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). This handbook is a useful reference to several important policies, but it is not exhaustive. For additional policy resources, see page 25.

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

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Contents

2 Student E-mail Communication Policy
2 CUIT Computer and Network Use Policy
2 Social Security Number Reporting
3 Policy on Access to Student Records under the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended
4 University Regulations (including Rules of Conduct)
9 Policies on Alcohol and Drugs
13 Equal Opportunity and Nondiscrimination Policies
14 Sexual Assault Policy and Disciplinary Procedure
16 University Event Management Policies
19 Policy on Partisan Political Activity
20 Campus Safety and Security
20 Crime Definitions in Accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program
21 Morningside Campus: Required Medical Leave for Students with Eating Disorders
22 Voluntary Leave of Absence Policy
23 Involuntary Leave of Absence Policy
24 Military Leave of Absence Policy
24 Essential Resources
• Disability Services
• Ombuds Office
• Transcripts and Certifications
25 Additional Policy Sources for the Columbia Community
Student E-mail Communication Policy

Columbia University has established e-mail as an official means of communication with students. An official Columbia University e-mail address is required for all students. The University has the right to send official communications to the University e-mail address, which is based upon the University Network ID (UNI) assigned to the student. The University expects that every student will receive e-mail at his or her Columbia University e-mail address and will read e-mail 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) e-mail sent to their University e-mail address. Students who redirect e-mail from their official University e-mail address to another address do so at their own risk. If e-mail is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official University e-mail address. All use of e-mail 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

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 who 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 Information 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 of recommendation placed in the student’s education records on or after January 1, 1975, respecting (1) admission to any educational institution; (2) an application for employment; or (3) the receipt of an honor or honorary recognition.

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

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

(d) Other Rights.

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

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 education records.

(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 Officer U.S. Department of Education 400 Maryland Avenue, S.W. Washington, DC 20220-5920 Telephone: 202-260-3887 Fax: 202-260-9001
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 Section 120.16 and New York Education Law Section 6430) prohibit what is often referred to as hazing. In accordance with New York Education Law Section 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 used for educational purposes:

1. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

2. Any action or situation which 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.

3. A copy of these rules and regulations shall be given to all students enrolled in the University and shall be deemed to be part of the bylaws of all organizations operating on the University’s campuses. Each such organization shall review annually such bylaws with individuals affiliated with such organization.

4. These rules and regulations are applicable to all students, faculty, and other staff as well as visitors and other licensees and invitees on University campuses and properties.

University Policy on Possession of Firearms on Campus

University policy and state law, New York Penal Law Section 265.01(13), prohibit possession of firearms on campus without the University’s written authorization.

The University’s prohibition against possession of firearms on campus extends to all University owned or controlled locations used for residences of affiliated persons, including all housing obtained through the Office of Housing Services and University Apartment Housing. Firearms possessed in violation of this University policy will be confiscated. Violators of the policy may be subject to University discipline as well as criminal prosecution.

Student Discipline

Students may continue at the University, subject to university discipline as well as confiscation. Violators of the policy may be referred to the Dean of Student Affairs for violation of these rules:

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. The University shall warn individuals and groups whose activities are conducted and on activities of counter movement whose practices are conducted and on activities of counter movement whose practices are deemed to be part of the bylaws of all organizations operating on the University’s campuses. Each such organization shall review annually such bylaws with individuals affiliated with such organization.

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4. These rules and regulations are applicable to all students, faculty, and other staff as well as visitors and other licensees and invitees on University campuses and properties.

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 Divisional 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 does 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," "he/him," or "his" occasionally appear. They are used to avoid awkward locutions and are not intended to perpetuate gender stereotypes.)

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

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

c. University function means any charter or statutory operation or activity of the University, including instruction, research, study, administration, habitation, social life, space allocation and control, food supply, and other functions directly related thereto. Specifically included are both functions of fixed-time duration (e.g., classes, examinations, lectures) 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 any University-approved organization.

d. 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.

e. Deans 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.

f. Divisional delegate is 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.

g. Delegates. A "Divisional 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.

h. Dean’s Discipline means in the case of 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.

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

j. Students means 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 includes persons who are on leave or suspended or continuing matriculants for any degree or certificate. It includes students registered during any preceding terms and who have not since that time earned the degree or certificate or withdrawn from the University.

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

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

m. 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.

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

1) Disciplinary Warning. A disciplinary warning states that future violations will be treated more seriously. It is 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 as long as is the greater of the term in which the warning occurs or for as long as is the greater of the term in which the warning occurs nor 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.

2) 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 the record for a maximum of four years. It includes no limits consideration for, or receipt of, financial aid or compensation for which the individual may be eligible. Subsequent conviction for a serious offense requires suspension for a term or dismissal from the University; subsequent conviction for a serious offense requires dismissal from the University.

3) Suspension. Individuals who have been suspended are not permitted
to continue their association with the University or reside in one of the University residence halls during the period of suspension, nor may they receive a leave of absence of any kind. The period of suspension shall be for not less than one regular term nor for more than three regular terms, not counting the Summer Session, but including the term in which the suspension occurs. The period of suspension shall be determined by the Hearing Officer; it may not be adjusted except under the appellate procedures set forth in these Rules or by an act of Presidential clemency. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: “Suspended, from (date) to (date).” Upon termination of the period of suspension, the individual may apply for reinstatement. The notation on the record is permanent.

§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 faculty;
(6) (serious) misappropriates, damages, or destroys books or scholarly material or any other property belonging to the University, or to another party, with the intent to incapacitate the local faculty, and thereby causes or threatens substantial educational, administrative, or financial loss;
(7) (simple) interferes over a very short period of time with entrance to, exit from, passage within, or use of, a University facility but does not substantially disrupt any University function;
(8) (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 after 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 on request of a recognized occupant of such office or on request of another authorized person. Passage through reception areas leading to private offices may 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) (simple) 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 be construed as the excuses the violators, 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 delegates and in the case of faculty and staff to the President of the University or his designated 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.
(2) 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.
(3) 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 of 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 Demonstration 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 demonstration 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

| Page | University Regulations | 6 |
more than a very short period of time, the Presidential delegate shall consider pre-
paring a flier for distribution to persons in the area of the demonstration. The
flier should repeat any previous warning by a delegate concerning the violation or violations of these Rules that are believed
to be taking place, describe the location of any areas cordoned off under Section
444, and identify the locations where full copies of these Rules are available.
Failure by the Presidential delegate to prepare and distribute such a flier shall not
excuse a violation of these Rules.
§ 445d. a.  Self-identifying. A properly identified dele-
gate may request individuals believed to be violating these Rules to identify
themselves through production of their University ID cards. Their cards will be
retained by the person who has recorded the individual’s name and ID number.
Members of the University community who do not self-identify may be charged with serious violation of these
Rules under Section 445a(16).
b.  Treatment of Outsiders. In accordance
with the jurisdiction of these Rules (Section 442), any visitor, licensee, or
inviter who the delegate determines is violating these Rules, and who does not
comply with the delegate’s warning and advice, may be ejected from a University
facility without regard to the procedures set forth in Sections 446–448 herein.
Delegates also have a responsibility to protect the rights of lawful demonstra-
tors. Counterdemonstrators or vigilantes may be warned by delegates if they con-
sider their actions to be in violation of the
Delegates also have a responsibility to
set forth in Sections 446–448 herein.
§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 cir-
cumstances 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 reason to believe an offense has been committed. The Administrator
can 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; Charges Filed. If the Rules
Administrator determines that there is reasonable cause to believe an offense has been committed, he shall so inform the
complainant.

iv. Give Notice to the Respondent(s) by
Hand Delivery or by Registered Mail.
Notice shall be considered given when delivered or, if mailed, five
days after being deposited in the
mail. The notice shall include:
A. A copy of the charge;
B. The name of the Hearing Officer;
C. The time and place of the hearing;
D. A copy of these Rules; and
E. Any other information the Rules
Administrator thinks relevant.

iv. Procedural Motions Prior to the Hearing
On Charges of a Serious Violation. Not less than five days prior to the hearing, the Rules Administrator and the respondent
may each file with the Hearing Officer, in writing and stating the reasons therefor,
the following procedural motions:
(1) motion to postpone the hearing;
(2) motion to consolidate this hearing with
that of another respondent;
(3) motion to sever this hearing from that
of another respondent;
(4) motion to dismiss the charges.
The Hearing Officer shall decide whether to grant a motion set forth in (1)–(4) above and shall communicate this decision to the
Administrator and to the respondent. Not less than two days prior to the hearing,
the respondent may file with the Hearing Officer a request for a closed hearing.
The Hearing Officer shall automatically grant such a request. The Hearing Officer may in his discretion receive and rule upon either
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 guilt requires the sanction of suspension) shall not be heard under Dean’s Discipline but shall be filed with a Hearing Officer and treated for all pro-
cedural purposes as if they were charges of a serious violation. If a respondent is found guilty of a simple violation under Dean’s Discipline for conduct not while under Censure, only the sanction of Dis
ciplinary Warning or Censure may be imposed; any prior discipline for an off
ence not related to these Rules shall not be taken into account. Multiple
charges of simple violations against a respondent 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 solely the sanction of Disciplinary Warning or Censure.
i. Interview of a Respondent under Dean’s Discipline against the respondent.
An interview unless excused for cause may be held under Dean’s Discipline applicable to a particu-
lar respondent, in the case of charges of a simple violation of these Rules to be heard under Dean’s Discipline, the dean or other person conducting the proceed
ings shall schedule an interview with the respondent, such scheduling to occur within
48 hours of the filing of the charges by the Rules Administrator. At the inter
view the respondent shall be informed of the evidence against him or her and
shall have the opportunity to be heard in his or her defense. Failure to attend the interview unless excused for cause may be taken into account in considering the charges against the respondent. §447. THE HEARING ON CHARGES OF A SERIOUS VIOLATION.
a. Presentation by the Rules Administrator. The Rules Administrator may be
assisted by a lawyer from within or
without the University, shall produce all
evidence and call all witnesses in support of
the charges. The respondent and his or her adviser may examine any evidence and
cross-examine any witness.
b. Presentation by the Respondent. Following presentation by the Rules
Administrator, the respondent and his or her adviser may examine 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 expression 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, the respondent and his or her adviser to present the case for and against the charges, but the Hearing Officer on his motion may call and examin
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 and the hearing record 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 reasonable
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 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 or her adviser is required 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 if he 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 441.03 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 if he does not leave he will be sus
pended. Failure to leave at this time shall mandate a suspension accordance with Section 441.03 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; and
[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 informal reporter acts rather em
eruously, 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
ceedings 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 readmission 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 readmission.
j. Conduct of hearings after the End of an Academic Term. If the Hearing Officer finds a respondent violation. If the Hearing Officer finds the respondent guilty of the violations charged, the Hearing Officer may impose the sanction of Disciplinary Warning or Censure. Charges of a simple violation shall be heard under the procedures of the Rules Administrator, who may be assisted by a lawyer of the University’s choice.
§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 decision of 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.
(2) Arrangements for the Appeal Hearing. Promptly after the filing of the notice of appeal, the Chairman of the University Board shall:
[1] designate a time and place for the appeal hearing, which shall not be
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 well-being. 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. Alcohol 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 alcohol may be brought into such areas.

9. In unincorporated 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.

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**Policies on Alcohol and Drugs**

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**§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 fines or imprisonment. Moreover, within the University the illegal or wrongful possession, use, 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 nor work at work while under the influence of alcohol.

University Policies

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

1. Alcohol may not be consumed outdoors on University property except at a registered and approved event.
2. Alcohol that is not specifically manufactured for human consumption may not be offered, served, or consumed in any form (e.g., diluted or undiluted, or as an ingredient in punches or other admixtures) under any circumstances.
3. The theme of all events where alcohol is served and/or consumed 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 materials.
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.
8. Kegs or other bulk containers of alcoholic beverages are permitted only in connection with registered and approved events, and all such containers must be closed or unattended at the conclusion of the event and removed from the premises as soon as practicable. The possession, use, or storage of such containers is otherwise prohibited.
9. Those who serve alcohol and those who核查 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.
10. 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. This person must be at least 21 years of age.
12. All student events where alcohol is served require written approval by 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 as including pre-partying, 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 also assist in the application for a Temporary Wine and Beer Permit when necessary:
   a. events that occur outdoors on University property or
   b. events that are open to the University community or
   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 reason is to believe that attendees may include persons under 21, individuals must present double proof of age before being served alcoholic beverages. A valid Columbia University ID card may constitute the second proof of age. Such events require proctors 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, Farnall, Hartley-Wallach, or Barnard’s Sulzberger Hall.
   b. 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.
   c. 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 of students’ office.
      4. If an individual is found with alcohol and is underage or is consuming it in a restricted area she/he will be directed to dispose of the alcohol and is expected to do so.
   d. 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 these 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 event.
   b. Pledge fees may not be used to purchase alcoholic beverages.

University Alcohol Procedures

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

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

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 University 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 Management Policies).

Undergraduate Student Training for Programming with Alcohol

Undergraduate student organizations that program with alcohol are required to have representatives complete a formal training session for University programming with alcohol. University Event Management, in conjunction with ALICEI, 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 assistance of the event manager, are responsible for...
**Federal Trafficking Penalties**

<table>
<thead>
<tr>
<th>CSA</th>
<th>Penalty</th>
<th>Quantity</th>
<th>Penalty</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>I and II</td>
<td>• Not less than 5 years. Not more than 40 yrs. &lt;br&gt;• If death or serious injury, not less than 20 yrs. Not more than life. &lt;br&gt;• Fine of not more than $2 million individual, $5 million other than individual.&lt;br&gt;</td>
<td>10–99 gm or 100–999 gm mixture</td>
<td>methamphetamine</td>
<td>100 gm or 1 kg or more mixture</td>
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<td></td>
<td></td>
<td>100–999 gm mixture</td>
<td>heroin</td>
<td>1 kg or more mixture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>500–4,999 gm mixture</td>
<td>cocaine</td>
<td>5 kg or more mixture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5–49 gm mixture</td>
<td>cocaine base</td>
<td>50 gm or more mixture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10–99 gm or 100–999 gm mixture</td>
<td>pcp</td>
<td>100 gm or 1 kg or more mixture</td>
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<td></td>
<td></td>
<td>1–10 gm mixture</td>
<td>lsd</td>
<td>10 gm or more mixture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>40–399 gm mixture</td>
<td>fentanyl</td>
<td>400 gm or more mixture</td>
</tr>
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<td></td>
<td></td>
<td>10–99 gm mixture</td>
<td>fentanyl analogue</td>
<td>100 gm or more mixture</td>
</tr>
<tr>
<td>Others*</td>
<td>Any</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 not individual.</td>
<td>Not more than 30 yrs. If death or serious injury, life. Fine $2 million individual, $10 million not individual.</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>All</td>
<td>Not more than 5 yrs. Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Not more than 10 yrs. Fine not more than $500,000 individual, $2 million not individual.</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>All</td>
<td>Not more than 3 yrs. Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Not more than 6 yrs. Fine not more than $500,000 individual, $2 million not individual.</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>All</td>
<td>Not more than 1 yr. Fine not more than $100,000 individual, $250,000 not individual.</td>
<td>Not more than 2 yrs. Fine not more than $200,000 individual, $500,000 not individual.</td>
<td></td>
</tr>
</tbody>
</table>

**Federal Trafficking Penalties — Marijuana**

<table>
<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>
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<td></td>
<td>100 kg to 999 kg; or 100–999 plants</td>
<td>Not less than 5 yrs., not more than 40 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Not less than 10 yrs., not more than life. If death or serious injury, not less than 20 yrs., not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>marijuana</td>
<td>50 to 100 kg; or 50–99 plants</td>
<td>Not more than 20 yrs. If death or serious injury, not less than 20 yrs., not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not more than 30 yrs. If death or serious injury, life. Fine $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>hashish</td>
<td>more than 10 kg</td>
<td>Not more than 10 yrs. Fine not more than $250,000 individual, $1 million other than individual.</td>
<td>Not more than 10 yrs. Fine not more than $500,000 individual, $2 million other than individual.</td>
</tr>
<tr>
<td>hashish oil</td>
<td>1 to 100 kg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>marijuana</td>
<td>less than 50 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 not more than $500,000 individual, $2 million other than individual.</td>
</tr>
<tr>
<td>hashish</td>
<td>less than 10 kg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hashish oil</td>
<td>less than 1 kg</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Does not include marijuana, hashish, hashish oil  ** Includes hashish and hashish oil.
for ensuring that the sponsors of the event accurately identify those of legal drinking age, appropriately handle the distribution of alcohol, and effectively monitor behavior at the event.

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

**Supplemental Guidelines and Procedures to Implement the University Policy on Alcohol at the Medical Center**

**GENERAL PRINCIPLES**

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

2. As this is a Medical Center 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 difference between responsible and irresponsible serving and consumption of beer, wine, and other alcoholic beverages.

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

When alcohol is served at student-sponsored events, the students in charge of the event are responsible for assuring 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 below. Individual students are responsible for moderating their own consumption of alcohol.

4. In compliance with University policy, no alcohol is to be served to a person who is disorderly or who is or appears to be intoxicated.

5. 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 pay special attention to and comply with procedure number three in the section on procedures (see below).

6. Respect for personal and property rights must be maintained at student events where alcohol is served. When student-sponsored events take place in a residence hall or other University space, there must be a designated student(s) responsible and accountable for assuring 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.

7. Designated students responsible for upholding the alcohol policy at an event must participate in a training sponsored by the AMS program through the Center for Student Wellness. The training will cover skills related to the points identified above, particularly:

- **procedures regarding the identification of under-age students**;
- **procedures regarding the intoxicated student (non-admission, no further service, control of behavior)**;
- **procedures for controlling the serving of alcoholic beverages**.

8. Students whose behavior under the influence of alcohol or other drugs becomes a public nuisance (e.g., call from security for health reasons, damage to property) will be required to meet confidentially with the Director of the AMS program to discuss the incident.

9. Because of issues related to professionalism outlined in the CUMC Alcohol Policy, repeated occurrences related to number eight above may warrant involvement of the appropriate Student Affairs Dean.

**PROCEDURES TO BE FOLLOWED**

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

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

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

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

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

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

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

- **Sponsoring student(s) and, where relevant, organization(s)**.
- **Students’ schools or programs**.
- **Date or dates of the event**.
- **Location of the event**.
- **Number of people expected**.
- **Whether any individuals attending may be under 21**. If so, the plan must indicate how IDs will be checked and by whom, and whether the event will be supervised by a paid proctor or by the sponsoring students.

5. The hours the space is needed for setup, for the event, and for cleanup.

6. Hours during which alcohol will be served.

7. Note: No alcohol may be served after 1:00 a.m.

8. **Alcoholic beverages to be served**.

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

- **Nonalcoholic beverages to be served**.
- **Food to be served**.
- **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.

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

6. These guidelines and procedures in no way supersede or substitute for the rules and procedures of the Drug Abuse Institute. These policies and guidelines will be reviewed on a regular basis.

**Drugs**

Columbia University recognizes the illegality and danger of drug abuse 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 discipline through their schools or administrative units, up to and including expulsion or termination of employment, as well as also include the requirement of completing an appropriate rehabilitation program. Moreover, all students and employees should be aware that, in addition to University sanctions, they may be subject to criminal prosecution under federal and state laws that specify severe penalties, including fines and imprisonment, for drug-related criminal offenses. The seriousness of these crimes and the penalties imposed upon conviction usually depend upon the individual drug and amount involved in the crime. Attachment A (see below) provides information 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 manufacture, distribution, dispensation, possession, or use of a Controlled Substance, in a University Workplace by any Columbia employee is prohibited. A “Controlled Substance” is any of those substances referenced in this policy and defined in the Controlled Substances Act, 21 U.S.C. 802, and as further defined in regulation at 21 CFR 1300.11-1308.15. These include substances that have a high potential for misuse or which, if abused, may lead to severe psychological or physical dependence. Among these are heroin and other opium derivatives, marihuana, 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 Medical Center, 615 West 131st Street, Studebaker Floor 4, New York, NY 10027) in writing no later than five days after conviction for a violation occurring in the workplace for any criminal drug statute. A “Conviction” is a finding of guilt (including a plea of no contest) 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 such 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. 

12 | Policies on Alcohol and Drugs
Equal Opportunity and Nondiscrimination Policies

Susan Rieger, Associate Provost
Office of Equal Opportunity and Affirmative Action
103 Lew Library, MC 4333
212-854-5511
www.columbia.edu/cu/vpaa/eoaa/

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/eoaa/docs/student_discrim.html.

Drug Offenses at or near Educational Institutions

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

Drugs and Federal Aid

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

Drug Penalties

21 U.S.C. 844(a) First conviction: Up to one year imprisonment and fine of at least $1,000 or both.
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 crack conviction and the amount of crack possessed exceeds 3 grams. (c) Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
21 U.S.C. 853(a) (2) and 881(a) (7) Forfeiture of personal and real property used to possess or to facilitate possession of a Controlled Substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)
21 U.S.C. 881(a) (4) Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a Controlled Substance.
21 U.S.C. 844(a) Civil fine of the reasonable costs of the investigation and prosecution of the offense.
21 U.S.C. 862 Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to five years for first offense, up to 10 years for second, and permanent denial of benefits for subsequent offenses.
18 U.S.C. 922(g) Ineligible to receive or purchase a firearm or ammunition.

Miscellaneous
Retection of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, is vested within the authorities of individual federal agencies.

Contact Information

Equal opportunity and nondiscrimination Policies and Procedures on Discrimination, Discriminatory harassment and Sexual harassment, which are available online at: www.cumc.columbia.edu/student/health.

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

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

HEALTH ISSUES RELATED TO DRUGS

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

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

ATTACHMENT A

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 862
Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to five years for first offense, up to 10 years for second, and permanent denial of benefits for subsequent offenses.

21 U.S.C. 862
Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to five years for first offense, up to 10 years for second, and permanent denial of benefits for subsequent offenses.

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

Miscellaneous
Rejection of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, is vested within the authorities of individual federal agencies.
Sexual Assault Policy and Disciplinary Procedure

Columbia University Policy Statement against Sexual Assault

Columbia University, Barnard College, and Teachers College do not tolerate sexual assault of any degree or kind. 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.

The University defines sexual assault as: non-consensual, intentional physical contact of a sexual nature, such as unwelcome physical contact with a person's genitalia, buttocks, or breasts. Sexual assault occurs when the act is committed either by (a) physical force, violence, threat, or intimidation; (b) intimidation, substantial or verbal, of another person; (c) causing another's intoxication or impairment through the use of alcohol or other drugs; or (d) taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

The presence of consent involves explicit communications and mutual approval to 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, substances, and/or force. The absence of "no" is not a "yes."

Sexual assault is a serious problem on college campuses throughout the country. To counteract this problem, the University provides educational and preventive programs, resources for individuals dealing with sexual assault, and accessible methods of complaint resolution.

The University encourages students who believe that they have been subjected to non-consensual physical contact of a sexual nature to report these incidents, whether or not they choose to file an official complaint.

To fall within the jurisdiction of the University's administrative procedures, the alleged sexual assault must have been committed by a student against a student. A student may file a complaint using the University-wide Disciplinary Procedure. This procedure, established specifically to address allegations of sexual assault, ensures that the members of the community hearing the case will be specially trained in adjudicating cases of sexual assault. A student who has been found to have violated this policy may be subject to sanctions including, but not limited to, reprimand/warning, disciplinary probation, suspension, and dismissal. A student may also be barred from certain University facilities or activities, or required to attend educational programming. Sanctions are imposed by the Dean of Students of the student's school in accord with University rules. The disciplinary authority of the University is vested by the Trustees in the President and the Provost and subject to their reserved powers, in the Dean of each faculty. If a student believes s/he has been sexually assaulted by another student of the University, s/he is advised to contact:

Manager Disciplinary Procedure for Sexual Assault 701-A Lerner Hall 212-854-1717

Disciplinary Procedure for Sexual Assault

THE OFFICE OF DISCIPLINARY PROCEDURE FOR SEXUAL ASSAULT

1. The Office of Disciplinary Procedure for Sexual Assault (ODPSA)* administers the Disciplinary Procedure for Sexual Assault (DPSA).

2. The Manager of the Disciplinary Procedure reports through the Executive Vice President of Student Services and provides information reporting to the President's Advisory Committee on Sexual Assault (PACSAs), which provides general oversight of the Policy on Sexual Assault (PSA) and the DPSA. Members of the Committee are chosen by the President and serve for three (3) years.

3. The President's Advisory Committee on Sexual Assault reports to the President.

4. The President's Advisory Committee on Sexual Assault approves a pool of Deans to serve as Hearing Panelists. Deans who have agreed to serve as Hearing Panelists serve a term of three (3) years.

5. The President's Advisory Committee on Sexual Assault also approves a pool of students to serve as Hearing Panelists. Student Panelists may serve for no more than three (3) years.

6. Each case is heard by a panel of three (3) Hearing Panelists, made up of two (2) Deans and one (1) student, selected by the DPSA Manager. All Hearing Panelists receive training on sexual assault prior to service. No deans or students from the school of either of the parties to a case may serve as Hearing Panelists in that case (however, a designee of the respondent's Dean of Students [but not the actual Dean of Students] may be present during the course of the hearing, as discussed in the section entitled "Hearing Procedure").

DISCIPLINARY PROCEDURE FOR SEXUAL ASSAULT

1. The Complaint

Only Columbia University, Barnard College, and Teachers College students may avail themselves of the DPSA.*

a. A student who believes he or she has been the victim of sexual misconduct, assault, or violence committed by another University student may explore disciplinary options by contacting the DPSA Manager via phone, e-mail, or office visit.

b. In order to initiate a formal complaint under the Disciplinary Procedure for Sexual Assault (DPSA), a student must submit a written complaint to the DPSA Manager.

c. During the initial meeting, the DPSA Manager will explain the policy and procedure, and provide a written copy of the parties' rights and responsibilities.

d. If a criminal investigation is under way or if the student has chosen to file a complaint with the police or the District Attorney's office, the disciplinary procedure will be suspended pending the outcome from the DA's office. To institute formal procedures, the student needs to file a written complaint with the DPSA Office.

e. A student may bring charges while he or she is enrolled in the school he or she was enrolled in at the time of the alleged violation.**

f. Complaints may only be brought against students who are currently enrolled in a school or on leave.***

2. Notice to the Respondent and Respondent's Dean of Students

a. Upon receipt of the written complaint, the DPSA Manager notifies the student accused of violating the University's Policy on Sexual Assault (PSA) of the charges that have been filed against him or her and the disciplinary procedures that will be followed.

b. The DPSA Manager will set a date for the hearing.

c. The DPSA Manager will call the student accused of violating the PSA into the DPSA Office to review the charges. During this meeting, the DPSA Manager will provide a written copy of the complaint, a letter stating the date of the hearing, a written copy of the PSA procedures, a written copy of the parties' rights and responsibilities, and a list of the possible range of sanctions for a student found in violation of the policy. The Manager will explain the process and describe the parties' rights and responsibilities.

d. The DPSA Manager will inform the student that all of the proceedings and testimony may be subpoenaed for use in a civil or criminal case and that involvement in the University's proceedings does not protect a student from criminal or civil prosecution.

e. The DPSA Manager will also notify the respondent's Dean of Students about the written complaint in order to assess whether the respondent has a prior disciplinary record and whether interim measures need to be taken during the hearing process.

3. The Right to a Hearing

A student charged with violating the PSA is entitled to notice of the specific charges, an opportunity to be heard, and an opportunity to appeal the disposition of the case to the Dean of his or her school. A hearing under the DPSA is not a legal proceeding; violations of the PSA do not subject the responsible student to criminal penalties.

a. The respondent is presumed not to have violated the PSA.

b. The respondent shall be given at least five (5) days notice of the hearing except in those rare instances when it may be necessary for reasons of safety or other exigency to schedule a hearing without advance notice. Under no circumstance will the respondent be denied notice of the specific charge, the right to be heard, and the right to appeal.

c. While it is expected that the respondent will participate in the disciplinary process, he or she retains the right to decline participation; he or she cannot be required to respond to charges or to appear at a hearing. Failure to respond to charges will not be considered as evidence; however, the hearing and the disciplinary process will proceed regardless of whether the respondent chooses to participate.

d. A complainant who wishes to withdraw the complaint and/or a respondent who does not wish to participate in the hearing process is advised to contact the DPSA Manager to discuss his/her rights.

4. Mediation

At any time after a complaint has been received, but prior to a decision being rendered by the Hearing Panel, the parties may agree to settle the matter between themselves with the help of a mediator available within the University, coordinated by the DPSA Manager.

a. To pursue mediation, the interested party or parties must contact the Manager. The parties may not contact each other directly to discuss this option but must negotiate through the DPSA Manager.

* Sexual Assault is adjudicated through the DPSA for all students attending Columbia University and its affiliate institutions, with the exception of the Law School, UTS, and JTS.

** If charges are filed against a student who is in his or her final semester, but the hearing process has not been concluded by the end of term, the respondent’s diploma may be withheld pending a final disposition in the case. If a complaint is made, but the respondent has continued enrollment in a different school within the Columbia University system, it will be at the discretion of the dean of the new school to agree to accept the complaint and refer the matter to the Office of Disciplinary Procedure for Sexual Assault to convene a panel.

*** In cases of students on leave, the hearing may be postponed until the respondent student has re-enrolled. Charges may not be brought against non-students, graduated students, or students who have permanently withdrawn.

14 | Sexual Assault Policy and Disciplinary Procedures
b. Mediation may be pursued only with the consent of both parties.

c. If mediation is agreed upon, the DPSA Manager will facilitate selection of a mediator. In the event that the decision to proceed through the process of mediation is made after the hearing has begun, the Panel will suspend the hearing to allow the mediation to proceed.

d. If the parties are able to reach a resolution through the process of mediation, the hearing will be concluded and the case closed. No further action may be taken by the DPSA.

e. If the parties are unable to resolve their differences through the process of mediation, the hearing will resume.

f. In an effort to promote honest and direct communication, information disclosed during the mediation must remain confidential while the mediation process is pending, except where disclosure may be required by law. If the DPSA Panel is convened prior to any resolution through mediation, only the complaint will be forwarded to the Hearing Panel. No offers, concessions, or other information disclosed during the mediation process will be admitted to the DPSA Hearing Panel.

5. The Right to a Supporter

Both students are entitled to have a Supporter present at the hearing. The Supporter must be a current member of the Columbia University community (faculty, staff, or student). The Supporter, however, should not be someone who has a current formal role (e.g., an adviser, professor, coach, etc.) with either one or both of the students, such that there is a potential conflict of interest.

a. A Supporter may not be a witness. If the Panel believes that a designated Supporter could be called as a witness, it will request that the Supporter be replaced.

b. A Supporter’s function is solely to support the student. During the hearing, the Supporter may, in a nondisruptive manner, talk quietly or pass notes to the student; he or she may not pose questions or otherwise intervene in the process.

c. Neither party is entitled to legal representation [as that term is commonly understood] in the hearing procedure, though the member of the Columbia community serving as Supporter may be an attorney by training. Either party is free to consult an attorney outside the hearing room.

d. Family members of the parties are not permitted to serve as Supporters that attend the hearing or participate in the process.

6. Confidentiality

Confidentiality about the proceedings, the participants in the proceedings, and the outcome of the proceedings must be maintained by all individuals involved (students, hearing Panelists, witnesses, and supporters).

a. The DPSA Manager will inform both students of the requirements of confidentiality of the proceedings and the need to inform any potential witnesses of these requirements.

b. The requirements of confidentiality do not prohibit either student from informing his or her family, a counselor, or a legal adviser of the charges and proceedings, or from seeking assistance in his or her defense; nor do these requirements prohibit either from speaking to potential witnesses.

c. Breaches of the confidentiality of the proceedings or acts of retaliation against any student bringing a complaint constitute violations of the Sexual Assault Policy.

7. Constitution of the Hearing Panel

a. The hearing will take place before a Panel consisting of two deans and one student, all three chosen from a trained pool and all three having no school affiliation or other connection with either of the parties. All Panelists have received training on sexual assault prior to service.

b. Within ten (10) days of receiving the complaint, the DPSA Manager shall constitute a Hearing Panel consisting of two deans and one student and notify the parties of its membership. The DPSA Manager will inform the parties of their right to challenge any member based on a conflict of interest or prior acquaintance or association. Such challenges to a Panel member must be submitted to the DPSA Manager in writing. If the student member of the designated Hearing Panel is challenged, the parties can mutually agree to exclude the student Hearing Panelist entirely, such that the Panel consists only of two deans. The parties are given 14 days after notification of the Panel’s constitution to register their objections to any member in writing.

8. Timetable for the Hearing

Under ordinary circumstances, the hearing shall be set to begin no less than five (5) and no more than thirty (30) days after the respondent has received written notice of the complaint and a copy of the complainant’s written statement, unless due to complications with scheduling.

Both the complainant and the respondent will be given the opportunity to make a presentation, present witness testimony, offer documentary evidence, and provide rebuttal testimony and evidence. Copies of all written documents submitted by either party to the DPSA Manager in preparation for the hearing will be given to the Panel and to the opposing party.

a. In advance of the hearing, the respondent is advised to provide to the DPSA Manager a written response to the charge, a description of the evidence he or she would like to present, a list of witnesses to be called, and a set of questions to be put to the student bringing charges and the assistance to be called.

b. The complainant may also submit a description of the evidence he or she would like to present, a list of witnesses to be called, and a set of questions to be put to the accused student and the witness to be called.

c. The Panel will determine the witness to be called, the questions to be asked of them, and the documents to be reviewed as deemed necessary to assure fairness for the parties and to observe the safeguards of these Disciplinary Procedures.

d. At least three (3) days in advance of the first session of the hearing, the parties shall submit to the DPSA Manager for distribution to the Hearing Panel a brief summary of the anticipated testimony of each of their witnesses. In the event the Panel decides to hear a witness’s testimony, the brief summary will be provided to the other party, if possible, two (2) days in advance of the witness’s appearance.

e. The DPSA Manager will schedule the appearance of witnesses, advise them about the procedure, and notify them of the requirements of confidentiality.

f. During the hearing, both students will have the opportunity to submit questions before a witness testifies, during a break in testimony, and after a witness has testified. Witnesses may be recalled and questioned by the Panel as it deems necessary in the interest of fairness.

g. Parties may offer the names of rebuttal witnesses to be called; they may also offer additional evidence. The Panel may call rebuttal witnesses and admit rebuttal evidence as it deems necessary in the interest of fairness.

9. Testimony by Closed-Circuit Television

Provisions will be made for each party to watch a simultaneous transmission of the other’s testimony on closed-circuit television, rather than have them present in the same room to hear the other testify.

10. Hearing Procedure

During a hearing, the Hearing Panel shall make all procedural decisions they deem necessary to ensure fairness and avoid undue delay.

a. The Hearing Panel will determine the admissibility, relevance, and materiality of evidence offered, and may exclude evidence or witnesses they deem to be cumulative, irrelevant, or disruptive.

b. The hearing is a fact-finding and adjudicative proceeding, and it is necessarily formal to a certain extent. However, it differs from courtroom process in a number of ways. A party is not entitled to cross-examine witnesses, though, both parties have the right at various stages of proceedings to submit questions to put to witnesses (at the discretion of the Panel). A party is not entitled to be present to confront witnesses or to confront the other party, though every effort will be made to allow a party to watch the other party’s testimony on closed-circuit television, so that he or she is aware, in detail, of the evidence that is being offered against him or her and thus has an opportunity to rebut it, in detail.

c. Prior to and during the hearing, at the discretion of the Panel, extensions of time may be granted to either party for good reason.

d. The Hearing Panel may stop the hearing at any time if any person becomes disruptive.

e. The respondent has the right to testify in his or her own defense but may choose not to do so. In the event that the respondent chooses not to appear or to testify, he or she will be informed that the Hearing Panel may nonetheless proceed to a decision. Failure of the respondent or the complainant to respond to questions should not prejudice the Hearing Panel.

f. The prior sexual history of either party, other than the history of a sexual relationship between the parties, is not admissible in the hearing, except testimony submitted by a party concerning his or her own sexual history.

g. Either party may submit evidence of the history of any sexual relationship between the parties. If either party submits such evidence, then the other party has the right to respond to that evidence.

h. A verbatim transcript of the hearing will be kept for the use of the Panel and for purposes of appeal.

i. The Hearing Panel may seek guidance from the Office of General Counsel at any time prior to or during the hearing with respect to procedural issues.

j. The Hearing Panel considers the evidence and makes its determination based on a “clear and convincing” standard of evidence, which means that, in order to determine whether the respondent has violated the PSA, the evidence supports that the thing to be proved is highly probable or reasonably certain.

k. The DPSA Manager, along with a designee of the Dean of Students of the school in which the respondent is enrolled (but not the actual Dean of Students), may be present (via closed-circuit television) during the entire hearing process. However, neither the DPSA Manager nor the Dean of Students’ designee will have the right to vote as part of the determination process; only the Panelists shall determine whether the respondent has violated the PSA.

11. Closing Statements

Before the Panel retires for its deliberations, each party shall have the opportunity to present a written or oral statement, based on the evidence submitted, in support of his or her position. Both parties’ closing statements may also include a description of the impact that the alleged incident and/or the process has had on him or her.

12. The Panel’s Findings

a. After considering all of the evidence offered at the hearing, the Panel shall determine whether the respondent has violated the PSA. The DPSA Manager shall then notify the parties and the Dean of Students of the accused student’s school of its decision. In the event the Panel concludes that a violation has occurred, the Panel shall recommend a sanction to the responsible student’s Dean of Students. All deliberations of the Hearing Panel will be held in private.

b. In making its determination, the Panel will rely on the evidence, testimonial and documentary, offered at the hearing. As part of the decision process, the Panel shall prepare a brief written report and, in the appropriate case, make a recommendation to the Dean of Students.
c. For there to be a finding of a violation of the PSA, the Panel need not be unanimous, but both deans must be convinced by clear and convincing evidence that the violation has occurred.

d. In the event the Panel determines there has been a violation of the PSA, it shall submit its written report to both deans and to the Dean of Students of the accused student’s school. If the student member of the Panel disagrees with the Panel’s findings, he or she may write a dissenting report to be submitted to the Dean of Students of the respondent’s school together with the written report submitted by the deans.

e. In the event the Panel determines there has been no violation of the PSA, it shall provide written notification to both students and notice of its finding to the Dean of Students of the accused student’s school. It shall submit the written report to the DPSa Manager for the ODPSA files.

13. The Imposition of Sanctions

When a violation has been found and sanctions recommended, the Dean of Students of the accused student may choose to implement or modify the Panel’s recommended sanctions, while taking into consideration the student’s overall disciplinary record; however, he or she cannot change the Panel’s finding of responsibility. Sanctions include, but are not limited to, reprimand/Warning, disciplinary probation, suspension, or dismissal; a student may also be barred from certain University facilities or activities, or required to attend education programming.

a. The Dean of Students of the responsible student’s school will inform the respondent student and the DPSa Manager of the sanction to be imposed.

b. The Dean of Students will also inform the respondent of his or her right of appeal.

c. The DPSa Manager will then ensure that the complainant is informed of the determination of a violation and the sanction imposed upon the respondent.

d. The DPSa Manager will inform the Panel of the sanctions imposed upon the respondent.

14. The Appeals Process

A student found to have violated the PSA has the right to appeal the decision or sanctions to the Dean of his or her school.

a. The student must submit the appeal within thirty (30) days of receiving notice of the sanction imposed by the Dean of his or her school.

b. The Dean will send notice of the appeal to the Panel and to the DPSa Manager.

c. The DPSa Manager will notify the Complainant that an appeal has been filed.

d. The appeal must be in writing and clearly state the grounds for the appeal.

e. The Dean is expected to rely upon the written record of the hearing, he or she may consult with the Panel members, but ordinarily he or she will not conduct a new factual investigation or consider new evidence.

f. The standard for review is whether the decision made, and the sanction imposed, are reasonable under all of the circumstances of the case. In making this determination, the Dean should generally consider three things: (i) whether important new information is supplied that was not available at the time of the hearing; (ii) whether there are procedural issues that materially affected the decision made; (iii) whether the level of the sanction issued does not seem appropriate for the violation.

The presence of one of these criteria may not necessarily elevate the event to a Special Event status, however, these factors should be considered cumulatively.

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

SPACE APPLICATION REQUIREMENTS

Applicants will be requested to fill in various sections of the application form depending upon the classification of their events. The sponsoring organization must provide all the requested information in a timely and accurate manner to the venue manager, and for student groups, to the appropriate school activities officer. Any changes in the details of the event that occur after the safety review is completed must be conveyed to the person who originally received the application. The venue manager or the sponsoring organization’s school may cancel or withdraw approval for

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University Event Management Policies

I. University Groups and Organizations

These policies delineate a framework to aid University groups and organizations in planning and scheduling events such as meetings, exhibits, performances, conferences, training, and recreational events to be held at Columbia. By describing a uniform approach to event planning and evaluation, we hope to make the process of planning events consistent across campus. Managers of Columbia meeting and event venues and University departments, offices, groups, and student organizations requesting to reserve campus facilities are expected to follow these policies. Nonaffiliates seeking to hold events at the University are covered by Part II: Access to University Facilities by Nonaffiliates.

EVENT MANAGEMENT AND SCHEDULING SUPPORT

The University Event Management staff in Lerner Hall oversees and coordinates event management policies on the Morningside campus. In addition, University Event Management is responsible for scheduling all space within Lerner Hall, Faculty House, Miller Theatre, Earl Hall, St. Paul’s Chapel, Kellogg Center, Low Library, and Philosophy Lounge. Venue managers are responsible for their spaces and determine or oversee the local policies or prerequisites for use of their spaces.

EVENT SPONSORSHIP

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

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

STUDENT GROUPS

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

EVENT CLASSIFICATION

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

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

Special Events include those events that meet the following criteria:

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

The presence of one of these criteria may not necessarily elevate the event to a Special Event status, however, these factors should be considered cumulatively.

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

SPACE APPLICATION REQUIREMENTS

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

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

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

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

This process normally takes 5 business days and it must be completed 10 business days prior to the event. Special consideration will be made for events that fall within the 10-business-day requirement. Such consideration is made on a case-by-case basis and must be requested by the appropriate advising office.

GUEST LISTS
Recognized student groups sponsoring a campus event may invite guests who are unaffiliated with the University to the event.

The student group must compile a guest list of those individuals who have been invited to the event exclusively by the student group; the list will include a reasonable number of guests in accordance with the size of the event. The guest list must be submitted to the sponsoring group’s advising office for review and approval no later than 2 business days prior to the event.

Once the guest list is submitted, it is considered final and no additional names may be added. All persons named on the guest list must be known to the student group and specifically invited by the student group. Speakers and performers may submit a limited guest list of individuals personally known to the speaker or performer. This list must be submitted to the sponsoring group’s advising office for review and approval no later than 2 business days prior to the event.

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

PARTISAN POLITICAL CAMPAIGN ACTIVITIES ON CAMPUS OR AT CAMPUS FACILITIES
Because of its nonprofit status, the University is strictly prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. As a result, the use of the campus or campus facilities for partisan political campaign activities is strictly regulated.

Those planning, sponsoring, or hosting any event that may constitute a partisan political campaign activity must check with the General Counsel’s Office. [Also, see: Policy on Partisan Political Activity.]

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

ADVERTISING
Event advertising, both on and off campus, may not be done before copy is approved by the host venue manager and where relevant, the student activities adviser or appropriate dean. When an event requires admission by ticket, or if there is an attendance limit, all advertising must describe these requirements. If an event is sold out, the sponsoring organization must make a good faith effort to publicize that information. If admission requires an ID, copy must include which IDs will be accepted stating “Valid ID card from [insert names of invited schools or organizations] or Columbia University required for admission to event.” The sponsoring organization must make it a sole source of event advertising and its name must appear on all advertising.

Advertising indicating that a Columbia University school or department is sponsoring the event must be written consent of the appropriate University dean or designated school officer. University policies and state laws covering the distribution or sale of alcohol at an event will apply to all advertising copy. Please consult Policies on Alcohol and Drugs for additional information.

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

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

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

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

DISABILITY SERVICES
During event planning, help with access needs for persons with disabilities can be obtained from the Office of Disability Services, seventh floor of Lerner Hall, 212-854-5573. An accommodation applicant can consult Policies on alcohol and drugs for additional information.

COMMERCIAL FILMING, NEWS, DOCUMENTARIES, AND STUDENT FILMING
Commercial films are defined as all feature films, commercials, still photography ads, and any other profit-making film/photography ventures. All production companies wishing to scout locations on campus are to be directed to Student and Administrative Services, Office of the AVP of Communications. The AVP will review the request, forward it to the proper department for review, and, once approved has been received, make appropriate arrangements with University Event Management. The Office of Communications and Public Affairs and General Counsel must review the premise/genre of the shoot. Permission from the Building Manager and appropriate Deans needs to be procured; contracts need to be signed; and insurance certificates need to be on file before final filming arrangements can start. Hourly rates are charged for all types of commercial work. The academic and event calendar may prohibit commercial filming during certain times of the year.

All news media, documentary, and film interview requests are handled through the Office of Communications and Public Affairs in 306 Low Library, 212-854-5573, which keeps a database of Event Management and the AVP of Communications (Student and Administrative Services) informed. The Office of Communications and Public Affairs advises whether such requests should be handled as a nonchargeable or commercial venture.

Columbia film students interested in filming on campus must complete a student filming application, which is available on the Lerner Hall Web site, www.columbia.edu/cu/lernerhall/docs/Policies/UEM_Policy_Film.html. Completed applications must be submitted to University Event Management at least 4 weeks prior to the shoot date. Columbia students are not charged for using University space.

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

Special Policies Applicable to Outdoor Space
Outdoor space is available between the first Monday following April 21 through the first Monday after October 21.

Outdoor space on the Morningside campus is reserved through University Event Management in Alden Lerner Hall. This University Event Management Policy governs access and use, and applies to all users of outdoor space, including student, faculty, and administrative groups, seasonal programs, as well as community groups and neighborhood schools. Space Use Applications may be obtained from Lerner’s seventh floor or printed from Lerner Hall’s Web site at www.columbia.edu/cu/lernerhall. Completed applications must be submitted to University Event Management in Lerner Hall. Deadlines for the application for outdoor space are the same as for indoor events. A Special Events Service Request Form, available from Lerner’s seventh floor, must be used to request services such as tables, chairs, electrical support, clean-up, etc. Completed Service Requests must be returned to Columbia University Facilities Campus Operations in EB-66 Lerner Hall C Level no fewer than 10 business days before the event.

AMPLIFICATION
Amplification will not be approved during time periods in which it may disrupt the workday, classes, or other events. Amplification is not approved during reading periods or exam periods. New York City noise codes prohibit amplification after 10 p.m. University policy prohibits excessive noise amplification during business hours, although exceptions for limited amplifica-

* It is suggested that Pupin, Havemeyer, Revson, Ancel, Urs, Schermerhorn, Avery, Dodge, Kent, or Low Plazas be reserved as a backup to cover this occurrence.
tion may be made between 12 noon and 2 p.m. Amplification includes, but is not limited to, any speaker more powerful than a portable radio, professional sound equipment, novice sound equipment, and any single instrument with an amplifier.

BARBECUES
Revere Plaza, Anzalci Plaza, Low Plaza, Van Am Quad, Wien Courtyard, Pupin Courtyard, and the paved area between Butler Library and the Sundial are acceptable locations for barbecues if proper application and approval processes are followed. Barbecues can be held only in these approved locations. Campus barbecues must adhere to New York City Fire Department code and University regulations. Group Barbecues require adviser approval, scheduling and service coordination with University Event Management and Facilities, and adherence to fire safety codes. Grills cannot be used indoors, on lawns, on building roofs, or at any other campus location. Grills must be kept at least 10 feet from any structure. Match-light grills are the only charcoal approved for use; lighter fluid and propane barbecues are not permitted. Grill kits must be ordered from ACE Rentals via UEM and Facilities. Coals must be fully extinguished and cool prior to disposal in a bag or coal bin. Disposal bags and coal bins are to be placed on hard-surfaced areas, not on the lawns. A 2 ½-gallon pressurized water extinguisher, a 16-quart pail of water, or a charged water hose must be on site for each barbecue unit used. Student groups will be charged a discharge fee if the water extinguisher has been used and a fire report has not been submitted. To avoid this fee, the fire extinguisher must be returned either in sealed condition or, if used in the case of an actual fire, along with a fire report submitted to Public Safety. Additional guidelines may apply to barbecues depending on the specific location.

BALLOONS/BANNERS
Event organizer must request a make-up request to University Event Management giving exact locations for display and the wording, if any, on items; University Event Management will confirm that there are no conflicts with events in surrounding locations, being held on same date(s) and will put the event reservation into EMS. University Event Management must be advised of the request and approve before balloons/ banners are placed on campus. UEM will let Public Safety, Campus Operations (Grounds and Events Administration) know of the dates/times balloons and/or banners will be displayed so that no one removes them prematurely. The requestor puts balloons around campus and then removes both the bal- loons and all string (usually on the same day, since they deflate during the night) or banners on walls as requested—using only tape that is removable and will not leave a residue; the banners will be removed each evening. Note: Banners cannot be attached to any lawn posts/chains and/or lampposts. The Grounds Department will charge the event organizer if they are required to remove any/all balloons, string, tape, or banners left after the event.

CHALKING
The use of chalk on Morningside Campus lawns, paved, and hardscapes is prohibited.

CANDLES
The use of candles on Morningside Campus lawns, paved, and hardscapes is prohibited.

FIELD USE
Field Use Must comply with the following guidelines:
• All fields are subject to unobstructed closure as a result of precipitation or flooding, puddling, unanticipated excess wear, and/or emergency repairs. Fields will remain closed for 12 hours after rain occurs. When this happens, the event organizer is responsible for locating alternate venues.*
• Cleat shoes or participation in activities destructive to the ground is not permitted (e.g., football, rugby, soccer, and other contact sports).
• Pools, water games, and dunk tanks are not permitted on lawns; if use is approved, they are restricted to paved walkways, and plazas where a drain is in close proximity.
• Math Lawn is separated into two areas—ML North and ML South. Only one of the two fields can be reserved each day.
• With the exception of Commencement Week and Alumni Weekend, Furnald Lawn is restricted to passive use only (e.g. lounging).
• South Field is separated into two areas—SE East and SF West. With the exception of Commencement Week, only one of the two fields can be reserved each day. South Field use is governed by a flag system. Flags are located at the corners of the fields; a green flag permits walking, sitting, and sports such as throwing a ball or tossing a Frisbee; a red flag prohibits all access to the field on which the flag is located.
• To return lower campus to its pristine condition before the start of each fall semester, South Fields East and West, Furnald Lawn, and Hamilton Lawn are closed from the last week of July until the last week in August.
• Usage of fields must comply with associated signage: Hamilton and Furnald Lawns are used for quiet activities, while South Fields East and West are governed by a flag system. Coats are prohibited on all lawns.

FIELD USE RESTORATION COSTS
Lawn maintenance costs will be evaluated by Facilities’ Grounds Management on a per event basis. Pretreatments, damages, and repairs to the lawns or irrigation systems, and post-event grooming, will be billed to the event organizer. Event planners are responsible for all material and labor necessary to return the reserved space to its original condition after usage.

FURNISHINGS, GAMES, HEATERS, ETC.
• Heaters brought on campus must follow New York City Fire Department guidelines.
• Inflatables are to be installed and dis- mantled on the same day as they are scheduled to be used. Inflatables are approved for use only for South Lawns with prior approval from University Event Management and Facilities.

Inflatables and games with flooring can remain on lawns for no more than 8 hours.
• Tables and chairs will be delivered/dropped off on walkways nearest lawns. When an event is scheduled prior to setup and broken down and stored on the same walkway until scheduled pick up/removal.

LAWN/PAVER PROTOCOLS
The following activities are not permitted on campus lawns or pavers:
• swinging/sitting on lawn posts/chains
• using a lawn for any purpose when it has been closed by ranged fencing or has a red flag posted
• organized sports on any lawn
• water guns, balloons, dunk tanks, and/or wading pools in close proximity or on any grass surface
• adhering bulletins and notices on flag poles, lampposts, terrace/building walls, and lawn posts and chains
• using carriages, bikes, and strollers on lawns.

PAINTING
The use of paint on the Morningside campus lawns, paved, and hardscapes is prohibited.

PETS
No pets are allowed on campus.

TENTING
• All tents must be ordered through Facilities: Events Administration.
• Tents may be erected on South Lawns East and West, Furnald Lawn, Hamilton Lawn, and Weston II Lawn. It is strongly suggested that groups consider tented space consider hardscaped sites such as Lo Plaza, which has lower user maintenance costs.
• Tents, tent flooring, staging, and risers may remain on lawns for no longer than 48 hours.
• Event deck is mandatory on pathways to, and beneath, all tents, as well as beneath inflatable and food preparation areas.
• Tents, stakes, spikes, posts, and sport netting must be installed with Grounds Staff supervision. A representative of the event sponsor must be on site during installation of tents, games, and set up of tables and chairs to assure proper location, placement, and orientation.
• After tents, inflatables, and/or games with flooring are removed from a lawn, it will be closed for 7 days in order to allow for ample time for lawn recovery.
• Event planners are required to secure applicable regulatory permits prior to tent installation.

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

Columbia University, as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Political intervention includes not only making financial contributions but also the publication or distribution of written or oral statements on behalf of or in opposition to a particular candidate. There are no exceptions to this prohibition. Even an insubstantial violation may lead to monetary fines and exposes the University to the possibility of revocation of its tax-exempt status. Nonetheless, the University is dedicated to the free expression of ideas. It encourages students, faculty, and other employees, in their individual capacities, to participate fully in the political process during campaigns by candidates for public office as long as they do not—either overtly or implicitly—involve 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 campaigns. 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 activities:

1. When endorsing or opposing a candidate for public office or taking a position on an issue for the purpose of assisting or opposing a candidate, individuals and groups within Columbia University should undertake to make it clear that they are speaking only for themselves and that they are not representing the University position. This is particularly important for those who in their official capacities 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 e-mail addresses of departmental offices or the offices of faculty or other employees;
   c. University-provided office supplies, telephones, facsimile machines, copiers, etc.;
   d. the University’s sales tax exemption for purchases of goods and services.
7. Any communication disseminated through the Columbia e-mail system that could be construed as relating to political activity must include a clear statement that such communication represents the personal position of the author.
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 each 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 not sponsored the event. All plans, publicity, and other information relating to such activities must be approved in advance by the appropriate student affairs office and the General Counsel’s Office. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such activities. 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 Lotho Flowers, Director of Government Relations and Policy Coordination, 212-854-3738, or Howard A. Jacobson, Deputy General Counsel, 212-854-5583, hj@gc.columbia.edu. At the Columbia University Medical Center, Ross A. Frommer, Deputy Vice President, 212-305-4947, raf2002@columbia.edu, is also available for assistance.

PARTISAN POLITICAL CAMPAIGN EVENTS ON CAMPUS

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

1. All plans, publicity, and other information must be approved in advance by the appropriate student affairs office and the General Counsel’s Office, 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.

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 phone numbers) 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 or school banners may not be displayed; University-related group banners may be.
7. All normal costs (such as for University security, telephones, facsimile machines, and duplicating 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.

Columbia University’s Outdoor Grounds

The University’s outdoor grounds may be used for partisan political campaign activities only 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.

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 or school banners may not be displayed; University-related group banners may be.
7. All normal costs (such as for University security, telephones, facsimile machines, and duplicating 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.

Columbia University Public Safety Web site: www.columbia.edu/cu/publicsafety/
Morningside Campus: Required Medical Leave for Students with Eating Disorders

Policy

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

1. Before an involuntary medical leave is considered, efforts will be made to encourage the student to take a voluntary medical leave, thus preserving, to the extent possible, confidentiality and privacy.

2. This policy will be invoked only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary medical leave of absence.

This policy is for students on the Morningside campus.

Protocol

PLACING A STUDENT ON INVOLUNTARY MEDICAL LEAVE OF ABSENCE

The Dean of Students or a designee may be alerted to a student’s behavior—e.g., self-starvation, severe purging, or dangerously low body weight—which is believed to be either threatening to themselves or the integrity of the University’s learning environment. In consultation with the Eating Disorders Team of Health Services at Columbia, the Dean of Students will gather necessary information to draw a conclusion about the student’s illness. This may include a required evaluation by the ED Team (in the instance of students who are not known by the team). The student will be informed of the requirement of a mental and/or physical evaluation. The student will be further informed, in writing, of the Dean’s access to information emanating from this evaluation. If the student fails to comply with the advised medical evaluation, then the student’s parent, guardian, or appropriate emergency contact may be notified and the student may be asked to leave the University. The University may take this action out of concern for the student’s health and welfare.

If the Dean then deems it appropriate, upon the recommendation of the Health Services staff, to pursue a medical leave, these steps will be initiated:

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

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

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

IF INVOLUNTARY MEDICAL LEAVE IS IMPOSED

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

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

IF INVOLUNTARY MEDICAL LEAVE IS NOT IMPOSED

The Dean of Students or a designee will 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.
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 granted 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 that same status. International students are advised that 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

An attending 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 request 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 consultation 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 University. Whether the period of Leave is counted as part of the time allowed for completion of degree requirements will be at the discretion of a student’s individual school. Since a Leave of Absence is not a registration, a student on Leave may not use University facilities, including libraries, housing, the fitness center, health services, the student center, nor receive financial aid. Occupied University housing must be vacated promptly by students on Leave. A Leave of Absence must be approved before the term for which it is requested; it cannot be granted retroactively. Students who wish to withdraw from a term in progress should refer to their individual school’s policies.

The process for returning from a Leave of Absence varies from school to school. Students returning from a Leave should therefore refer to the policies of their individual school to determine the 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 Leavess 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:

- 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 professional(s). Students will be asked to sign written consent for the release of this information.

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 will maintain the confidentiality of all information regarding Voluntary Leaves in accordance with federal, state, and local law, and to the greatest extent consistent with the goal of processing such Leaves. All records concerning Voluntary Leaves of Absence are confidential, and the official copy of such records shall be retained by the school in which the student was enrolled at the time of the Leave. Access to these records is limited by 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: Medical Leave for Students with Eating Disorders” policy in this guide (see page 21) governs situations in which the health condition affecting a student is an eating disorder.

22 | Voluntary Leave of Absence
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 at risk of serious harm to himself/herself or to others.

In the Involuntary Leave process, the student will be provided with a detailed explanation of the reasons for the action and an opportunity to be heard. This process is distinct from the Due Process procedures provided in the University Code of Student Conduct.

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 Notice of Notification the DOS will provide the student with information regarding procedures for an Involuntary Leave of Absence.
2. The DOS or designee will gather information necessary to make an individualized and objective assessment of the student’s ability to safely participate in his/her academic program and in the University community. The DOS or designee may gather this information from various sources, including but not limited to administrators and faculty from the student’s school or department; on the Morningside campus, Counseling and Psychological Services and/or Primary Care Medical Services; on the CumC campus, an appropriately trained health professional identified by the DOS; and Columbia University Public Safety.
3. In an effort to gather the most current information about the student, the student may be asked to consent to a psychological and/or medical evaluation (at no cost to the student). For students enrolled on the Morningside campus, this evaluation may be completed by a member of Counseling and Psychological Services staff for issues related to mental health or a member of Primary Care Medical Services staff for issues related to physical health. For students enrolled on the CumC campus, this evaluation will be arranged through the DOS’s office. The student may also be asked to provide relevant medical and/or psychological information from his/her health care provider. If a student declines to consent to release the requested medical/psychological information, this declination may be included along with all other available information in the decision whether to place the student on leave.
4. Upon gathering relevant information the DOS will convene a Committee on Leave to examine the materials presented and submit a recommendation to the DOS. The Committee may be composed of administrators, faculty, and staff from any or all of the following:
   a. Columbia University Public Safety
   b. the school in which the student is enrolled
   c. for Morningside students:
      1) Columbia University Primary Care Medical Services
      2) Columbia University Counseling and Psychological Services
      d. other professionals as deemed necessary by the DOS
5. Based on the Committee’s recommendation, the DOS will render a decision, which shall be final.

If Involuntary Leave Is Imposed
1. If a student is placed on an Involuntary Leave, the student’s Columbia University Identification Card must be returned to the Office of Dean of Students in the time period indicated in the Notification Letter. Occupied University housing must be vacated immediately.
2. The student may not visit the campus or any other University-owned facility except with the written permission of the DOS or his/her designee. Permission may be set forth in the Notification Letter. Otherwise, the student must remain off campus in accordance with applicable federal, state, and local law. The student’s appeal and request for re-enrollment will be considered.
3. 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 as deemed necessary by the DOS
4. The decision of the DOS regarding the student’s eligibility to re-enroll will be communicated to the student in writing. As needed, the DOS or his/her designee will notify the appropriate offices and administrators regarding the decision, and any relevant conditions thereof.
5. 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.
6. Students who participated in campus housing prior to their Leave are not guaranteed housing upon re-enrollment.

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

Return from Involuntary Leave
1. Requirements and deadlines relevant to the process for re-enrollment after an Involuntary Leave will be specified in the Letter of Notification.
2. All students returning from an Involuntary Leave will be required to have an assessment interview prior to being approved by the DOS for re-enrollment. This assessment may be conducted on the Morningside campus by a member of the Counseling and Psychological Services staff and/or a member of the Primary Care Medical Services staff, if a psychological or physical illness contributed to the student’s inability to remain safely on campus. On the CumC campus, this assessment may be performed by an appropriately trained health professional identified by the DOS. These assessments will not be conducted without signed written consent for release of information by the student.
3. As part of the assessment process, students may additionally be asked to authorize his/her health care provider while they were on Leave to provide a “Certificate of Fitness to Return.” If a student declines to release this requested medical/psychological information, this declination may be included along with all other available information in the decision regarding whether to allow the student to re-enroll.

Confidentiality
Columbia University will maintain the confidentiality of all personal identifying 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 applicable federal, state, and local law.

Columbia University reserves the right to notify a parent or legal guardian if appropriate under the circumstances and as permitted by applicable federal, state, and local law.

*Note that the “Morningside Campus: Medical Leave for Students with Eating Disorders” policy in this guide (see page 21) governs situations in which the health condition affecting a student is an eating disorder.

Involuntary Leave of Absence | 23

Columbia University reserves the right to notify a parent or legal guardian if appropriate under the circumstances and as permitted by applicable federal, state, and local law.
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 charges 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 student 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.

Essential Resources

Disability Services

Health Services at Columbia’s Office of Disability Services (ODS) facilitates equal access for students with disabilities by coordinating reasonable accommodations and support services. ODS also provides assistance to students with temporary injuries and illnesses.

Reasonable 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. Accommodation plans and services are designed to match the disability-related needs of each student and are determined according to documented needs and the student’s program requirements.

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 ODS. Students are encouraged to register with ODS 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 the students need to complete the entire registration process before they can be eligible to receive reasonable 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. Please consult the Disability Services Web site for a full list of the ODS liaisons.

For further information, contact the Office of Disability Services: 212-854-2388 (TTY available); 212-854-3448 (fax); disabilityB@columbia.edu; www.health.columbia.edu.

The Morningside campus office is located at Lerner Hall, 7th floor, 2505 Broadway, New York, NY 10027. The Medical Center office is located at 101 Bard Hall, 50 Haven Avenue, New York, NY 10032.

Ombuds Office

The Ombuds Office is essential and confidential resource for informal conflict resolution, serving the entire Columbia University community—students, faculty, and employees. For further information, contact Ombuds Officer Marsha Wagner or Associate Ombuds Officer Bathabile Mthombeni at 660 Schermerhorn Extension; 212-854-1224; ombudsB@columbia.edu. Further information is also available on the Ombuds Office Web site, www.columbia.edu/ cu/ombuds. On Wednesdays 11:30 a.m. to 2:30 p.m., an Ombuds Officer is 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, Unit 45, 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 1141 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:// ssol.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 e-mail to: National Student Clearinghouse, 1345 Sunrise Valley Drive, Suite 300, Herndon, VA 20171, 703-762-4200, degreeverify@nationalstudentclearinghouse.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
www.columbia.edu/cu/policy