Introduction

This handbook contains valuable information to help students, faculty, and staff understand some of the policies and regulations of the University. These policies were formerly published in the appendix of FACETS (Facts About Columbia Essential to Students). Policies in this handbook pertain to campus safety (including harassment and discrimination), the confidentiality of student records, drug and alcohol use, student leaves, and political activity, as well as others.

Who Is Governed by These Policies? All students, faculty, staff, affiliates, and visitors to Columbia University.

Who Should Know These Policies? All students, faculty, staff, affiliates, and visitors to the University.

This handbook is a useful reference to several important policies, but it is not exhaustive. For additional policy resources, see page 24.

This policy handbook is intended 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. If you have any questions regarding these policies, please contact: essential-policies@columbia.edu.

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, MC 9201
1150 Amsterdam Avenue
New York, NY 10027
essential-policies@columbia.edu
www.essential-policies.columbia.edu

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Student Email Communication Policy

Columbia University has established email as an official means of communication with students.

An official Columbia University email address is required for all students. The University has the right to send official communications to the University email address, which is based upon the University Network ID (UNI) assigned to the student. The University expects that every student will receive email at his or her Columbia University email address and will read email on a frequent and consistent basis. A student’s failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their University email address. Students who redirect email from their official University email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official University email address.

All use of email will be consistent with other Columbia University policies including the Email Usage and Retention Policy, available at http://policylibrary.columbia.edu/email-usage-and-retention-policy.

CUIT Computer and Network Use Policy

Columbia University maintains certain policies with regard to the use and security of its Information Technology (IT) resources, including computer systems and networks. All users of Columbia University IT resources and facilities are expected to be familiar with and adhere to the CUIT policies and will be subjected to the consequences and/or penalties for violating University policies. The full database of CUIT policies is available at http://policylibrary.columbia.edu/node_browser/nodes_by_category/term/7.

Social Security Number Reporting

To comply with current and anticipated Internal Revenue Service mandates, Columbia University requires students who will be receiving financial aid or payment through the University payroll system to report their Social Security number at the time of admission. Newly admitted students who are eligible but do not have a Social Security number should obtain one well in advance of their first registration.
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 locations 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 afford 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 successfully 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 Student Service Center of the Office of the Registrar.

There are a number of types of records that are specifically excluded from the scope of the Act. For example, a student is not entitled to examine the following:

1. Records maintained personally by faculty members that are not available to others.
2. Records that are created or maintained by a physician, psychologist, or other recognized professional or paraprofessional that are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment. Thus, for example, a student does not have the right under FERPA to inspect records maintained by the University Health Service or the Counseling and Psychological Service. Such records, however, can be personally reviewed by a physician or other appropriate professional of the student’s choice, and a student may have a right to inspect such records under other laws.
3. Records, such as those that might be maintained by the University’s legal counsel, the confidentiality of which is protected by law.
4. Records containing financial information about his or her parents, such as information submitted in connection with an application for financial aid.

(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 letters and statements placed in 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 letters and statements placed in 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.

(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 $1 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 will, upon request, make copies of this list available to any student to assist the student in determining those records to which he or she may have access. Generally, educational records of a student will be maintained by the Office of the Registrar, the office of the school or department in which the student is enrolled, and the office of the student's choice, and a student may have a right to inspect such records under other laws.

2. Records containing financial information about his or her parents, such as information submitted in connection with an application for financial aid.

3. Records, such as those that might be maintained by the University’s legal counsel, the confidentiality of which is protected by law.

4. Records containing financial information about his or her parents, such as information submitted in connection with an application for financial aid.
of the department of the student’s major field of study. In addition, the University Health Service maintains records relating to students who have utilized its facilities. If a student has utilized a placement office at the University, such office may also maintain records relating to the student.

(2) A student may request that his records be amended to eliminate any information contained therein that he believes is 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.

(3) 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.

Ill. 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 in (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 parent 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 dependent 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.

(5) In connection with an emergency, the University may 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.

(b) Release with the Student’s Consent. Upon written consent or request by a student, the University will release information from the student’s educational records to third parties. The student should make a request for such release to the department or office having custody of the record involved. The University may impose a charge for copying a student’s records in connection with such release.

(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, major field of study, date of birth; photographic, video, or electronic images; major field of study; participation in officially recognized activities and sports; height and weight of members of athletic teams; date 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 procedure 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 officials normally dealing with such files in performance of their duties, University officials who have been determined to have a legitimate educational interest in obtaining access to the records, parents of a “dependent” student, parties who have received “directory information,” parties who have received records or information pursuant to the student’s written consent, and the recipient of records or information pursuant to certain subpoenas and court orders. Such records of access should indicate specifically the legitimate interest that each such party had in obtaining access to the student’s records and whether or not the request was granted. A student may inspect such records relating to his or her education record.

(c) Questions about the interpretation of the Guidelines should be referred to the University’s General Counsel.

(d) Complaints regarding violations of a student’s rights under the Act may be filed with:

Family Policy Compliance Office
U.S. Department of Education
600 Maryland Avenue, S.W.
Washington, DC 20220-5920
Telephone: 202-260-3887
Fax: 202-260-9001

University Regulations

According to University regulations, each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the student’s connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college, either of Columbia University or of any other institution, without the specific authorization of the dean or director of the school or college of the University in which he or she is first registered.

The privileges of the University are not available to any student until he or she has completed registration. A student who is not officially registered for a University course may not attend the course unless granted auditing privileges. No student may register after the stated period unless he or she obtains the written consent of the appropriate dean or director.

The University reserves the right to withhold the privilege of registration or any other University privilege from any person with an unpaid debt to the University.

Attendance

Students are held accountable for absences incurred owing to late enrollment.

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.

Officers of administration and of instruction responsible for scheduling of academic activities or essential services are expected to avoid conflict with religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, they should consult the appropriate dean or director.
If an additional appeal is needed, it may be taken to the Provost.

Hazardous Activity in Connection with Initiations and Affiliations (often referred to as hazing)

University policy and state law (New York Penal Law § 120.16 and New York Education Law § 6430) prohibit what is often referred to as hazing. In accordance with New York Education Law § 6430, the following rules and regulations supplement existing University rules and regulations for the maintenance of public order on University campuses and other University property 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 the bylaws of affiliated organizations annually such bylaws with individuals and others and a fair and speedy hearing to any person who may be adversely affected by them. Such persons are responsible for being aware of all provisions contained in the Rules.

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’s Office of the respective school or division. For further information about academic standards and requirements students should consult the bulletin of the school or division in which they are enrolled.

The discontinuance of each student upon the roll 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 following 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

Demonstrations, rallies, picketing, 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 discipline should not carry the same stigma as a criminal conviction. All members of the University community are assumed to be 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 these rules whenever possible, “he,” “him,” or “his” occasionally appear. They are used to avoid awkward (locations and are not intended to perpetuate gender stereotypes.)

1. University means Columbia University in the City of New York.

2. University facility means that place where a University function occurs.

3. University function means any charter, statutory or regulatory operation or activity of the University, including instruction, research, study, administration, habitations, 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) and functions of continuing duration (e.g., the operation of libraries, research laboratories, maintenance shops, computers, business offices). Also included are functions ancillary to directly educational purposes such as meetings, disciplinary proceedings, and athletic and social events sponsored by the University-approved organizations.

4. Dean means 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 Columbia Corporation or such staff persons as they may assign to administer disciplinary affairs.

5. 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 principal authority for the enforcement of these Rules. They shall warn individuals and groups whose actions may violate these Rules and may declare their belief that the demonstration is illegal under Sections 443a (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 violators.

6. Dean’s Discipline means the case in students the normal disciplinary procedure of a school or division that would ordinarily apply but for these Rules; in the case of faculty and staff, Dean’s Discipline means the normal disciplinary procedure that would ordinarily apply but for these Rules.

7. Day means a calendar day, regardless of whether the University is in academic session except for purposes of the appeal procedures set forth in §448. Whenever any time limit expires on a non-working day, it shall be extended to the next working day.

8. Students mean any persons registered in any division of the University, whether for courses or research, and whether or not they are candidates for a degree or certificate. It also includes persons who are on leave or suspended or continuing matriculants for any degree or certificate.

9. Faculty means officers of instruction or research appointed to any division, school, or other department of the University, including officers on leave.

10. Staff means members of the administration, administrative staff, research staff, library staff, or supporting staff.

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

12. Sanctions comprise the following penalties for violation of these Rules:

(a) Disciplinary Warning. A disciplinary warning statement that future violations will be noted; it is not recorded in no way limits consideration for, or receipt of, financial aid or compensation for which the individual may be eligible. The period of warning shall be for no more than three regular terms, the period of the term in which the warning occurs nor 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 transcript or personal 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 student records until completion of the degree or certificate for which they are candidates. For faculty and staff this notation remains on record for a maximum of four years. It is not recorded in no way limits consideration for, or receipt of, financial aid or compensation for which the individual may be eligible. Subsequent conviction for a simple offense requires suspension, a term or dismissal from the University: subsequent conviction for a serious offense requires dismissal from the University.

(f) 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, or 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 aggregated 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: “Suspended, from (date) to (date).” Upon termination of the period of suspension, the individual may apply for reinstatement. The notation on the record shall be permanent.

(4) Dismissal. 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 notations on the record are permanent.

m. Respondent means a person against whom a charge for violation of these Rules has been filed.


o. Hearing Officer means a Hearing Officer appointed under §445d.

p. University Judicial Board means the appellate review board appointed under §445e.

§443. VIOLATIONS AND SANCTIONS.

a. 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:

1. (simple violation) engages in conduct that places another in danger of bodily harm;
2. (serious violation) causes or clearly attempts to cause physical injury to another person;
3. (simple) uses words that threaten bodily harm in a situation where there is clear and present danger of such bodily harm;
4. (serious) uses words in a situation of clear and present danger that actually incite others to behavior that would violate Sections 443a (2) or (6);
5. (simple) causes minor property damage or loss, or endangers property on a University facility;
6. (serious) misappropriates, damages, or destroys books or scholarly material or other property belonging to the University, or to another party, with such 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 activity or function;
8. (serious) 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 a time when the facility 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; [Comment: Persons may not enter a private office unless invited and then not in excess of the number designated or invited by the occupant. Anyone so entering must leave upon 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. 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.]
12. (simple) causes a noise that substantially hinders others in their normal academic activities;
13. (simple) briefly interrupts a University function;
14. (serious) disrupts a University function or renders its continuation impossible;
15. (serious) illicitly uses, or attempts to use, or makes threats with a firearm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon;
16. (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;
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 by the Hearing Officer in such disciplinary proceedings as may result from noncompliance. Should a delegate in the exercise of discretion fail to disperse 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 violations of such participants, who remain liable for their acts under these Rules.]
19. (simple) fails to disperse from an assembly upon order of a properly identified delegate when such order results from repeated or continuing violations of these Rules by members of the assembly and the delegate has by verbal directions made reasonable effort to secure compliance before ordering dispersal;
20. (serious) fails to disperse from an assembly upon order of a properly identified delegate when such order results from serious violations of these Rules by members of the assembly and the delegate so states in his order to disperse;
21. (simple) aids and abets others or other groups in a simple violation of these Rules;
22. (serious) aids and abets others or other groups in a serious violation of these Rules.

b. Reserve Clause. Disciplinary matters not specifically enumerated in these Rules are reserved in the case of students to the Deans of their schools or their delegated authorities and to the regulations and mechanisms they have established, and in the case of faculty and staff to the President of the University or his delegated authority and to the regulations and mechanisms that have been established to deal with such matters.

c. Sanctions.

(1) A respondent who is found guilty of a simple violation of these Rules shall be sanctioned by: Disciplinary Warning or Censure. Censure is the most severe penalty that may be imposed for a simple violation.

(a) For repeated violations of a simple nature, or for a simple violation by a respondent already on Disciplinary Warning, the respondent shall be subject to Censure or Suspension; if already under Censure, the respondent shall be subject to Suspension. In especially extreme cases, Dismissal may be imposed.

(2) A respondent who is found guilty of a serious violation of these Rules shall be sanctioned by Censure, Suspension, or Dismissal.

§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 demonstration.

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 (or Dean or other person conducting the proceedings in the case of Dean’s Discipline) shall in either 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 443a(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, with a presumption in favor of 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 Presidency delegate shall consider preparing a flier for distribution to persons in the area of the demonstration. The flier shall 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 444, and identify the locations where full copies of these Rules are available. Failure by the Presidency 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 (Section 442A).

f. treatment of outsiders. In accordance with the University’s policies, an employee who believing an individual to be engaged in disturbing conduct may have the individual removed from the University facility. Persons otherwise concerned with the violation of these Rules may not be present in support of charges.

5. Proceedings under these Rules are not to be construed as criminal actions; the charges may not include violations or one or more serious violations.

§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. Informal Settlements; ChargesFiled. If the Rules Administrator determines that there is reasonable cause to believe an offense has been committed, he shall proceed as follows:

(1) prepare charges for filing. The Rules Administrator shall serve as hearing officer or assign an assistant administrator.

(2) motion to consolidate this hearing with another hearing.

(3) motion to postpone the hearing.

(4) motion to dismiss the charges.

The Hearing Officer shall decide whether to grant a motion set forth in (1)-(4) above and shall communicate this decision to the Administrator and to the respondent. Not less than 10 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 exercise discretion and rule upon other pre-hearing motions.

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

h. Procedure for Charges of a Simple Violation by a Respondent under Censure. Charges of a simple viola-
tion brought against a respondent for conduct while under Censure (where a finding of guilty 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 pro-
cedural purposes as if they were charges of a serious violation. If the respondent is found guilty of a simple violation under Dean’s Discipline for conduct not 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 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 guilty may impose only the sanction of Disciplinary Warning or Censure.

i. Interview of a Respondent under Dean’s Discipline. The Hearing Officer shall schedule an interview with the respondent, a simple violation under Dean’s Discipline, the dean or other person imposing a sanction shall be open to members of the University community and to the University news media, except that the Hearing Officer may impose reason-
able limits on the number of persons admitted, may exclude witnesses from attendance at the hearing, and may close the hearing as provided in §447g if it is disrupted by disorderly behavior of the participants or spectators.

j. Status of respondent during Proceedings. If a respondent is found guilty of charges against the respondent.

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

a. Presentation by the Rules Administrator. The Rules Administrator may present any evidence to the respondent or his adviser may examine any evidence and cross-examine any witness.

b. Presentation by the Respondent. Following presentation by the Rules Administrator, the respondent or his adviser may present any evidence and cross-examine any witness.

c. Role of the Hearing Officer. The Hearing Officer shall have broad discretion in the conduct of the pre-hearing procedures and the hearing, subject only to the express provisions of these Rules and to the principle that these Rules are intended to provide to the respondent a speedy and a fair hearing. The Hearing Officer will normally rely primarily on the Rules Administrator in representing the respondent and his adviser to present the case for and against the charges, but the Hearing Officer on his motion may call and exam-

ine witnesses and invite the submission of additional evidence.

d. Record of the Hearing. The Hearing Officer shall provide for a verbatim record of the hearing, which may be by court reporter, tape recording, or such other means as the Hearing Officer shall determine. Unless the hearing has been closed at the request of the respondent, the verbatim record of the hearing shall be a public record.

e. Open Hearing. Unless a closed hear-
ing is requested by the respondent, the hearing shall be open to members of the University community and to the University news media, except that the Hearing Officer may impose reason-
able limits on the number of persons admitted, may exclude witnesses from attendance at the hearing, and may close the hearing as provided in §447g if it is disrupted by disorderly behavior of the participants or spectators.

f. Attendance of Witnesses; Testimony by Respondent. Members of the University community subject to these Rules are compelled, under penalty of disciplinary action, to appear before these Rules, to appear as witnesses if summoned by the Hearing Officer. Failure to appear shall constitute a simple violation, provided there is proof of notice. The respondent or his counsel may be summoned to attend the hearing under penalty of suspension. He may be a witness only if he freely consents to be; failure to testify may not be weighed against him; howev-
er, failure to answer any question on the part of a respondent who agrees to testify may be weighed against him.

g. Contempt Procedures; Disruptions. The Hearing Officer may find a person in contempt of the Rules who fails to obey a proper order of the Hearing Officer during the hearing. If any person pres-
ent 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, the Hearing Officer may find the person in contempt of the Rules. The Hearing Officer may hear and decide cases of contempt by summary proceed-
ings during the hearing.

If the person found in contempt is a respondent, he shall be subject to either Disciplinary Warning or Censure and shall be warned that any further con-
tempt, including further disruption, will lead to his Suspension. The penalty for being twice found in contempt shall be Suspension, in accordance with Section 441.3(3) of these Rules.

If the person found in contempt is not a respondent, he shall be subject to either Disciplinary Warning or Censure and shall be asked to leave the hear-
ing. The Hearing Officer will warn the party that he does not leave he will be suspended. Failure to leave at this time shall mandate a suspension in accordance with Section 441.3(3) 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 disorder;
5. reconvene in a closed hearing, pro-
vided that members of the University news media shall be excluded only on request of the respondent, save when an individual reporter acts egregi-
ously, in which case the Hearing Officer may admit a replacement for him.

h. Respondent’s Right to Elect Alternate Procedures 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-
dures to which they would ordinarily be subject but for these Rules.

A respondent who has once elected the alternate procedure shall not thereafter be subject to those Rules with respect to the violations with which he was charged.

i. Status of Respondent during Proceedings. Any respondent granted a leave of absence during the pendency of pro-
cedings shall not, on that account, be granted a postponement or deferment.

If, however, a respondent, having been notified of charges brought against him, voluntarily withdraws from the University permanently or indefinitely, the charges shall be dropped and proceedings shall be terminated. Upon any subsequent appli-
cation for re-admission to the University by a respondent who has withdrawn under such circumstances, the dean shall decide whether the applicant shall be subject to further discipline as a require-
ment for re-admission.

Whether degrees or certificates shall be withheld from candidates charged with violations of these Rules pending hearings is a matter of administrative discretion to be exercised by the appro-
priate dean. The decision shall take into account the seriousness of the charge, the degree of punishment likely to be given, and the extent to which the plans of the respondent will be disrupted.

A student’s transcript shall not be withheld during the pendency of hearings, but the transcript shall be issued with a notation thereon of the pendency of the hearing and the possibility of sanctions if the respondent is found guilty of a viola-
tion of the Rules. The requirement of the notation may be waived in the discretion of the appropriate dean.

If the respondent is charged with a viola-
tion of these Rules and criminal or civil charges are brought against the respon-
dent for the same occurrence as the result of police action or civil proceed-
ings, the University may proceed with disciplinary action, with the understand-
that the respondent’s response to the criminal charge shall take precedence should a conflict in hearing times occur.

j. Conduct of Hearings after the End of an Academic Term. Except for the appeal procedures set forth in §448, the pro-
cedures shall be as provided in the Rules shall go forward notwithstanding the end of an academic term. The University shall provide hous-
ing free of charge for up to seven days to all student respondents who remain at the University to participate in hearing on charges against them after their room contracts with the University expire; the Hearing Officer in his discretion may extend the University’s obligation to house respondents free of charge. The Hearing Officer in his discretion may excuse any student respondent from attendance at a consolidated hearing without showing good cause, provided the respondent agrees to be bound by the Hearing Officer’s decision made on the basis of the con-
solidated hearing conducted during the respondent’s absence.

k. Decision of the Hearing Officer. The Hearing Officer promptly after the conclusion of the hearing shall prepare and send to the Rules Administrator and the respondent and such respon-
dent’s adviser, by hand delivery or registered mail, a written decision with an explanation of the reasons there-
fore, either acquitting the respondent of the charges or finding the respondent guilty of the charges on the basis of the clear preponderance of the evidence. The Hearing Officer may not find a respondent guilty of a simple violation subsumed under charges of a serious violation. If the Hearing Officer finds the respondent guilty, the Hearing Officer shall in his or her decision state the sanction of Suspension or Dismissal, giving due regard to the circumstances of the offense and the offender, the seriousness of the offense, and the offender’s prior disciplinary record, except that the sanction of Suspension shall be imposed if the Hearing Officer finds the respondent guilty of charges of a simple violation based on conduct occurring while the respondent was under Censure.

§448. APPEAL PROCEDURES.

a. In cases of charges of a simple violation, the appeal procedure shall be as provid-
ed in the relevant Dean’s Discipline. Only the respondent may appeal in the case of charges of a simple violation.

b. In the case of charges of a serious viola-
tion, the appeal procedure shall be as follows:

(1) Right to Appeal; Notice of Appeal. Either the Rules Administrator or the respondent may appeal the deci-
sion of the Hearing Officer by filing a notice of appeal with the Chairman of the University Judicial Board within 10 days after the sending of the decision by the Hearing Officer. A person found in contempt by the Hearing Officer may appeal the Hearing Officer’s decision by filing a notice of appeal with the Chairman of the University Judicial Board within 10 days after the Hearing Officer’s decision. A notice of appeal shall be in writing and shall include a brief statement of the reasons therefor. For purposes of this §448, only those days shall be count-
ed that occur during the University’s fall or spring term; any action taken between those terms shall be con-
sidered as having occurred on the first day of the next following fall or spring term.

c. Arrangements for the Appeal Hearing. Promptly after the filing of a notice of appeal, the Chairman of the University Judicial Board shall:

1. designate a time and place for the appeal hearing, which shall not be
Policies on Alcohol and Drugs

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.

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 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 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 sexual behaviors.

Mindful of these risks, Columbia University provides a variety of counseling, treatment, and educational programs to identify and help those who abuse alcohol 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 (www.cumc.columbia.edu/student/health).

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 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 inebriation into or affiliation with any organization are prohibited.

6. Alcoholic beverages may not be served where money changes hands (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.

7. Events that involve money changing hands require a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board. Hard liquor is not permitted at these events.*

8. In premises that hold a New York State Liquor License (Faculty House or Club, designated areas at Barnard, etc.), all individuals and groups must adhere to the provisions of the license. No unauthorized alcoholic beverage may be brought into such areas.

9. In unlicensed premises, beer or wine may be sold or dispensed if a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board is obtained. Hard liquor is not permitted at these events.

* This includes free events under an organization that charges a membership fee.

§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.
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 be at work while under the influence of alcohol.

University Alcohol 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 as 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, contests, “happy 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. Only one drink per hour may be consumed at undergraduate events.
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 and unopened at the conclusion of the event and removed from the premises as soon as is 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.

Prior to the event, the sponsoring organization must designate an additional non-drinking individual who will be present during the event to assist in its management.

Those who serve alcohol at any University event must be at least 21 years of age.

11. Application for approval of events where alcohol is served must be made by an appropriately authorized representative of the sponsoring organization or group. This person must be at least 21 years of age.

12. All student events where alcohol is served require written approval from student organization advisers, student activities officers, or other recognizing body. The approving officer must meet with the organizer(s) of the event prior to approving same and discuss in detail the applicable provisions of this policy including: protruding, health issues related to alcohol consumption, availability of food and alternative nonalcoholic beverages, event management, and any additional requirements relative to the location of the event or the policies and procedures of the recognizing office. Signature of approval will constitute an assertion of compliance with this provision.

13. The following types of student events where alcohol is served must be registered with the appropriate school’s dean’s office or student activities office at least two weeks prior to the event. Applications for such events must be approved by that office, which will serve to assist in the application of the Temporary Wine and Beer Permit when necessary:

a. events that occur outdoors on University property;

b. events that are open to the University community;

c. events that are funded with University funds, or use University resources, irrespective of whether the attendees are affiliates or nonaffiliates; or
d. events where attendance is expected to exceed 50 invited guests, or
e. events where money changes hands.

14. Student events where alcohol will be served may not be publicized until the event is approved by the appropriate recognized adviser of the organization.

15. Proctors are not required for events where attendance is restricted to those over 21, except at the discretion of the appropriate dean or student activities officer. Such events will be governed only by the preceding legal and University requirements.

16. Where there is reason to believe that attendees may include persons under 21, individuals must present double proof of age before being served alcoholic beverages. A valid Columbia ID card may constitute the second proof of identification. Such events require provisions as directed by the University.

17. Officers of student organizations are responsible for the implementation and enforcement of these policies. Officers are also responsible for educating their membership, guests, alumni, and incoming officers about these policies. Violations will result in disciplinary action against the responsible individual and organization, up to and including loss of University recognition and loss of housing status.

18. Consumption of alcohol in residence halls is additionally limited by these requirements:

a. No student events involving alcohol can be permitted in Carman, John Jay, Fernald, Hartley-Wallach, or Barnard’s Sulzberger Hall. Alcohol may not be consumed by any person in any part of a residence hall except in a residential room or at a registered and approved event.

b. While the individual student or host has primary responsibility for abiding by this policy and New York State law, members of the Residence Life staff will address individual consumption or possession violations in their respective buildings as follows: 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’s office.

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

5. In situations of multiple or serious violations of this policy, the individual may be referred immediately to the relevant dean of students.

19. Consumption of alcohol at events sponsored by a Greek-letter organization is governed additionally by those specific provisions, as well as by any additional requirements as directed by the Coordinator of Greek Affairs:

a. Alcohol is not permitted at any rush events.

b. Pledge fees may not be used to purchase alcoholic beverages.

Undergraduate Alcohol Procedures

All University-sponsored events involving alcohol that take place either on or off campus must be authorized by the individual or student organization holding the event. 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 described above.

The deans and student activities officers of Columbia’s graduate and professional schools have responsibility for enforcing and implementing the University’s alcohol policy within each school. Undergraduate student organizations are expected to work with their designated adviser to comply with the University’s alcohol policy. Where appropriate, organization representatives must complete a formal training session for programming with alcohol.

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 preadmission ticketing, 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 15 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 5 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 University Event 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 term. 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 proctors.

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 assis-
Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Quantity</th>
<th>Drug</th>
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<tr>
<td>I and II</td>
<td>• Not less than 5 years. Not more than 40 yrs.</td>
<td>• Not less than 10 yrs. Not more than life.</td>
<td>10–99 gm or 100–999 gm mixture</td>
<td>methamphetamine</td>
</tr>
<tr>
<td></td>
<td>• If death or serious injury, not less than 20 yrs. Not more than life.</td>
<td>• Fine of not more than $4 million individual, $10 million other than individual.</td>
<td>100–999 gm mixture</td>
<td>100 gm or 1 kg or more mixture</td>
</tr>
<tr>
<td></td>
<td>• Fine of not more than $2 million individual, $5 million other than individual.</td>
<td></td>
<td>500–4,999 gm mixture</td>
<td>1 kg or more mixture</td>
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<td>5–49 gm mixture</td>
<td>cocaine</td>
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<td>10–99 gm or 100–999 gm mixture</td>
<td>cocaine base</td>
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<td>1–10 gm mixture</td>
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<td>10–99 gm mixture</td>
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<td>40–399 gm mixture</td>
<td>fentanyl</td>
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<td>10–99 gm mixture</td>
<td>fentanyl analogue</td>
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<td>100 gm or 1 kg or more mixture</td>
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<td>100 gm or 1 kg or more mixture</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 20 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>
</tr>
<tr>
<td></td>
<td>100 kg to 999 kg; or 100–999 plants</td>
<td>Not less than 5 yrs., not more than 40 years. 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 30 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine $2 million individual, $10 million other than individual.</td>
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<tr>
<td>hashish</td>
<td>more than 10 kg</td>
<td>Not more than 10 yrs.</td>
<td>Not more than 10 yrs.</td>
</tr>
<tr>
<td>hashish oil</td>
<td>1 to 100 kg</td>
<td>Not more than 5 yrs. Fine not more than $250,000 individual, $1 million other than individual.</td>
<td>Not more than 10 yrs. Fine $500,000 individual, $2 million other than individual.</td>
</tr>
<tr>
<td>marijuana</td>
<td>less than 50 kg</td>
<td>Not more than 5 yrs.</td>
<td>Not more than 10 yrs.</td>
</tr>
<tr>
<td>hashish</td>
<td>less than 10 kg</td>
<td>Not more than 5 yrs.</td>
<td>Not more than 10 yrs.</td>
</tr>
<tr>
<td>hashish oil</td>
<td>less than 1 kg</td>
<td>Not more than 5 yrs.</td>
<td>Not more than 10 yrs.</td>
</tr>
</tbody>
</table>

* Does not include marijuana, hashish, hashish oil
** Includes hashish and hashish oil

Marijuana is a Schedule I Controlled Substance.
Supplemental Guidelines and Procedures to Implement the University Policy on Alcohol and Drugs at the Medical Center

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 these policy guidelines are available in the Student Affairs Office of each CUMC school and program, in the CUMC Office of Housing Services, and in the P&S Club. As a CUMC student campus, we have a particular responsibility to recognize that alcohol misuse and dependency are very serious personal and public health problems. All members of the Medical Center community are expected to be sensitive to the differences between responsible and irresponsible serving and consumption of beer, wine, and other alcoholic beverages.

2. As CUMC is largely a graduate student campus, we operate on the assumption 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 a medical school, we must adhere to a large, specific guidelines and procedures are necessary to clarify expectations of behavior and to protect and preserve the welfare of the larger community. When alcohol is served at student-sponsored events, the students in charge of the event are responsible for ensuring that moderation is exercised in the amount of alcohol purchased and served, that both alcoholic and nonalcoholic beverages are available, and that food is served. In addition, at every student-sponsored event where alcohol is served, at least one student must be designated to ensure that the event is in compliance with the policies outlined here. Individual students are responsible for moderating their own consumption of alcohol.

3. In compliance with University policy, no alcohol is to be served to any student who is disorderly or who is or appears to be intoxicated.

4. While most Medical Center students are over 21, not all are. State law prohibits the serving of alcohol to anyone under the age of 21. As prescribed by law and by University policy, no individual on the Medical Center campus shall be sold, served, given, or otherwise receive alcoholic beverages if that individual is not at least 21 years of age. Any student-sponsored function where there is a possibility of students attending who are not yet 21 must specify this intention and comply with procedure number three in the section on procedures (see below).

5. Respective for personal and property rights must be maintained at all events where alcohol is served. When a student-sponsored event takes place in a residence hall or other University space, there must be a designated student(s) responsible and accountable for ensuring that University and Medical Center policies and procedures are known and complied with. Any damage to property resulting from disorderly or intoxicated conduct will be the financial responsibility of the students involved in such conduct. If the identity of such students cannot be determined, the group sponsoring the event during which property damage occurred will assume financial responsibility.

6. Designated students responsible for upholding the alcohol policy at an event must participate in a training sponsored by the AI-MS (Addiction Illness: Medical Solutions) program through the Center for Student Wellness. The training will cover topics related to the points identified above, particularly:

   a. procedures regarding the identification of underage students;
   b. procedures regarding the intoxicated student (non-admission, no further service, control of behavior);
   c. procedures for controlling the serving of alcohol.

7. Students whose behavior under the influence of alcohol or other drugs becomes a public matter (e.g., call from Security for health reasons, damage to property) will be required to meet confidentially with the Dean of the AI-MS program to discuss the incident.

8. Because of issues related to professionalism outlined in the CUMC Alcohol Policy, specific issues related to the event will be reviewed by the Dean of the AI-MS program to ensure that such issues are addressed.

9. Procedures to be followed The following procedures are to be followed at student-sponsored events in University space where alcohol is expected to be served.

   a. Prior to reserving space, the 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 space, including the Riverview Lounge

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

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

   d. 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 IDs of all students to assure that no one under 21 is served.

   e. Students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their own number to do so. This individual(s) must be identified by name in the plan and may not drink prior to or during the time he/she is proctoring.

   f. The plan that is filed must contain the following information:
      - Sponsoring student(s) and, where relevant, organization(s).
      - Students’ schools or programs.
      - Dates or times of the event.
      - Location of the event.
      - Number of people expected.

   g. Whether any individuals attending may be under 21. If so, the plan must indicate how IDs will be checked and by whom, and whether the event will be supervised by a paid proctor or by the sponsoring students.

   h. Hours the space is needed for setup, for the event, and for cleanup.

   i. Hours during which alcohol will be served. Note: No alcohol may be served after 1:00 a.m.

   j. Alcoholic beverages to be served.

   k. Planned number of beer kegs to be served. Note: One keg of beer serves about 75 people with two 12-ounce glasses (gross) each.

   l. Nonalcoholic beverages to be served.

   m. Food to be served.

   n. The names of individuals who will be responsible for setup and cleanup. Note: At the end of the event, the sponsoring students must remove the taps from all kegs.

   o. 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 Halis, Medical Center.

   p. These guidelines and procedures in no way supersede or substitute for the rules and Dean’s Discipline of the individual schools 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.

Drugs

Columbia University recognizes the illegal and danger of drug use and, accordingly, 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 employees] who violate the University’s policies concerning illicit drugs will face disciplinary action through their schools and administrative units, to include and up to expulsion or termination 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. A [see below] provides information concerning 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-1 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, possession, 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 Schedules 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 abuse or misuse, or which, if abused, may lead to severe psychological or physical dependence. Among these are heroin and other opiates, marijuana, cocaine, and mescaline and other hallucinogens. “University Workplace” means any site at which employees perform work for the University, 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 will abide by the terms of this Policy. In addition, each employee must notify the University’s Vice President for Human Resources [Columbia University, 615 West 131st Street, Studebaker floor 4, New York, NY 10027] in writing no later than five years after Columbia’s respective finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the criminal drug statutes. A “Conviction” is a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine 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.
Drugs and Alcohol Policy at Columbia University

Drug Testing Policy for Clinical Students at Columbia University Medical Center

BACKGROUND AND RATIONALE

Columbia University Medical Center is committed to assisting members of its community in facing the challenges associated with alcohol abuse and illicit drug use. The drug testing policy provides an opportunity for early identification and intervention before the consequences of such abuse adversely impact a student's health, professional growth, and patient care. Early intervention also provides for successful treatment without the involvement of formal disciplinary action or other sanctioning.

1. Health care providers are entrusted with the health, safety, and welfare of patients; have access to confidential and sensitive information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, assessment of a student's suitability to function in a clinical setting is imperative to promote integrity in health care services.

2. Clinical facilities are increasingly required by the accreditation agency, Joint Commission on Accreditation of Healthcare Organizations (JCAHO), to provide a drug screening for security purposes on individuals who supervise care, render treatment, and provide services within the facility.

3. Clinical rotations are an essential element in certain degree programs' curricula. Increasingly these rotations require drug screening for student participation at their site. Students with a positive drug screen may be barred from certain rotations and thus are unable to fulfill degree program requirements. Identification of such students prior to clinical rotations will enable appropriate assessment and indicated treatment and follow-up.

4. NewYork-Presbyterian Hospital and CUMC require drug screening of all employees. It is appropriate for clinical students to meet the same standards for the reasons stated above.

POLICY

Preclinical drug testing is required of all students in the clinical schools at CUMC.

PROCEDURE

1. Students in the School of Nursing, the College of Dental Medicine, and the College of Physicians and Surgeons will be required to undergo a 10-panel urine drug screen during the semester prior to the beginning of their clinical rotations or in the case of the nursing programs, during their first semester at CUMC.

2. Students will pick up a requisition for their drug screen from the Student Health Service (SHS). There is a 48-hour window for the requisition to be filled. Students will take the requisition to a LabCorp or Quest laboratory for testing. A list of nearby sites, as well as the link to LabCorp or Quest laboratories for the identification of all sites, will be provided.

3. Test results will be returned to the SHS. If a test is positive in the LabCorp laboratory, it is referred to the Medical Review Officer (MRO) utilized by Sterling. The MRO speaks with the patient and his/her prescriber to ascertain any medications the student may be taking that could either interfere with or cause a positive test. This review is NOT communicated to the SHS. MRO reviews are completed within 5 days and tests are then communicated to the SHS as positive or negative. (For example, a student legitimately on adderall would test positive by the lab, but review by the MRO with the patient and his/her prescriber would confirm the legitimacy of the prescription, and such a test would be reported to the SHS as negative.)

4. All students with a positive test will be required to have an evaluation by the Director of the Al-MS program. The Al-MS Director will establish the appropriate follow-up, which could include referral to an addiction specialist for further evaluation and treatment, referral to an outside drug treatment program, or follow-up and treatment within Al-MS and the SHS (including follow-up drug testing as requested by the Al-MS Director). Referral to an outside drug treatment program, assessment by the Al-MS Director or addiction specialist that the student could pose a risk to patient safety, noncompliance with Al-MS-directed follow-up, or directed follow-up that would interfere with a student's clinical placement will require notification of the Student Affairs Dean of the student's school or program and withdrawal from the clinical rotation.

5. Ideally, drug tests will be completed 2 months prior to the beginning of clinical work to allow completion of the evaluation of students testing positive prior to the start of their clinical rotations. Students who are already on clinical rotations, or who complete testing less than 2 months prior to the start of clinical work, may need to withdraw from their clinical rotation depending on the evaluation by the Al-MS Director and/or addiction specialist.

6. If a drug screening report will be held in strict confidence in the student's medical record unless released at a student's request or under the specific circumstances identified in sections 6-7.

7. Any results released to the Dean of a student's program are also confidential and are subject to the Family Educational Rights and Privacy Act (FERPA) regulations. For additional information, visit http://www.ed.gov/policy/gen/uid/fpco/ferpa/index.html.

8. Drug screening results requested by a student for an outside program will be ordered through Sterling Infosystems Inc. Results will be released to the student for submission to the outside program. Students with a positive test will not be able to participate in that clinical rotation. They will be referred to the Al-MS Office as outlined in section 6 above with notification of the appropriate Student Affairs Dean.

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 imprisonment 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 possession 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 conviction and the amount of crack possessed exceeds 3 grams.
(c) Third or subsequent conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a) (2) and 881(a) (7)

Fines, personal property, and real property used to possess or to facilitate possession of a Controlled Substance if that offense is punishable by at least one year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a) (4)

Fines, personal property, and real property used to possess or to facilitate possession of a Controlled Substance if that offense is punishable by at least one year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 864(a)

Civil fine of the reasonable costs of the investigation and prosecution of the offense.
Equal Opportunity and Nondiscrimination Policies, and Procedures on Discrimination, Discriminatory Harassment, and Sexual Harassment

Susan Rieger, Associate Provost
Office of Equal Opportunity and Affirmative Action
103 Low Library, MC 4333
212-854-5511
http://eoaa.columbia.edu/

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. Consistent with this commitment and with applicable laws, it is the policy of the University not to tolerate unlawful discrimination or harassment in any form and to provide students, employees, and campus visitors who feel that they are victims 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 or ethnic origin, disability, military status, or any other legally protected class. 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.

The University’s Office of Equal Opportunity and Affirmative Action (EOAA) has overall responsibility for the management of 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 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 students are governed by the Equal Educational Opportunity and Student Nondiscrimination Policies and Procedures on Discrimination and Harassment, which are available online at: www.columbia.edu/cu/vpaa/oeaa/docs/student_discrim.html. Complaints against employees 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/oeaa/docs/nondispol.html. For further information, contact the EOAA Office.

THE ROMANTIC RELATIONSHIP ADVISORY STATEMENT

Columbia University’s educational mission is promoted by the professionalism in its faculty-student and staff-student relationships. Faculty and staff are cautioned that consensual romantic relationships with student members of the University community, while not expressly prohibited, can prove problematic. While some relationships may begin and remain harmonious, they are susceptible to being characterized as non-consensual and even coercive. This sometimes occurs when such a relationship ends and is exacerbated by the inherent power differential between the parties. A faculty or staff member involved in a consensual relationship with a student is expected to remove him/herself from academic or professional decisions concerning the student. This expectation arises because the relationship may impair, or may be perceived as impairing, a faculty or staff member’s ability to make objective judgments about that student.

The Provost has authorized some departments to adopt more restrictive policies, given the special nature of the relationship between their students and faculty or staff. Individuals are, therefore, encouraged to contact their department head if they have any questions about whether a more restrictive policy applies to them. Departments that wish to establish more restrictive policies should contact the Associate Provost for Equal Opportunity and Affirmative Action before implementation. Should a romantic relationship with a student lead to a charge of sexual harassment against a faculty or staff member, the University is obligated to investigate and resolve the charge in accordance with the Equal Employment Opportunity and Nondiscrimination Policies and Procedures on Discrimination, Discriminatory Harassment and Sexual Harassment. Questions regarding this Advisory Statement may be directed to the EOAA Office at the contact information listed above.

Gender-Based Misconduct Policies for Students (including Sexual Assault, Sexual Harassment, and Gender-Based Harassment Policies and Procedures)

Columbia University, Barnard College, and Teachers College are committed to providing a learning environment free from gender-based discrimination and harassment. As such, the University* does not tolerate any kind of gender-based discrimination or harassment, which includes sexual assault, sexual harassment, and gender-based harassment. The University community is committed to fostering a healthy and safe environment in which every member of the community can realize her or his fullest potential.

Gender-based misconduct is a serious concern on college campuses throughout the country. To address this problem, the University provides educational and preventative programs, services for individuals who have been impacted by gender-based and sexual misconduct, and accessible, prompt, and equitable methods of investigation and resolution.

Students who believe they have been subjected to gender-based discrimination or harassment are encouraged to report these incidents. Upon receiving a report, the University will respond promptly, equitably, and thoroughly. In addition, the University will take steps to prevent the recurrence of the discrimination or harassment and correct its effects, if appropriate.

Consistent with its commitment to addressing gender-based discrimination and harassment, the University complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs or activities. Gender-based misconduct, as defined in this document, constitutes forms of sex discrimination prohibited by Title IX.

Gender-Based Misconduct Policies apply regardless of the complainant’s or respondent’s sexual orientation, sex, gender identity, gender expression, age, race, nationality, class status, ability, or religion.

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

IMPORTANT NOTE ABOUT CONFIDENTIALITY

Any University official (e.g., Student Affairs staff, Advising and Residential Programs staff, Officers of Administration, Full-time and Adjunct Faculty, Teaching Assistants, etc.) informed of an allegation of gender-based misconduct involving a student is expected to file a report with Student Services for Gender-Based and Sexual Misconduct. Certain University officers who are serving in a privileged professional capacity (i.e., counselors, clergy, medical providers,** and rape crisis counselors) are not bound by this expectation, except as required by law. This also applies to persons serving as the Columbia University and Teachers College Ombuds officers.

Definitions and Examples

Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature. Sexual harassment, sexual assault, gender-based harassment, stalking, and intimate partner violence are forms of gender-based misconduct under this policy.

Examples of gender-based misconduct:

• pressure for a date or a romantic or intimate relationship
• unwelcome touching, kissing, hugging, or massaging
• pressure for or forced sexual activity
• unnecessary and unwelcome references to various parts of the body
• belittling remarks about a person’s gender or sexual orientation
• inappropriate sexual innuendoes or humor
• videotaping and photographing someone or people without consent
• obscene gestures of a sexual or gender-based nature
• offensive sexual graffiti, pictures, or posters
• sexually explicit profanity
• use of email, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors

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

* For the purposes of this Policy, the term “University” refers to Columbia University, Barnard College, and Teachers College unless otherwise noted.

** Medical providers are considered confidential resources in the context of providing medical treatment to a patient.
either explicitly or implicitly a term or condition of an individual’s education; or
• submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
• such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, demeaning, or offensive academic or living environment.

Gender-based harassment. Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitute gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity. In order to constitute harassment, the conduct must be such that it has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, demeaning, or offensive academic or living environment.

Intimate partner violence. The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual, or economic abuse used to control a partner in an intimate relationship constitute intimate partner violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short- or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy.

Stalking, as mentioned in the definitions for gender-based harassment and intimate partner violence, is defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking involves repeated and continued harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and apprehension. Stalking behaviors may include: pursuing or following, nonconsensual (wanted) communication or contact—including face-to-face, telephone calls, voice messages, electronic messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.

Sexual assault. The University defines sexual assault as any nonconsensual, intentional physical contact 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 by: (a) physical force, violence, threat, or intimidation; (b) ignoring the objections of another person; (c) causing another’s incapacitation or impairment through the use of alcohol or other drugs; and/or (d) taking advantage of another person’s incapacitation, helplessness, or other inability to consent.

Consent. The presence of consent involves explicit communication and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. The use of coercion in instances of sexual assault involves the use of pressure, manipulation, subtleties, and/or force. The absence of no is not a yes.

The use of alcohol and other drugs. The use of alcohol and other drugs can have unintended consequences. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of alcohol and other drugs on another person’s ability to give consent. The use of alcohol and other drugs never makes someone at fault for being sexually assaulted.

The University’s primary concern is student safety. Sometimes students are reluctant to report instances of sexual assault because they fear being blamed with policy violations, such as underage alcohol consumption. To encourage reporting, any other policy violations may be addressed (if necessary) separately from a sexual assault allegation.

Examples of sexual assault:
Pat and Dana met at a party. They spent the entire party getting to know each other and dancing. Dana had four shots of tequila and four beers over the course of the evening. They were at the party for approximately three hours. At one point, Dana went to the bathroom. Pat noticed that Dana staggered upon returning from the bathroom. Dana’s friend informed Pat that Dana had been vomiting. Pat volunteered to take Dana home. When they arrived at Dana’s dorm room, Pat began kissing Dana and proceeded to have sexual intercourse with Dana. At this point, Pat noticed that Dana was barely moving. Upon waking up in the morning, Dana asked Pat what happened that evening. Pat told Dana that they had sex and that Dana had asked to have sex. Dana began crying and said “I didn’t want to have sex with you. I have a boyfriend.” This is a violation of the University’s policies on Sexual Assault. A reasonable person could have concluded that Dana was intoxicated because Dana was stumbling and had vomited in the bathroom. Dana was therefore not able to give consent.

Taylor and Hong have been dating for a few months. On several occasions, Taylor and Hong have engaged in consensual sexual intercourse. One night, Hong and Taylor were making out when Hong said, “I don’t feel like having sex tonight.” Taylor continued to kiss Hong and took off her clothing despite Hong’s verbal and physical objections. Eventually, Hong became silent and submitted to Taylor’s insistence to have sex. This is a violation of the Columbia University Policy on Sexual Harassment. As such, it constitutes intentional, physical contact of a sexual nature with another person’s body. Taylor did not consent to sexual activity on this occasion.

Sexual misconduct:
Pat and Jordan were in the hallway of the residence hall with a group of their neighbors on the floor joking around and telling stories. Peyton placed his arms around Jordan’s waist as they continued their conversation. After a while, Peyton moved his hands up to Jordan’s breasts. She then turned around and told him to stop touching her breasts and removed his hands from her body. A few minutes later, Peyton grabbed Jordan’s breasts again stating he did not understand why she was making such a big deal about him touching her. This is a violation of the Columbia University Policy on Sexual Harassment. As such, it constitutes intentional, physical contact of a sexual nature with another person’s breasts. Jordan told Peyton not to grab her breasts and he continued to grope her despite her protests.

Resources for Students Who Experienced Gender-Based Misconduct

The University’s primary concern is with the health, safety, and well-being of its students and the community. If you or someone you know may have experienced any form of gender-based misconduct, we urge you to seek immediate assistance. Assistance can be obtained 24 hours a day, 7 days a week from:

• Columbia University Rape Crisis/ Anti-Violence Support Center—212-854-HELP

Public Safety
Barnard—212-854-3362
Columbia—212-854-2796
CUMC—212-305-8100
Teachers College—212-478-3340
Health Services—Clinician-on-Call
Barnard—866-946-7788
Columbia—212-854-9797
CUMC—212-305-3400
Teachers College—212-854-9797

• Student Services for Gender-Based and Sexual Misconduct—212-854-1717

St. Luke’s Hospital Crime Victims Treatment Center—212-523-4728
Safe Horizon—212-523-4728
New York Police Department—911

Where to File a Report Alleging a Violation of the Gender-Based Misconduct Policies

REPORTS INVOLVING A STUDENT
Reports of alleged gender-based misconduct by a student of the University or Colleges should be filed with:

Melissa Thihinen, Senior Manager
Student Services for Gender-Based and Sexual Misconduct
1090 Wien Hall
212-854-1717
mt2738@columbia.edu

Online Secure Report Form: https://forms.health.columbia.edu/content/report-form

The Senior Manager is a neutral administrator in the disciplinary process. This person is responsible for coordinating the disciplinary process and for working with all involved parties. The Senior Manager does not determine whether a policy violation occurred. This individual also serves as the Deputy Title IX Coordinator focusing on reports of gender-based misconduct involving situations in which a student is the respondent.

SPECIAL NOTE FOR TEACHERS COLLEGE STUDENTS
Teachers College students may elect to utilize the Teachers College Policy on the Protection from Harassment policy (http://www.tc.edu/library/protectionfromdiscriminatoryharassment) in instances involving gender-based harassment or sexual harassment by another Teachers College student. Reports involving sexual assault, gender-based stalking, and intimate partner violence should be filed with the Student Services for Gender-Based and Sexual Misconduct office and will follow the procedures outlined in this policy.

REPORTS INVOLVING A FACULTY MEMBER, STAFF MEMBER, OR ADMINISTRATOR
Reports of gender-based misconduct by a faculty member, staff member or administrator of the University or Colleges should be filed with the following offices at the employee’s institution:

Columbia University
Office of Equal Opportunity and Affirmative Action
103 Law Memorial Library
212-854-5511
http://facets.columbia.edu/equal-opportunity-and-nondiscrimination-policies

Barnard College
Office of the Dean of the College
105 Milbank
212-854-2024

Teachers College
Office of the Vice President for Diversity and Community Affairs
128 Zankel
212-678-3391

OR
Office of the Vice Provost
113 Zankel
(212) 678-3050


TITe IX COORDINATORS
The below persons are designated as the Title IX Coordinators for Columbia University, Barnard College, and Teachers College. The Title IX Coordinator is responsible for ensuring Title IX compliance at the University and Colleges.

Susan Rieger, Associate Provost
Office of Equal Opportunity and Affirmative Action
Columbia University
103 Law Library
212-854-5511
sr534@columbia.edu
learn more about the process and procedure.

Students who wish to submit a report alleging matriculated students will be received and processed by Student Services for Gender-based and Sexual misconduct reports involving Allegations of sexual assault. In cases involving other forms of alleged gender-based misconduct, the University will make reasonable attempts to comply with this request. In situations where a complainant requests privacy, the University will make all reasonable attempts to respond to the allegations may be limited.

The University is required by Title IX to notify the complainant, respondent, and any witnesses that are named in the investigation will be notified of the University’s expectation of confidentiality/privacy. The University will make all reasonable efforts to maintain the confidentiality/privacy of parties involved in gender-based misconduct investigations. Breaches of confidentiality/privacy or retaliation against any person involved in the investigation, including the complainant, respondent, witnesses, or the investigators, may result in additional disciplinary action.

CONFIDENTIALITY/PRIVACY AND NON-RETALIATION POLICY
When a report of gender-based misconduct is filed, the complainant, the respondent, and all identified witnesses who are named in the investigation will be notified of the University’s expectation of confidentiality/privacy. The University will make all reasonable efforts to maintain the confidentiality/privacy of parties involved in gender-based misconduct investigations. Breaches of confidentiality/privacy or retaliation against any person involved in the investigation, including the complainant, respondent, witnesses, or the investigators, may result in additional disciplinary action.

INTERIM MEASURES
During the investigation and until resolution of the matter, interim measures may include restrictions on contact or relocation from the areas of campus, and/or removal or relocation from the residential areas. Failure to adhere to the parameters of any interim measures is a violation of this policy and may lead to additional disciplinary action.

MEDIATION
Mediation is not an option for resolution in cases involving allegations of sexual assault. In cases involving other forms of alleged gender-based misconduct, the University will make reasonable attempts to comply with this request. In situations where a complainant requests privacy, the University’s ability to investigate and respond to the allegations may be limited.

The University is required by Title IX to notify the complainant and the University of the complainant’s request for confidentiality/privacy with the University. The complainant should be advised that the Senior Manager is obligated to act on any report of alleged gender-based misconduct.

Students may also choose to file a report with the New York City Police Department or the local law enforcement agency where the misconduct occurred. The University system and police/legal system work independently from one another. Students can file reports with the University, with law enforcement, or with both systems. Because the standards for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports are not determinative of whether or not gender-based misconduct occurred, under this policy, has occurred.

TIMEFRAME
The University does not limit the timeframe for filing a report of gender-based misconduct. Reports can be submitted at any time following an incident, although the University’s ability to take any action may be limited by the matriculation status of the alleged respondent.

JURISDICTION
The University is able to respond formally to alleged incidents of gender-based misconduct:

• that occurred on campus,
• that were part of official University programs (regardless of location), or
• where the respondent is a matriculated undergraduate, graduate, or professional student.

In situations where a member of the University community becomes aware of a pattern of behavior by a single respondent, the University will take appropriate action in an attempt to protect the University community.

UNIQUE NON-UNIVERSITY OFFENDERS
If the offender is unknown or is not a member of the University community, University staff will assist students in identifying appropriate campus resources or local authorities if the student would like to file a report. In addition, the University may take other actions to protect the student and the community.

In cases where a gender-based misconduct is reported to Student Services for Gender-Based and Sexual Misconduct by a third party (e.g., faculty member, residence program staff member, advising dean, etc.), the complainant** will be notified that a record has been received by the Senior Manager for Student Services for Gender-Based and Sexual Misconduct. The Senior Manager will make every effort to meet with the complainant to discuss her/his options and resources at the University and in the community.

COMPLAINANT REQUEST FOR CONFIDENTIALITY/PRIVACY
A complainant may make a request for confidentiality/privacy at any point. This type of request means that the complainant does not want her/his identity known to the respondent and witnesses, or that the complainant wishes to withdraw a report. If at any point the complainant requests privacy, the University will make reasonable attempts to comply with this request. In situations where a complainant requests privacy, the University’s ability to investigate and respond to the allegations may be limited.

The University is required by Title IX to weigh the complainant’s request for confidentiality/privacy with the University’s commitment to provide a reasonably safe and nondiscriminatory environment. The Senior Manager for Student Services for Gender-Based and Sexual Misconduct will notify the complainant if the University cannot maintain the complainant’s confidentiality/privacy. The complainant’s identity will only be revealed to those individuals who need to know the name of the complainant in order for an investigation to commence.

In situations where a report has been filed and the University is able to respond formally to any report of gender-based misconduct, the University will take appropriate action in an attempt to protect the University community.

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ing. The Senior Manager for Student Services for Gender-Based and Sexual Misconduct will work with other University officials to ensure any student whose presence is required is able to participate in the hearing.

**THE HEARING PANEL**

The hearing panel is charged with determining whether a Gender-Based Misconduct Policy has been violated and providing the Dean of Students for the respondent’s school with their finding. The hearing panel will consist of two dean or senior-level administrators and one student chosen from a specially trained pool of panellists. All three panelists will have no school affiliation or other connection with either of the parties. The complainant and respondent will be informed of the panel’s constitution prior to the commencement of the hearing. A party may challenge a panel member’s participation in writing if the party believes that the panelist is acquainted or associated with the case in any way. This written challenge must be received by the Senior Manager for Student Services for Gender-Based and Sexual Misconduct within 3 calendar days after the notification of the panel’s constitution. If both the respondent and complainant agree, the student panelist may be replaced by another dean or senior-level administrator.

**THE HEARING PROCEDURE**

The general course of the hearing procedure will be as follows, whenever possible:

- introductions by the hearing panel
- welcoming statement
- respondent statement
- questions to the complainant
- questions to the respondent
- witness testimony and questioning
- closing statement by complainant
- closing statement by respondent

The panel may impose time limits on any stage of the procedure. The panel may also determine the relevance of and place restrictions on any witnesses or information presented.

Testimony via Closed-Circuit Television. All testimony and interactions with the panel are conducted via closed-circuit television. Therefore, only the person providing the testimony (and that person’s supporter, if applicable) is in the hearing room with the hearing panel during the testimony. Each party is able to view the live testimony from a separate, private room via closed-circuit television.

**TESTIMONY**

Questioning. Only the panel may ask questions of the parties and of any witnesses. Both parties have the opportunity to put forth questions of the other party and of witnesses. This is done by submitting questions to the panel in written format. The panel may determine which questions are relevant and which are duplicative in nature. The panel reserves the right to revise or remove submitted questions.

**TESTIMONY REGARDING ROMANTIC OR SEXUAL HISTORY IN CASES INVOLVING SEXUAL ASSAULT**

The romantic or sexual history of either the respondent or the complainant will not be allowed in a hearing involving allegations of sexual assault, except for testimony offered by the respondent or the complainant about her/his own sexual history. If such information is offered, the other party has the right to respond to the testimony. If the respondent and complainant had a romantic or sexual history, testimony and questions about this history is permitted.

Hearing Recording. An audio recording of the hearing will be kept for the use of the panel and for purposes of appeal. This recording may be transcribed at the request of the panelists or the Dean of Students for the respondent’s and complainant’s schools (or designee).

Refusal of Participation. In cases where a complainant and/or respondent refuse to participate in the hearing procedure and where an investigation deems that a policy violation may have occurred, the hearing panel will convene and determine a finding based on the evidence and testimony available to them.

**WITNESSES**

The hearing panellists will determine the witnesses they would like to hear testimony from based on the investigator’s report. In addition, the complainant and respondent may submit a list of potential witnesses along with a summary of expected testimony to the panel for their consideration. The panel will not accept witnesses whose sole purpose is to provide character testimony.

**SUPPORTERS**

Both the respondent and the complainant are entitled to have a supporter present at the hearing and during any meetings regarding the process. The supporter’s function in the process is to provide support to the student. During the hearing, the supporter may talk quietly with the student or pass notes in a nondisruptive manner. The supporter may not, in any way, intervene in the hearing or address the panel.

The supporter must be a current member of the University community (i.e., faculty, administrator, student). The supporter should not be someone who has a current formal role (e.g., adviser, coach, faculty member) with either the respondent or complainant. Neither party is entitled to legal representation (as that term is defined in educational programming). Sanctions are determined by the Dean of Students (or designee) of the respondent’s school in accord with the University guidelines.

**THE APPEALS PROCESS**

The respondent and complainant may appeal: (1) the decision made by the hearing panel, and (2) the sanctions determined by the Dean of Students (or designee) of the respondent’s school. The three grounds upon which an appeal of the decision or sanctions may be made are:

1. The student believes a procedural error occurred, which the student feels may change or affect the outcome of the decision.
2. The student has substantive new evidence that was not available at the time of the hearing and that may change the outcome of the decision.
3. The student feels that the severity of the sanction is inappropriate given the details of the case.

Disagreement with the finding of sanctions is not, by itself, grounds for appeals. The appeal should be submitted in writing to the Dean (or designee) of the respondent’s school within 5 business days following the date on the outcome letter. The Dean (or designee) will collaborate with the Dean of the complainant’s school to determine the resolution of the appeals process.

The Dean (or designee) can determine whether a change in the hearing panel’s decision is warranted. If a change in this decision is necessary, the Dean (or designee) will reconvene the hearing panel to consider this change. The hearing panel will review the appeal and Dean’s rationale and make a final decision. This decision is not appealable.

The Dean of the respondent’s school in collaboration with the Dean of the complainant’s school when applicable (or designee) may also change the sanction making it either less or more severe. Regardless of the outcome of the appeal, the Dean (or designee) will notify the complainant and respondent of the final decision in writing. If a complainant and respondent appeal, the appeals will be considered concurrently. Appeals will not be reviewed or considered beyond the Dean of the respondent’s (or designee) school. Appeals decisions will be rendered within 10 calendar days after the receipt of the formal appeal is filed.

**OUTCOME NOTIFICATION**

Every effort will be made to ensure that both the complainant and respondent are updated at several points during the investigation and procedure. Both the complainant and respondent will be notified in writing at the following times:

**Conclusion of the Investigation**

- After the conclusion of the investigation—both parties will be allowed to review the investigative materials

**Administrative Resolution**

- If the respondent accepts responsibility for being “in violation”
- The sanctions determined by the Dean of Students (or designee) after the respondent accepts responsibility

**Hearing Panel**

- The hearing panel’s finding of “in violation” or “not in violation”
- If the panel’s finding is “in violation”, the sanctions determined by the Dean of Students (or designee)

**Appeals Process**

- If an appeal has been filed by either party at any point in the outcome phase
- The final resolution of the appeals process

**COMPLAINT RIGHTS**

Complainants are afforded the following rights in this process:

- to be treated with respect, dignity, and sensitivity throughout the process
- to seek support services at the University
- to confidentiality and protection under the Family Education Rights and Privacy Act (FERPA). The University will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know
- to be informed of the University’s Gender-Based Misconduct Policies and Procedures for Students
- to a prompt and thorough investigation of the allegations
- to an adequate amount of time to prepare for the hearing. Participants shall be given at least 5 calendar days notice prior to the hearing except in rare circumstances
- to review all applicable documents prior to the hearing
- to challenge a hearing panel member if a conflict of interest is present
- the right to replace the student panelist with a dean or senior-level administrator if both parties agree
- to be accompanied at the hearing by a supporter
- to participate or decline to participate in the disciplinary procedure. However, the hearing panel will determine an outcome with the information available to them
- to refrain from making self-incriminating statements. However, the hear-
ing panel will determine a resolution with the information available to them.
• to confidentiality and protection under the Family Education Rights and Privacy Act (FERPA). The University will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.
• to be informed of the University’s Gender-Based Misconduct Policies and Procedures for Students.
• to appeal the decision made by the hearing panel except in rare circumstances.
• to review all applicable documents prior to the hearing.
• to challenge a hearing panel member if a conflict of interest is present.
• the right to replace the student panelist with a dean or senior-level administrator if both parties agree.
• to be accompanied at the hearing by a supporter.
• to participate or decline to participate in the disciplinary procedure. However, the hearing panel will determine a resolution with the information available to them.
• to refrain from making self-incriminating statements. However, the hearing panel will determine a resolution with the information available to them.
• to appeal either the hearing panel’s decision or the sanctions determined by the Dean of Students (or designee).
• to be notified, in writing, of the case resolution—follows the outcome of the appeal.
• to understand that information collected in this process may be subpoenaed in criminal or civil proceedings.

RESPONDENT RIGHTS
Respondents are afforded the following rights in this process:
• to be treated with respect, dignity, and sensitivity throughout the process.
• to seek support services at the University.

ALTERNATIVE TO A HEARING PANEL
In some unique circumstances, the University or College may choose an alternative form of resolution to a full hearing panel. In these instances, the University or College will attempt to gain approval from both parties whenever possible. This alternative process will adhere to Title IX standards.

INDEPENDENT INVESTIGATION
The University and Colleges, at the discretion of the appropriate 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 gender-based misconduct against the University, the Colleges, or any of their employees or students.

University Event Policies

At the time of publication, the policy for holding events at Columbia was under review. For the latest information about policies governing events, please visit the Essential Policies website at: http://www.essential-policies.columbia.edu/university-event-management-policies.

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 a substantial violation may lead to monetary fines and expose 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 Campus 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 campaign 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 political 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 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 following 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 email 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.

7. Any communication disseminated through the Columbia email 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.

8. 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 campaign 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

* Note, however, that when such student 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.
consult with Columbia affiliates about such activities. The University’s outdoor grounds may not be used for partisan political events.

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. 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—involve 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, ii2105@olumbia.edu, or Howard A. Jacobson, Deputy General Counsel, 212-854-5583, hjaj@columbia.edu. At the Columbia University Medical Center, Ross A. Frommer, Deputy Vice President, 212-305-4967, raf2002@olumbia.edu, is also available for assistance.

Crime Definitions

MURDER
The willful (nonnegligent) killing of one human being by another.

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 larceny or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe-cracking; 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 (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, benzodrine).

LIQUOR LAW VIOLATIONS
The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underaged 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.)

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.

4. A disclaimer must be included in all written materials and advertising (including phoning and announcements) 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."

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

6. Columbia University 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 expense) 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.

Campus Safety and Security

At Columbia University, the safety and well-being of our students, faculty, and staff is an important priority. Columbia’s campuses and their environs are safe and have a relatively low crime rate for an urban university. The University is required by federal law to publish an annual security report containing information with respect to campus security policies and statistics on the incidence of certain crimes on and around our campuses. You may obtain this information from the following sources:

Columbia University Public Safety website: www.columbia.edu/cu/publicsafety/

Request by mail to: Campus Crime Report, Department of Public Safety, Columbia University, 111 Law Library, Mail Code 4301, 535 West 116th Street, New York, NY 10027

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

The following crime definitions are based on 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.

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.

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

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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.

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.

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.

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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 IN VOLUNTARY 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 advice, 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 documentation 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 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 safe removal of the student from 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 AIP 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 bulletins 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 particular school. A student may be required to participate in the disciplinary process for his/her school coincident with the request for a Voluntary Leave of Absence. A student permitted to take a Voluntary Leave of Absence while on academic and/or disciplinary status will return on the same status.

International students who are taking a Voluntary Leave of Absence may affect their student visa status and should consult with the International Students and Scholars Office (ISSO) on the Morningside Campus and the Office of International Affairs on the CumC campus. Below three separate types of Voluntary Leave of Absence are described:

1. Medical Leave of Absence or Medical Withdrawals*
A student who must interrupt study temporarily because of physical or psychological illness may request a Medical Leave or Withdrawal from their DOS. The medical or mental health professional who has been providing treatment to the student will, with the student’s written consent, confirm in writing that a Medical Leave is warranted due to the student’s health problem. Supporting medical documentation will be dated within 30 days of the request for a Medical Leave. The DOS or designee may require a consultative review of the medical or mental health documentation by a Columbia health professional: on the Morningside campus, a member of the staff of Primary Care Medical Services and/or Counseling and Psychological Services; on the Columbia University Medical Center campus, an appropriately trained professional identified by the DOS. This consultative review may include conversation between the treating health care provider and the designated University health professional. The DOS may also request that the student engage in an exit interview with the University health professional prior to taking the Leave. If such consultation is deemed necessary, it will not be completed without written consent from the student.

Medical Leave may be approved during a student’s degree candidacy contingent upon the student’s specific school policy and except during times when a withdrawal from study would be more appropriate.

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

2. Other Leaves of Absence
The DOS of a student’s school may recommend a Voluntary Leave of Absence for other 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 educational 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 schools 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.

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 Service 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 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.

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: Required Medical Leave for Students with Eating Disorders” policy in this guide (see page 20) governs situations in which the health condition affecting a student is an eating disorder.
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 extraordinary circumstances when there is compelling information to suggest that the student is in danger of putting himself/herself or others at risk. This policy provides for the circumstances and processes for an Involuntary Leave of Absence, as well as conditions relevant to returning from Leave, students should refer to their school bulletin when the same applies.

Involuntary Leave of Absence Policy

Introduction
Involuntary leave of absence Policy

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. 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.

2. 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.

3. 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
   d. other professionals deemed necessary by the DOS

4. When safety is an immediate concern, the DOS or his/her designee may remove a student from the campus pending final decision on Involuntary Leave. If this action is deemed necessary, the student will be given notice of the removal. An opportunity to be heard by the DOS and, if desired, appeal the final decision will be provided at a later time.

If Involuntary Leave Is Imposed
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. 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.

2. 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.

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   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

4. When safety is an immediate concern, the DOS or his/her designee may remove a student from the campus pending final decision on Involuntary Leave. If this action is deemed necessary, the student will be given notice of the removal. An opportunity to be heard by the DOS and, if desired, appeal the final decision will be provided at a later time.

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 thereon.

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.

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. 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.

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.

*Note that the “Morningside Campus: Required Medical Leave for Students with Eating Disorders” policy in this guide [see page 20] governs situations in which the health condition affecting a student is an eating disorder.
Military Leave of Absence Policy

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform military service. The following sections explain the eligibility and readmission requirements of this policy.

Eligibility
This policy applies only to U.S. military veterans seeking readmission to the program that they previously attended; it does not apply to individuals seeking admission to a different school at Columbia. Veterans are eligible if they began their leave of absence on or after August 14, 2008.

You are eligible for readmission under this provision if, during your leave, you performed or will perform voluntary or involuntary active duty service in the U.S. armed forces, including active duty for training and National Guard or reserve service under federal authority, for a period of more than 30 consecutive days, and received a discharge other than dishonorable or bad conduct. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed five years.

Requirement of Notice
If you are planning to take a leave for military service, you must give advance written or verbal notice of military service to your Dean of Students, unless such notice is precluded by military necessity. To be readmitted, you must give notice (written or verbal) of your intent to re-enroll to your Dean of Students no later than three years after the completion of the period of your service. If you are recovering from a service-related injury or illness, you must notify the school no later than two years after your recovery.

A student who does not submit a timely notification of intent or provide an attestation within the designated time limits may not be eligible for the benefits outlined herein.

Tuition and Fees
For the first academic year in which the student returns, he or she must be readmitted with the same tuition and fees that the student was or would have been assessed for the academic year when the student left, unless there are sufficient veterans' educational benefits or institutional aid to pay the increased amount of tuition and fees. For subsequent academic years, the student may be charged the same tuition and fees as other students in the program.

Readmission Requirements
The school must allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance at Columbia. The school may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date.

If the school determines that the student is not prepared to resume the program where he or she left off, the school must make reasonable efforts at no extra cost to the student to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.

If the program to which the student was admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

For more information, please consult your Dean of Student Affairs Office.

Disability Services
Disability Services, a department of Columbia Health, coordinates accommodations and supports services for eligible students with disabilities. Disability Services also seeks to facilitate equal access to all programs and activities for individuals with disabilities at Columbia University. Accommodations are adjustments to policy, practice, and procedures that “level the playing field” for students with disabilities as long as such adjustments do not lessen academic or programmatic requirements. Examples include the administration of exams, services such as note taking, sign language interpreters, assistive technology, and coordination of accessible housing needs. Accommodations and services are determined on a case-by-case basis and are determined according to documented needs as well as the technical and academic standards of the program.

Registration includes submission of both the Application for Accommodations and Services and disability documentation. The application and disability documentation guidelines are available online at www.health.columbia.edu and at the Disability Services Office. Students are encouraged to register with Disability Services at the time of their matriculation at Columbia University. Review of requests for accommodation and disability documentation may take two to three weeks to complete. Please note that students need to complete the entire registration process before they can be eligible to receive accommodations.

Columbia considers its faculty and academic program staff to be important partners in the University’s efforts to reasonably accommodate students with disabilities. With this in mind, Columbia has established a network of Disability Services liaisons to facilitate equal access to all University programs for students with disabilities. A full list of the Disability Services liaisons can be found online.

For further information, contact Disability Services: 212-854-2388 (Voice), 212-854-3448 (fax); disability@columbia.edu; www.health.columbia.edu/eds. The Morningside campus office is located at Lerner Hall, 7th floor, MC 2655, 2920 Broadway, New York, NY 10027. The Medical Center office is located at 105 Bard Hall, 50 Haven Avenue, New York, NY 10032.

Ombuds Office
The Ombuds Office is a neutral and confidential resource for informal conflict resolution, serving the entire Columbia University community—students, faculty, and employees. It is independent of other departments of the University and may also make recommendations for systemic improvement. To schedule an appointment, contact the Ombuds Office at 660 Schermerhorn Extension, 212-854-1234; ombuds@columbia.edu. Further information is also available on the Ombuds Office website, www.columbia.edu/cu/ombuds. On Wednesdays, an Ombuds Officer is generally available from 10:30 a.m. to 2:30 p.m. at Columbia University Medical Center, 101 Bard Hall, 50 Haven Avenue, 212-304-7026.

Transcripts and Certifications
A student’s written consent is required for the University to release a student’s transcript. You may obtain an official transcript of your academic record at Columbia University by writing to:

Morningside Campus: Attention: Transcripts, Registration, and Financial Services, Columbia University, 205 Kent Hall, MC 9202, 1140 Amsterdam Avenue, New York, NY 10027.

Medical Center: Attention: Transcripts, Registration, and Financial Services, Columbia University Medical Center, Room 141, Black Building, 650 West 168th Street, New York, NY 10032.

Please include the following information with your request: current and former names; personal identification number (PID) if known; Columbia schools attended and dates of attendance; degrees awarded and dates awarded; number of transcripts desired and complete address for each; your current address and telephone number; and your signature authorizing the release of your transcript.

You may also order transcripts in-person at 205 Kent Hall (Morningside) or 1-141 Black Building (Medical Center). There is no per-transcript issuance charge; students are charged a one-time transcript fee upon their first registration at the University. The normal processing time for transcripts is 2 to 3 business days. Please allow several additional days for delivery to and from the University if you mail your request.

Currently enrolled students may order transcripts and certifications of their enrollment and degrees online via SSOL (https://sso1.columbia.edu) or in person at the locations listed above. There is no charge for certifications.

The Registrar’s Office no longer handles requests for degree verification by third parties. These requests should be made via mail, phone, or email to: National Student Clearinghouse, 1345A Sunrise Valley Drive, Suite 300, Herndon, VA 20171; 703-742-4200; degreeverify@studentsclearinghouse.org.
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.policylibrary.columbia.edu

**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/policies

**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

**CUIT Policies**
Policies regarding the use and security of Columbia’s computer systems, networks, and information resources
http://cuit.columbia.edu/cuit/it-policies