and interviews with individuals in a position to observe the student’s behavior. Only findings relevant to the Involuntary Leave and the student’s request for re-enrollment will be considered.

5. Upon gathering this information the Committee on Leave will be convened by the DOS to examine the materials presented and submit a recommendation to the DOS regarding whether the student has demonstrated that it is appropriate for him/her to re-enroll and return to the University community. This committee may be composed of administrators, faculty, and staff from any or all of the following:

   a. Columbia University Public Safety

   b. The school in which the student is enrolled
   c. For Morningside students:
      1) Columbia University Primary Care Medical Services
      2) Columbia University Counseling and Psychological Services
   d. Other professionals deemed necessary by the DOS.

6. The decision of the DOS regarding the student’s eligibility to re-enroll will be communicated to the student in writing. As needed, the DOS or his/her designee will notify the appropriate offices and administrators regarding the decision, and any relevant conditions thereof.

7. A student who fails to request re-enrollment upon the conclusion of an Involuntary Leave period may be denied permission to re-enroll at a later time and may be required to apply for readmission to the school in which he/she was enrolled.

8. Students who participated in campus housing prior to their Leave are not guaranteed housing upon re-enrollment.

Appeal

A student may appeal a decision denying re-enrollment to the DOS by submitting a written request for review of the decision. The DOS will review the student’s appeal and all necessary additional information and will then render a decision, which shall be final.

Confidentiality

Columbia University will maintain the confidentiality of all information regarding Involuntary Leaves of Absence in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such Leaves. All records concerning Involuntary Leaves are confidential. The official copy of such records shall be retained by the Dean of the School in which the student was enrolled at the time of the Leave. Access to these records is limited by appropriate federal, state, and local law.

Columbia University reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state, and local law.
Additional Policy Sources for the Columbia Community

Academic and School Policy
Academic and specific school policy available through school bulletins and Student Affairs offices.

www.columbia.edu/academic_programs/index.html

Administrative Policy Library
Administrative, business and procedural policies managed by the departments reporting to the Senior Executive Vice President of the University.

www.columbia.edu/cu/administration/policylibrary

Faculty Handbook
Information for the guidance of Columbia University faculty and officers of research.

www.columbia.edu/cu/vpaa/fhb/main.html

Undergraduate Housing Guide to Living
Policies and procedures for students living in undergraduate residence halls and brownstones.

www.guidetoliving.columbia.edu

Columbia University Human Resources
Policy guidelines related to employment at Columbia University.

www.hr.columbia.edu/hr/policies/page-section.html

Columbia University Libraries
Columbia University Libraries resources and access information.

www.columbia.edu/cu/lweb/services

Office of the Provost
Includes copyright policy, Equal Opportunity and Affirmative Action policy, information for Faculty, rules of University conduct and grievance procedures for students, as well as University facts and reports.

www.provost.columbia.edu/policies

Columbia University Public Safety
Campus safety, crime statistics and prevention programs.

www.columbia.edu/cu/publicsafety
Notes