Essential Policies
FOR THE COLUMBIA COMMUNITY 2013 - 2014
Introduction

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

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

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

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

This policy handbook is intended to provide information for the guidance of the Columbia community. The editors have exercised their best efforts to ensure the accuracy of the information contained herein, but accuracy cannot be absolutely guaranteed. If you have any questions regarding these policies, please contact: essential-policies@columbia.edu.

Information presented here is subject to change, and the University reserves the right to depart without notice from any policy or procedure referred to in this handbook. This handbook is not intended to and should not be regarded as a contract between the University and any student or other person.

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ESSENTIAL POLICIES

Student Email Communication Policy

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

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

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

CUIT Computer and Network Use Policy

Columbia University maintains certain policies with regard to the use and security of its Information Technology (IT) resources, including computer systems and networks. All users of Columbia University IT resources and facilities are expected to be familiar with and adhere to the CUIT policies and will be subjected to the consequences of 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.
Policy on Access to Student Records under the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended

Guidelines and Statement of Policy

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

I. Scope of the Act.

(a) General. The Federal Family Educational Rights and Privacy Act of 1974, as amended, and its implementing federal regulations afford to persons who are currently, or were formerly, in attendance at the University as registered students a right of access to their “educational records” that contain information directly related to such persons. Persons who successfully applied for admission to the University are not covered by the Act.

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

(a) 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 the student’s attendance at the University.

II. Access Rights of Students.

(a) Procedure. A student may obtain access to his education records by making application to the Student Service Center of the Office of the Registrar.

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

(1) Records maintained personally by faculty members that are not available to others.

(2) Records that are created or maintained by a physician, psychologist, or other recognized professional or paraprofessional that are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment. Thus, for example, a student does not have the right under FERPA to inspect records maintained by the University Health Service or the Counseling and Psychological Service. Such records, however, can be personally reviewed by a physician or other appropriate professional of the student’s choice, and a student may have a right to inspect such records under other laws.

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

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

The University is required to grant the request within 45 days. The Registrar will forward copies of the student’s request to the appropriate offices holding the requested files. These offices will contact the student and invite him to inspect them.

(b) Confidential Letters of Recommendation.

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

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

(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 the Registrar, the office of the school or department in which the student is enrolled, and the office of the department of the student’s forms available. A school or department desiring to formulate a waiver form should consult the General Counsel of the University.

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major field of study. In addition, the University Health Service maintains records relating to students who have utilized its facilities. If a student has utilized a placement office at the University, such office may also maintain records relating to the student.

2. A student may request that his records be amended to eliminate any information contained therein that he believes is inaccurate, misleading, or violates his privacy or other rights. The University is required to respond to such request within a reasonable time. The University notifies the student in writing of the results of the request, except that the University may withhold the privilege of registration or any educational records in order to assure that the records are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights. Normally, an informal hearing will suffice with an officer of the University who has authority to make changes in a student's records. If a student is dissatisfied with the results of such a hearing, the student shall be referred to the General Counsel of the University.

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

4. If, after a hearing, the University decides that the student's records are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights, the student has the right to place in his or her records a statement commenting upon the information and/or setting forth any reasons for disagreeing with the decision of the University.

III. Access by or Release to Others.

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

(1) Officials of the University who have a legitimate educational interest (including persons with whom the University has contracted) in obtaining access to the records. Such access will be granted if the official needs to review an educational record in order to fulfill his or her professional responsibilities. However, it is within the University's discretion to determine what is a legitimate educational interest and determine whether student privacy interests outweigh such interest.

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

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

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

(5) In connection with an emergency, the University may release information from educational records to appropriate persons if the knowledge of such information is necessary to protect the health or safety of a student or other persons.

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

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

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

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

IV. General.


(b) Each office of the University that maintains educational records should keep with each student's file a permanent record of all parties who have requested access to the student's records, other than custodians of such files, University 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 recipients 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 Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5920
Telephone: 202-260-3887
Fax: 202-260-9001

University Regulations

According to University regulations, each person whose registration has been completed will be considered a student of the University during the term for which he or she is 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 the privilege of registration to 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 instructional responsibility 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.
Hazardous Activity in Connection with Initiations and Affiliations (often referred to as hazing)

University policy and state law (New York Penal Law Section 10.16 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. A person who engages in conduct prohibited by the foregoing paragraph shall be subject to ejection from University campuses and property and, in the case of a student or faculty violator, to suspension, expulsion, or other appropriate disciplinary action by the Dean or other University officer having jurisdiction.

3. A copy of these rules and regulations shall be given to all students enrolled in the University and they 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(3), 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, obtain degrees subject to the disciplinary powers of the University. The Trustees of the University have delegated responsibility for student discipline to the Deans of the individual schools or divisions, and their administration of student discipline is known as Dean’s Discipline.

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

Academic Discipline

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

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

Rules of University Conduct

CHAPTER XLIV OF THE STATUTES OF COLUMBIA UNIVERSITY

The Rules of University Conduct (Chapter XLIV of the Statutes of the University) provide special disciplinary rules applicable to demonstrations, rallies, picketing, and the circulation of petitions. These rules are designed to protect the rights of free expression through peaceful demonstration while at the same time ensuring the proper functioning of the University and the protection of the rights of those who may be affected by such demonstrations.

The Rules of University Conduct are University-wide and supersede all other rules of any school or division. Minor violations of the Rules of Conduct are referred to the 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 a 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, its character as an educational institution dedicated to the free expression of ideas and to everenhanced and fair dealing with all with whom it conducts its affairs. The Rules of University Conduct are thus enacted by the University to provide as a matter of University policy the maximum freedom of expression consistent with the rights of others and a fair and speedy hearing to any person charged with a violation of these Rules.

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

§441. DEFINITIONS

Terms used in this Chapter XLIV shall have the following meanings: (Comment: While gender-neutral language is employed in these Rules whenever possible, “he,” “him,” or “his” occasionally appear. They are used to avoid awkward 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. Delegates. A “Presidential delegate” is appointed by the President, and a “divisional delegate” is appointed by the Dean or Director of a division or school. Delegates have principal authority for the enforcement of these Rules. They shall warn individuals and groups whose actions may violate these Rules and may declare their belief that the demonstration is illegal under Sections 443a (118, 119, and 120). They shall, when facts known to them or brought to their attention warrant, file a complaint with the Rules Administrator against alleged violators.

f. 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.

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

h. Students mean any persons registered in any division of the University, whether for courses or research, and whether or not they are candidates for a degree or certificate. It also includes persons who are on leave or suspended or continuing matriculants for any degree or certificate. It includes nonregistered students any preceding terms and who have not since that time earned the degree or certificate or withdrawn from the University.

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

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

k. 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.

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

   (1) Disciplinary Warning. A disciplinary warning states that future violations will be treated more severely. 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 not more than the remainder of the term in which the warning occurs or for more than three regular terms, including the term in which the warning occurs. Upon notification by the proper authority, there shall be entered on the individual’s 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 is in no way limits consideration for, or receipt of, financial aid or compensation for which the individual may be eligible. Subsequent conviction for a simple offense requires suspension 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 demonstrate in or around University buildings.
§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] engages in conduct that places another in danger of bodily harm;

(2) [serious violation] causes or clearly attempts to cause physical injury to another person;

(3) [simple] uses words that threaten bodily harm in a situation where there is clear and present danger of such bodily harm;

(4) [serious] uses words in a situation of clear and present danger that actually incite others to behavior that would violate Sections 443a (2) or (6);

(5) [simple] causes minor property damage or loss, or endangers property on a University facility;

(6) [serious] misappropriates, damages, or destroys books or scholarly material or any other property belonging to the University, or to another party, when that property is in or on a University facility, and by such action causes or threatens substantial educational, administrative, or financial loss;

(7) [simple] interferes over a very short period of time with entrance to, exit from, passage within, or use of, a University facility but does not substantially disrupt any University function;

(8) [serious] continues for more than a very short period of time 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 should 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 or her 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 must not be obstructed. Clear and unimpeded passageway through lobbies, corridors, and stairways must be maintained at all times. For this purpose, the delegate may advise demonstrators as to the permissible number of participants in such restricted areas and regulate the location of such participants. Persons may use rooms in which instruction, research, or study normally take place only when such rooms are assigned to them through established University procedures.)

(12) [simple] causes a noise that substantially hinders others in their normal academic activities;

(13) [simple] briefly interrupts a University function;

(14) [serious] disrupts a University function or renders its continuation impossible;

(15) [serious] illegally uses, or attempts to use, or makes threats with, firearm, explosive, dangerous or noxious chemical, or other dangerous instrument or weapon;

(16) [serious] fails to self-identify when directed so to do 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 reasonable- ness imposed by the Hearing Officer in such disciplinary proceedings as may result from noncompliance. Should a delegate in the exercise of discretion fail to order an assembly in which some or all of the participants are violating or have violated the Rules, this should in no way be construed as excusing the violators, who remain liable for their 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. Restraint Clause. Disciplinary matters not specifically enumerated in these Rules are reserved in the case of students to the Deans of their schools or their delegated authorities and to the regulations and mechanisms they have established, and in the case of faculty and staff to the President of the University or his delegated authority and to the regulations and mechanisms that have been established to deal with such matters.

c. Sanctions.

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

(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 these Rules and the facts sur- rounding the demonstration.

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

c. Creating Separate Areas for Demonstrations Believed to Be in Violation of These Rules and for Permissible Demonstrations/Observation. Delegates believing that an assembly or other demon- stration is violating Sections 443a(7), (8), (9), or (14) of these Rules should, to the extent practicable in their sole judg- ment, immediately make all reasonable efforts to create separate areas for dem- onstrators whose actions are believed to violate the Rules and for those wishing to demonstrate permissibly or to observe. There should be a reasonable distance between these areas, with a presumption in favor of allowing unobstructed view and observation, and they should be graphically delineated without creating barriers, to the extent feasible. Failure by a delegate to create these areas shall not excuse a violation of these Rules.

d. Distribution of a Flier Conveying Pertinent Information to Demonstrators and Observers. Whenever an assembly or other demonstration believed to be in violation of these Rules continues for...
more than a very short period of time, the
Presidential delegate shall consider pro-
paring a flyer for distribution to persons in
the area of the demonstration. The flyer
should always be prepared in consultation
with and under the direction of the Pro-
ject Coordinator. The availability of the
distribution of these Rules and procedures
should be made at least 10 days in advanc-
e before the time of the demonstration.

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

§445. ADMINISTRATIVE AND
JUDICIAL PERSONNEL

a. The Delegate.
   1. The Dean or Director of each division
      or school shall appoint one or more
      divisional delegates.
   2. Divisional delegates may be called upon
to enforce these Rules by anyone subject
to them, or they may proceed to enforce
them on their own initiative.
   3. Whenever feasible, a divisional del-
      egate is obliged, upon the request of
      another delegate, to assist that
delegate.
   4. There shall be one or more

President delegates who shall have the
powers and responsibilities of divisional
delegates but who shall, in addition, be kept
informed of all actions and charges un-
taken by the divisional delegates.

b. Rules Administrator. The Rules
Administrator, whose office shall be in
the University Senate offices, shall have
primary responsibility for the administra-
tion of these Rules. He shall maintain
and have custody of the records of pro-
ceedings under these Rules; shall prepare
and serve notices and other documents
required under these Rules; shall accept
and investigate complaints; file charges,
george informal settle-
ments, and present evidence in support
of charges to the Hearing Officer. The
Rules Administrator may request individu-
als believed to be violating these Rules to
make themselves known to the adminis-
tration of the University.

(1) The Dean or Director of each division
may appoint one or more divisional
administrators, who may act in his stead.
Persons otherwise concerned with the
disciplinary procedures of a particular
school or division may not be appointed
as the Rules Administrator or an assis-
tant administrator.

c. Deans and Supervisors. The dean of a
school or division or the dean’s designee
shall have charge of all charges of simple
violations of these Rules brought against
themselves through production of their
records or documents required under these
Rules.

(d) University Judicial Board. The Executive
Committee of the University Senate shall
at its first meeting each year appoint
or fill vacancies in a University Judicial
Board consisting of five members, one of
whom shall be a faculty member, and one
of whom shall be from administration,
administrative staff, research staff, or
library staff. The Executive Committee
shall designate the Chairman of the
Board and shall make appointments to
the Board, which shall ordinarily be
for a term of three years, as to provide
for staggered terms to ensure continuity
in the Board. Members of the Uni-
versity Judicial Board shall be persons
from within the University, and no person
otherwise concerned with disciplinary
procedures may be appointed to the
Board.

§446. PRE-Hearing PROCEDURES.

a. Filing Complaints. Any member of the
University who believes a violation of the
Rules has been committed may file a written complaint with the Rules
Administrator. The complaint shall state
clearly and simply the violation(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 reasonable cause to believe an offense
has been committed. The Administrator
may interview any person, including a
prospective respondent.

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

d. Informal Settlements; Charges Filed. If the Rules
Administrator determines that there is
reasonable cause to believe an offense
has been committed, he shall conduct
an informal hearing in accordance with
the substance of the charges that may
be filed. On the basis of the complaint
and the interview, the Rules
Administrator shall:
   (1) attempt an informal settlement of
      the matter with the respondent(s),
either alone or in conjunction with
      the Dean(s) of such respondent(s);
   (2) in the case of charges of a serious
      violation of these Rules, the respon-
sent’s campus address or by hand,

delivery or regular mail if the respon-
sent otherwise chooses.

f. Procedural Motions Prior to the Hearing
   Charges of a Serious Violation. Not less than
   5 days prior to the hearing, the Rules
   Administrator shall require
   that each file with the Hearing Officer in writ-
   ing 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 5 days prior to the hearing,
the respondent may file with the Hearing Officer a request for a closed hearing.

   The Hearing Officer shall automatically
grant such a request. The Hearing Officer may,
in his discretion, receive and rule upon
other pre-hearing motions. The respondent
may be assisted in his or her defense by
the services of a retainer fee fund
by an attorney of his or her choice
without the University; the
adviser may be a lawyer.
dent may be assisted by an adviser only to the extent provided under the procedure of the relevant Dean’s Discipline.

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

i. Interview of a Respondent under Dean’s Discipline applicable to a particular respondent, in the case of charges of a simple violation of these Rules to be heard under Dean’s Discipline, the dean or other person conducting the proceedings 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 interview 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, or his or her designee, 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 produce evidence and call witnesses in his defense. The Rules Administrator 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 express provisions of these Rules and to the principle that these Rules are intended to provide to the respondent a speedy and a fair hearing. The Hearing Officer will normally rely primarily on the Rules Administrator as the respondent and his adviser to present the case for and against the charges, but the Hearing Officer on his motion may call and examine 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. The verbatim 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 hearing is requested by the respondent, the hearing shall be open to any 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 provided as §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 attend the hearing if summoned by the Hearing Officer. Failure to appear shall constitute a simple violation, provided there is proof of notice. The respondent is entitled 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; however, failure to answer any question on the part of the respondent who agrees to testify may be weighed against him.

g. Contempt Procedures; Disruptions. The Hearing Officer may find a person in contempt of the Rules who fails to obey a proper order of the Hearing Officer during the hearing. If any person present at a hearing continuously seriously interferes with or substantially disrupts 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 issue and decide cases of contempt by summary proceedings 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 contempt, including further disruption, will lead to his Suspension. The penalty for being twice found in contempt shall be Suspension, in accordance with Section 441.1(3) of these Rules. If the person found in contempt is not a respondent, he shall be subject to either Disciplinary Warning or Censure and shall be asked to leave the hearing. The Hearing Officer will warn the party that if he does not leave he will be suspended. Failure to leave at this time will mandate a suspension in accordance with Section 441.1(3) of these Rules. If a disruption occurs, the Hearing Officer may:

[1] order a recess and reconvene;
[2] reconvene at an alternate place;
[3] reconvene and limit the number of spectators;
[4] reconvene and exclude designated spectator participants in the prior disorder;
[5] reconvene in a closed hearing, provided that members of the University news media shall be excluded only on request of the respondent, save when an individual reporter acts reasonably, 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 Simple 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 respondents may elect the disciplinary procedures 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 proceedings 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 application for re-admission to the University by a respondent who has withdrawn under such circumstances, the dean shall decide whether the applicant shall be subject to further discipline as a requirement for re-admission.

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

A student’s transcript shall not be seriously, in which case the Hearing Officer may impose reason for the respondent’s absence.

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

§448. APPEAL PROCEDURES.

a. In cases of charges of a simple violation, the appeal procedure shall be as provided 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 violation, the appeal procedure shall be as follows:

(1) Right to Appeal; Notice of Appeal. Either the Rules Administrator or the respondent may appeal the decision of the Hearing Officer by filing a notice of appeal with the Chairman of the University Judicial Board within 10 days after the sending of the decision by the Hearing Officer. A person found in contempt by the Hearing Officer may appeal the Hearing Officer’s decision by filing a notice of appeal with the Chairman of the University Judicial Board within 10 days after the Hearing Officer’s decision. 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 counted that occur during the University’s fall or spring term; any action taken between those terms shall be considered to have 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 Judicial Board shall:

[1] designate a time and place for the appeal hearing, which shall not be
less than 10 nor more than 14 days after the filing of the appeal; ii. notify the other members of the University Judicial Board and the Rules Administrator and the respondent and his adviser, or the person appealing a contempt decision, of the time and place of the appeal hearing; iii. designate, in consultation with the Rules Administrator and the respondent and his adviser, or the person appealing a contempt decision, the portions of the hearing record to be considered by the University Judicial Board. The record will normally consist of the record of the pre-hearing procedures, the verbatim record of the hearing, and the Hearing Officer’s decision.

(3) Appeal Hearing. Scope of the Review of the University Judicial Board. At the appeal hearing, the Rules Administrator and the respondent and his adviser, or the person appealing a contempt decision, shall present the case for and against the appeal to the University Judicial Board. In the case of an appeal of a contempt decision, the Rules Administrator shall present the case against the appeal. The presented shall consist of reasoned argument based on the hearing record; the University Judicial Board shall not hear the testimony of witnesses and shall not consider any evidence not considered by the Hearing Officer. In its review the Board shall consider if requested: i. whether the Hearing Officer erred in the interpretation of these Rules; ii. abuse of discretion by the Hearing Officer; iii. the reasonableness of the Hearing Officer’s decision on factual matters in light of evidence presented; iv. the reasonableness of the sanction imposed.

(4) Decision of the Board. Within 14 days after the conclusion of the appeal hearing, the chair of the University Judicial Board shall prepare and send to the Hearing Officer, the Rules Administrator, and the respondent and his adviser, or the person appealing a contempt decision, by hand delivery or registered mail, the Board’s written decision, with an explanation of the reasons therefor. The Board’s decision may affirm or reverse the Hearing Officer’s decision in whole or in part, including reversing an acquittal and imposing sanctions, and may remand to the Hearing Officer or the Rules Administrator for such further proceedings as the Board may direct, but the Board may not increase the sanctions imposed by the Hearing Officer. The Board’s decision shall be by majority vote, including the chair.

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

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

§451. COMMITTEE ON RULES OF UNIVERSITY CONDUCT.
a. The University Senate Committee on Rules of University Conduct shall prepare any material that will facilitate the functioning of the procedures.
b. Persons otherwise connected with the disciplinary procedures shall be excluded from the University Senate Committee on Rules of University Conduct.
c. All changes in these Rules shall be passed by the University Senate for approval and acceptance by the Trustees in accordance with the Statutes of the University.

Policies on Alcohol and Drugs

In order to comply with federal, state, and city laws, and to promote the health and well-being of its community, Columbia has enacted the following policy on alcohol, drugs, and smoking. All students, faculty, and staff are expected to comply with this policy.

Alcohol Statement of Policy
Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse. The University complies with New York State law and other applicable regulations governing alcoholic beverages for those on the University’s premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

In addition, Columbia University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

1. Columbia expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or “binge” drinking or any other abuse of alcohol that negatively affects one’s academic, work, social, athletic, or personal activities, and health.

2. Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues—the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors—require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly. They also are expected to keep the safety and well-being of participants at the forefront of their planning and management of events. Staff members who advise students are expected to assist them in making responsible decisions about their events and to facilitate the enforcement of the University’s alcohol policy.

3. Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at Columbia take place without alcohol, that most members of the undergraduate community are not 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, neuropsychological 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. Alcohol 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 unlicensed premises, beer or wine may be sold or dispensed if a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board is obtained. Hard liquor is not permitted at these events.

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

Policies on Alcohol and Drugs | 9
University Alcohol Policies

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

1. Alcohol may not be consumed outdoors on University property except at the 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 is to be primarily social, cultural, or educational, and not the availability of alcohol. Language stating that double proof of age is required for consumption of alcoholic beverages must appear in all promotional material. Any other mention or depiction of alcohol is prohibited.

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

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

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

7. Only one drink at a time may be dispensed to each person. Only one drink per hour may be consumed at under-approved events.

8. Legs 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 upended at the conclusion of the event and removed from the premises as soon as is practicable. The possession, use, or storage of such containers is otherwise prohibited.

9. Those who serve alcohol and those who check proof of age for any event may not consume alcohol during that event. Prior to the event, the sponsoring organization must designate an additional non-drinking individual who will be present during the event to assist in its management.

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 or group. 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 including: promoting, 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 officer. Signature of approval will constitute an assertion of compliance with this provision.

13. The following types of student events where alcohol is served are 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 not assist in the application for aTemporary 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. Students are not permitted to serve alcohol at University-sponsored events. University Alcohol 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.

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

16. 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.

17. Violation of these laws may subject the student to receive psychological counseling in accordance with the procedures and any additional requirements relative to the location of the event or the policies and procedures of the recognizing officer. Signature of approval will constitute an assertion of compliance with this provision.

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, Furnald, 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.

19. 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 may 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.

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

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

a. Alcohol is not permitted at any rush events.

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

University Alcohol Procedures

All University-sponsored events involving alcohol that take place either on or off campus must be approved by the appropriate 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.

1. 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 and procedures outlined above.

2. 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.

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

Temporary Beer and Wine Permit

Events that involve money include, but are not limited to, those with preadmission ticketing, sales of any kind, bar charges, and charity benefits. Events involving money require a Temporary Beer and Wine Permit from the New York State Alcoholic Beverage Control Board, which may be obtained, with appropriate documentation, from the appropriate dean’s office or student activities office. Forms must be received at least 15 working days prior to the event. When authorization is granted, an organizational representative will need to submit a Temporary Beer and Wine License application with the New York State Alcoholic Beverage Control Board and pay for a permit to be issued for the event specified. A copy of the license must be submitted to the appropriate dean’s office or student activities office at least 5 working days prior to the event.

Outdoor Events with Alcohol

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

Undergraduate Student Training for Programming with Alcohol

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

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 assist-
Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>1st Offense</th>
<th>2nd Offense</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>methamphetamine</td>
<td>100 gm or 1 kg or more mixture</td>
</tr>
<tr>
<td>II</td>
<td>heroin</td>
<td>1 kg or more mixture</td>
</tr>
<tr>
<td></td>
<td>cocaine</td>
<td>5 kg or more mixture</td>
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<tr>
<td></td>
<td>cocaine base</td>
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<tr>
<td></td>
<td>pcp</td>
<td>100 gm or 1 kg or more mixture</td>
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<td></td>
<td>lsd</td>
<td>10 gm or more mixture</td>
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<tr>
<td></td>
<td>fentanyl</td>
<td>400 gm or more mixture</td>
</tr>
<tr>
<td></td>
<td>fentanyl analogue</td>
<td>100 gm or more mixture</td>
</tr>
<tr>
<td></td>
<td>Others*</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>
</tr>
<tr>
<td></td>
<td></td>
<td>Not more than 30 yrs. If death or serious injury, life. Fine $2 million individual, $10 million not individual.</td>
</tr>
<tr>
<td>III</td>
<td>Any</td>
<td>Not more than 5 yrs. Fine not more than $250,000 individual, $1 million not individual.</td>
</tr>
<tr>
<td>IV</td>
<td>Any</td>
<td>Not more than 3 yrs. Fine not more than $250,000 individual, $1 million not individual.</td>
</tr>
<tr>
<td>V</td>
<td>Any</td>
<td>Not more than 1 yr. Fine not more than $100,000 individual, $250,000 not individual.</td>
</tr>
</tbody>
</table>

Federal Trafficking Penalties — Marijuana

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

Marijuana is a Schedule I Controlled Substance.
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 tobacco. All students are expected to comply with the laws and with University policies. Copies of the University policies are available in the Student Affairs Office of each CUMC school and program, in the CUMC Office of Housing Services, and in the P&S Club.

2. As 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 clarify 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 all alcoholic and nonalcoholic beverages are available, and that food is served. In addition, at every student-sponsored event where alcohol is served, at least one student must be designated to ensure that the event is in compliance with the policies outlined here. Individual students are responsible for moderating their own consumption of alcohol.

4. In compliance with University policy, no alcohol is to be served to a person who is visibly drunk or who is in any way 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 that students attending are under 21, 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 a student-sponsored event takes place in a residence hall or other University space, there must be a designated student(s) responsible and accountable for 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 undergraduate alcohol policy at an event must participate in a training sponsored by the AI-MS (Addiction Illness: Medical Solutions) program through the Center for Student Wellness. The training will cover 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 access to alcohol.

8. Students whose behavior under the influence of alcohol or other drugs becomes a public matter (e.g., call from Security for health reasons, damage to property) will be required to meet confidentially with the Director of the AI-MS 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 reserving space, the student or student organization sponsoring such an event must file a plan with the appropriate office. The appropriate offices are as follows:
   • The Medical Center Office of Housing Services for Bard Hall and Georgian Apartments.
   • The relevant office of student affairs for all other 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 the Agreement with the University on Alcohol on the Medical Center campus will be available in each of these offices.
a. take appropriate disciplinary action, up to and including termination of employment, or
b. require the employee to satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

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

HEALTH ISSUES RELATED TO DRUGS
While adverse health effects may vary depending on the substance, most drugs can produce one or more of the following 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 asocial or violent behaviors and can have severe negative effects 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).

Drug Testing Policy for Clinical Students at Columbia University Medical Center

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

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

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

3. Clinical rotations are an essential element in certain degree programs’ curricula. Increasingly these rotations require drug screening for student participation at their site. Students with a positive drug screen may be barred from certain rotations and thus are unable to complete degree program requirements.

4. Identification of such students prior to clinical rotations will enable appropriate assessment and indicated treatment and follow-up.

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

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

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

2. Students will receive a general orientation to the drug testing requirement prior to actual testing, including the testing procedure as well as possible common interfering substances or OTC medications (e.g., poppy-seed bagels, pseudoephedrine).

3. Chain of custody drug screens will be performed under the auspices of Sterling Infosystems Inc., which also provides preemployment drug screens for CUMC employees.

4. Students will pick up a requisition for their drug screen from the Student Health Service (SHS). There is a 72-hour window for the requisition to be filled. Students will take the requisition to a Labcorp laboratory for testing. A list of nearby sites, as well as the link to the Labcorp website for the identification of all sites, will be provided.

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

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

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

8. If during or after treatment there is a question of the student’s suitability for clinical work, s/he will be referred to an outside clinician for evaluation.

9. Drug screening reports will be held in strict confidence in the student’s medical record unless released at a student’s request or under the specific circumstances identified in sections 6–7.

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

11. Urine drug screens requested by a student for an outside program will be ordered through Sterling Infosystems Inc. Results will be released to the student for submission to the outside program. Students with a positive test will not be able to participate in that clinical rotation. They will be referred to the AI:MS Office as outlined in section 6 above with notification of the appropriate Student Affairs Dean.

ATTACHMENT A
Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

First conviction: Up to one year imprisonment and fine of at least $1,000 or both. After one prior drug conviction. At least 15 days in prison, not to exceed two years and fined at least $2,500. After two or more prior convictions: At least 90 days in prison, not to exceed three years and fined at least $5,000.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined a minimum of $1,000, if: (a) First conviction and the amount of crack possessed exceeds 5 grams. (b) Second 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. 851(a) (2) and 881(a) (7)

Future 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)

Future of vehicles, boats, aircraft, or any other conveyance used to transport or conceal 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.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm or ammunition.

Miscellaneous

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

Drug Offenses at or near Educational Institutions

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

Drugs and Federal Aid

In addition to these provisions, Higher Education Amendments of 1998 included a 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.
Student Policies and Procedures on Discrimination and Harassment

Susan Rieger, Associate Provost, Title IX Coordinator, rieger@columbia.edu
Melissa Rooker, Executive Director, Title IX Deputy Coordinator, mrooker@columbia.edu
Office of Equal Opportunity and Affirmative Action
103 Low Library, MC 4333
212-854-5511 or 212-854-5918
http://eoaa.columbia.edu/
The Office of Equal Opportunity and Affirmative Action (EOAA) is responsible for managing Columbia University's Student Policies and Procedures on Discrimination and Harassment and for coordinating compliance activities under these policies and the applicable federal, state, and local laws. The Associate Provost, Susan Rieger, heads the EOAA Office and has been designated as the University’s Compliance Officer for Title IX, Section 503 of the Rehabilitation Act, and other equal opportunity, nondiscrimination, and affirmative action laws. The Executive Director of the EOAA Office, Melissa Rooker, and the Senior Manager of Student Services for Gender-Based and Sexual Misconduct, Melissa Tihinen, have been designated as Deputy Title IX Compliance Officers. Students, faculty, and staff may contact the EOAA Office to inquire about their rights under the University’s policies, request assistance, seek information about filing a complaint, or report conduct or behavior that may violate these policies.

Student Procedures on Discrimination and Harassment

STUDENT SERVICES FOR GENDER-BASED AND SEXUAL MISCONDUCT
Complaints by students against students for gender-based misconduct are processed in accord with the Employment Policies and Procedures on Discrimination and Harassment at http://eoaa.columbia.edu/employment-policies. The use of the term “discrimination and harassment” under these policies and procedures includes discrimination, discriminatory harassment, gender-based harassment, sexual harassment, and sexual assault. For information, contact 212-854-5918 or mrooker@columbia.edu.

OFFICE OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION
Complaints by students against employees for discrimination and harassment are processed in accord with the Employment Policies and Procedures on Discrimination and Harassment at http://eoaa.columbia.edu/employment-policies. The use of the term “discrimination and harassment” under these policies and procedures includes discrimination, discriminatory harassment, gender-based harassment, sexual harassment, and sexual assault. For information, contact 212-854-5918 or mrooker@columbia.edu.

Student Policies on Discrimination and Harassment

Columbia University is committed to providing a learning, living, and working environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. The University does not tolerate discrimination or harassment on the basis of membership in a Protected Class, and it provides students who believe that they have been the subject of discrimination or harassment with mechanisms for seeking redress. Nothing in this policy shall abridge academic freedom or the University's educational mission. All members of the University community are expected to adhere to the applicable policies, to cooperate with the procedures for responding to complaints of discrimination and harassment, and to report conduct or behavior they believe to be in violation of these policies to EOAA. Management and supervisory personnel have a duty to act; they are responsible for taking reasonable and necessary action to prevent discrimination and harassment and for responding promptly and thoroughly to any such claims. University officers who learn of an allegation of gender-based misconduct against an employee are expected to notify EOAA or Student Services for Gender-Based and Sexual Misconduct or the EOAA Office. University officers who learn of an allegation of discrimination or harassment against a student are expected to notify the student’s Dean of Students. University officers who learn of an allegation of gender-based misconduct involving a minor under the age of 17 are required to notify EOAA and Public Safety. University employees serving in a privileged professional capacity (mental health counselors, clergy, medical providers, and rape-crisis counselors) are not bound by this expectation, except as required by law.

DEFINITIONS

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

DISCRIMINATORY HARASSMENT
Discriminatory harassment is defined as subjecting an individual on the basis of her or his membership in a Protected Class to humiliating, abusive, or threatening conduct or behavior that denigrates or shows hostility or aversion toward an individual or group; that creates an intimidating, hostile, or abusive learning, living, or working environment; that alters the conditions of the living, learning, or working environment; or that unreasonably interferes with an individual’s academic performance.

DUTY TO ACT
Management and supervisory personnel have a duty to act. On learning directly or indirectly of conduct or behavior that might violate University policies, they are put on notice to act. They should consult with the EOAA Office and/or Columbia University Human Resources for advice and assistance on addressing the matter.

DUTY TO REPORT
University Officers have a duty to report conduct or behavior that violates these policies. University officers who learn of an allegation of gender-based misconduct against a student are expected to notify Student Services for Gender-Based and Sexual Misconduct or the EOAA Office. University officers who learn of an allegation of discrimination or harassment against a student are expected to notify the student’s Dean of Students. University officers who learn of an allegation of gender-based misconduct involving a minor under the age of 17 are required to notify EOAA and Public Safety. University employees serving in a privileged professional capacity (mental health counselors, clergy, medical providers, and rape-crisis counselors) are not bound by this expectation, except as required by law.

SEXUAL MISCONDUCT
Gender-based harassment is defined as acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender-identity or expression. The conduct must be such that it has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, demeaning, or offensive learning, living, or working environment.

PROTECTED CLASS
A Protected Class is a class of persons who are protected under applicable federal, state, or local laws against discrimination and harassment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status.

RETALIATION
Retaliation occurs when an alleged perpetrator or respondent, her or his friends or associates, or other member of the University community intimidates, threatens, coerces, harasses, or discriminates against an individual who has made a complaint or participated in any manner in an investigation, proceeding, or hearing under these policies and procedures.

SEXUAL ASSAULT
Sexual assault is defined as any nonconsensual sexual penetration, expression of sexual nature, such as unwelcome physical contact with a person’s genitals, buttocks, or breasts. Sexual assault occurs when the act is committed by (a) physical force, violence, threat, or intimidation; or (b) ignoring the objections of another person; or (c) causing another’s intoxication or impairment through the use of alcohol or other drugs; and/or (d) taking advantage of another person’s incapacitation, helplessness, or other inability to consent.

SEXUAL HARASSMENT
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical or sexual conduct or behavior of a sexual nature when:
• submission to such conduct or behavior is made either explicitly or implicitly a term or condition of an individual’s academic performance or learning, living, and working environment; or
• submission to or rejection of such conduct or behavior by an individual is used as the basis for academic decisions affecting that individual; or
• such conduct or behavior has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, demeaning, or offensive learning, living, or working environment.

Disability Access and Accommodation
Columbia is committed to fostering a learning, living, and working environment that is accessible for students with disabilities. Students seeking access, accommodations, or support for academic decisions, should contact Disability Services at 212-854-2388. Information on the services provided by Disability Services may be found online at http://health.columbia.edu/services/ods.

Independent Investigation
The University, at the discretion of the Office of the General Counsel, may conduct an investigation independent of or in addition to the procedures provided herein at any time. The investigation may involve complaints or allegations concerning discrimination, harassment, gender-based misconduct, or retaliation against the University or any of its employees or students.
Consensual Romantic and Sexual Relationship Policy between Faculty and Students

Susan Rieger, Associate Provost, riger@columbia.edu
Melissa Rocker, Executive Director, mrooker@columbia.edu
Office of Equal Opportunity and Affirmative Action
103 Low Library, MC 4333
212-854-5511 or 212-854-5918
http://eoaa.columbia.edu/consensual-romantic-relationships

It is the policy of Columbia University that no faculty member shall have a consen- sual romantic or sexual relationship with a student over whom he or she exercises academic or professional authority. It is also the policy of the University that no faculty member shall exercise academic or professional authority over any student with whom he or she has or previously has had a consensual romantic or sexual rela- tionship. This policy applies to all officers of instruction, research, and the libraries, including students with appointments as student officers of instruction and research and graduate and undergraduate teaching assistants. The use of the term “faculty” in the policy statement is not meant to restrict the policy’s application in any way but to underscore its special rel- evance to the faculty because of the roles they play in the education and development of the University’s students.

Should a faculty member enter into a consensual romantic or sexual relation- ship with a student in violation of the policy, he or she shall promptly act to recuse him- or herself from all academic and professional decisions and activities affecting the student. Additionally, the faculty member must promptly alert his or her chair, dean, or other head of unit to the existence of that relationship and cooperate in making alternative instruc- tional and supervisory arrangements necessary to protect the student against academic, professional, or financial hard- ship. If a faculty member fails to disclose a consensual romantic or sexual relation- ship, the University will, on discovering it, take all necessary steps to ensure com- pliance with this policy, including, where appropriate, disciplinary action.

Students in a consensual romantic or sexual relationship with a faculty member are encouraged to consult with the chair, dean, or other head of the unit in which they are working to help with the arrange- ments for alternative instruction and supervision. Students, faculty, and staff concerned about consensual romantic and sexual relationships involving others in their programs or classes are encouraged to speak with their dean, chair, or other head of unit or the Associate Provost for Equal Opportunity and Affirmative Action (EOAA).

Columbia University’s educational mis- sion is promoted by the professionalism of its faculty–student relationships. This professionalism is reflected not only in the quality of the intellectual exchange between faculty and students, but also in the nature of their interactions as members of a community of scholars. The academic freedom traditionally accorded to members of the faculty imposes a correlative obligation of responsible self- discipline, one which acknowledges the power they exercise over students and the importance of protecting against its abu- sive or exploitative use.

Consensual romantic and sexual relations- hips between faculty and students pose a threat to academic professional- ism in situations where they compro- mise, or appear to compromise, the faculty members’ judgment of students. A similar threat exists when they lead or are perceived to lead to preferential treatment of one student over another. In these circumstances, they can be detrimental to the affected individuals, including students outside of the relation- ship, and can injure the University and its reputation. Further, because of the power differential, consensual romantic and sexual relationships between faculty and students are highly susceptible to being characterized as nonconsensual or coercive, especially when they end, opening up the possibility of a charge of sexual harassment or sexual assault.

A faculty member exercises academic or professional authority over a student by:
- providing instruction in a course or sec- tion, including grading, evaluating, or advising the student;
- supervising or advising the student on a project such as a thesis or independent research;
- formally mentoring the student;
- co-authoring papers or working collabor- atively on a project;
- supervising any administrative assign- ment given to the student, either for compensation or without pay;
- providing the student with a recom- mendation for a job, internship, clerkship, fellowship, prize, award, or other honor;
- participating in departmental or school decisions affecting the student on admissions, financial aid, teaching assignments, or access to institutional resources available for academic pur- poses, such as travel funds or study carrels; or
- otherwise participating in any program or activity with respect to the student that judges performance, recognizes achievement, confers benefits, rewards work, or sanctions conduct.

For advice or assistance on the appropri- ate course of action, the faculty member or the student may consult the Associate Provost (EOAA), as well as his or her chair, dean, or other head of unit. Insofar as it is possible, the chair, dean, unit head, or Associate Provost (EOAA) shall honor a request for confidentiality from a student or faculty member seeking recusal, and all students and faculty involved in inquiries shall be asked to observe confidentiality. At all times, the institutional response shall keep the student’s educational aims and needs foremost.

Should a romantic or sexual relation- ship with a student lead to a charge of sexual harassment or sexual assault against a faculty member, the University is obligated to investigate and resolve the charge in accordance with the University’s Employment Policies and Procedures on Discrimination and Harassment, a copy of which may be found online at http://eoaa.columbia.edu /employment-nondiscrimination-policies. Questions regarding the Consensual Romantic and Sexual Relationship Policies or the Employment Policies and Procedures on Discrimination and Harassment should be directed to the Office of Equal Opportunity and Affirmative Action.

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

At the time of publication, the policy for Gender-Based Misconduct Policies for Students was being updated. For the latest information and most current version of the policy, please visit www.columbia.edu/cu/dpsaf.
University Event Policies

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.

Venue Managers

Venue managers are responsible for their spaces and are expected to follow and oversee the local policies or prerequisites for use of their spaces. A venue is any location where an activity, meeting, conference, or social gathering may be held. Some examples of locations managed in this way are Lerner Hall, Faculty House, Miller Theatre, Earl Hall, St. Paul’s Chapel, Kellogg Center, Low Library, Philosophy Lounge, conference rooms, and other meeting spaces around campus.

Event Sponsorship

The sponsor of an event must be a recognized University group or organization, identified by a University account number and designated by a University representative as the primary planner and contact for the event. The sponsoring organization must be a recognized University group or organization, identified by a University account number or have approved access to a valid University account number and take fiscal responsibility for event costs.

The sponsoring organization or group must be the sole source of event advertising and must have its name on all advertising.

For cosponsored events, both groups and organizations must qualify as described above. Cosponsorship of an event by those with no affiliation with the University will be considered under the nonaffiliate policy. Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program be used for another purpose.

Event Sponsorship—Nonaffiliated Groups

Columbia-recognized University departments or offices may sponsor nonaffiliates seeking to hold events at Columbia. Nonprofit community organizations, public and civic organizations, political organizations, and governmental organizations must use the University’s Office of Government Relations and Community Affairs as their campus contact and sponsor in arranging for space.

A sponsor is the primary planner or contact for the event and accepts 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 and take fiscal responsibility for event costs. The sponsoring department or office is expected to approve all advertising for the event. Event sponsors may not transfer a reservation to another organization, nor may space reserved for an approved program be used for another purpose.

University Interest

In order for a nonaffiliate to gain access to University facilities, there should be a significant University interest in hosting the event. There should also be a strong nexus between the event the nonaffiliate wishes to hold at the University and the educational and research mission of the University or its standing as a member of the community. As a starting point, the nonaffiliate must speak with a department head or representative of the Office of Governmental and Community Affairs. In addition, the nonaffiliate must agree to comply with all of the University’s standard terms and conditions.

Event Classification

For purposes of determining necessary levels of planning and support, events are classified as Standard or Special Events. The classification of an event is dependent upon 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, available at https://ems.cuit.columbia.edu/VirtualEMS, 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 applicant will be notified of the decision by 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.

Special Events include those events that meet the following criteria:

- presence of press/media (invited or otherwise)
- advertising 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 guest

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 an Event Review must be completed. At the time of the reservation deadline, all requests for technical, setup, and other services must also be submitted.

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. At the time of the reservation deadline, all requests for technical, setup, and other services must also be submitted.

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. These planning, sponsoring, or hosting any event that may constitute a partisan political campaign activity must check with the General Counsel’s Office.

Insurance

If an event is income producing for the sponsoring organization, or involves ticket sales to the general public, the University will determine if the sponsoring organization must purchase insurance to cover any claims or suits that could result from the conduct of the event and the level of insurance necessary. The cost of such insurance will be borne by the sponsoring organization. If an event is cosponsored with a nonaffiliated organization that will receive income from the event, the University will require 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 be the sole source of event advertising and its name must appear on all advertising. Advertising indicating that a Columbia University school or department is sponsoring the event must contain 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.

Noise Control

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

Occupancy Limits

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

Fire Safety

All events must adhere to the University’s Fire Safety Policy. An event can be interrupted or possibly canceled 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.

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, 212-854-2388/2378 (Voice/TDD). An accessibility map outlining Columbia’s Morningside campus buildings and facilities is also available at Disability Services and online as a PDF at www.columbia.edu/about_columbia/map/AccessibilityMap.pdf.

Event Policies on Alcohol

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 event policy on alcohol. All students, faculty, and staff are expected to comply with this 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 commit-
2. No person under 21 years of age may possess any alcoholic beverage with the intent to consume it.

3. Organizations may not plan events that are funded with alcohol and is expected to do so.

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

5. Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization 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. This includes free events under an organization that charges a membership fee.

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 licensed 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.

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

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

12. All student events where alcohol is served require written approval of the student organization advisers, student activities officers, or other recognizing body. The approving officer must meet the requirements for serving alcohol and is expected to do so.

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

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

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

16. Where there is reason to believe that attendees may include persons under 21, individuals must present double proof of age before being served alcoholic beverages. A valid Columbia Card may constitute the second proof of age. Such events require provosts 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, Fernand, 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 that is 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 Residential Life staff will assist 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 alco-

   1. Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be a habitual drunkard.
   2. No person under 21 years of age may purchase, possess, or consume alcohol or illegal alcoholic beverages. 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 of legal drinking age, and that large, well-attended events 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.
required procedures for events with alcohol
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 alcohol programming liaison for their school coordinator.
temporary beer and wine permit
events that involve money include, but are not limited to, those with predemission ticketing, sales of any kind, bar charges, and bar charges are applied by the bar.
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 to 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.
university alcohol proctors
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 semester. 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.
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. these are 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 of each cumc school and program in the cumc office of housing services and in the p&s club.
2. as 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 all students are adults, who are responsible for their own behavior, and the procedures we adopt reflect this fact. at the same time, as in the society at large, specific guidelines and procedures are necessary to clarify expected limits 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 ensuring that moderation is exercised in the amount of alcohol purchased and served, that both alcoholic and nonalcoholic beverages are available, and that food is served. in addition, at every student-sponsored event where alcohol is served, at least one student must be designated to ensure that the event is in compliance with the policies outlined here (see numbers six and seven 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 number seven below).
6. respect for personal and property rights must be maintained at student events where alcohol is served. when a student-sponsored event takes place in a resident 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 the 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 alms 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 (nonadmission, no further service, control of behavior);
   • procedures for controlling the serving of access to alcohol.
8. students whose behavior under the influence of alcohol or other drugs becomes a public matter (e.g., call for security for health reasons, damage to property) will be required to meet confidentiality with the director of the alms 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 reserving space, the student or student organization sponsoring such an event must file a plan with the appropriate office. the appropriate offices are as follows: the medical center office of housing services for bard hall and georgian apartment, or 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 on the medical center campus will be available in each of these offices. student sponsors are responsible for knowing these policies and complying with them.
3. if there is any possibility that individuals attending the event may be under 21, the event must be supervised in accordance with university policy. a designated individual or individuals must be responsible for checking the ids of all students to assure that no one under 21 is served. students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their own number to do so. this individual(s) must be identified by name in the plan and may not drink prior to or during the time he/she is proctoring.
4. the plan that is filed must contain all the information: sponsor(s), the event name, and where relevant, organization(s); students’ schools or programs; dates or times 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); hours the space is needed for setup, for the event, and for cleanup; hours during which alcohol will be served (note: no alcohol may be served after 1:00 a.m.), alcoholic beverages to be served; 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; checkoff sheet 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. forms for providing the required plan information will be available in the student affairs offices of each of the schools and programs, in the office of facilities management where space is scheduled, and in the bard hall office of the assistant director of residence halls, medical center.
6. these guidelines and procedures in no way supersede or substitute for the rules and dean’s discipline of the individual schools and programs nor for the policies and rules of the medical center office of housing services. these policies and guidelines will be reviewed in a regular basis.

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 the event management office at alfred lerner hall. to view the available space, see the university events management website at http://uom.columbia.edu/.
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 in 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 activities.

Thus, in accordance with 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 campaigns:

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

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

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

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

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

6. The following may not under any circumstances be used for political campaign purposes:
   a. the University’s bulk-mailing privilege;
   b. University mailing lists—including the addresses and email addresses of departmental offices or the offices of faculty or other employees;
   c. University-provided office supplies, telephones, facsimile machines, copiers, etc.;
   d. the University’s sales tax exemption for purchases of goods and services.

7. Any communication disseminated through the Columbia email system that could be construed as relating to political activity must include a clear statement that such communication represents the personal position of the author.

8. University-related organizations composed solely of members of the corporate University community and its educational affiliates may utilize available University building space (University facilities regularly reserved for student use and other University space such as lecture halls and meeting rooms) to engage in partisan political campaign activities within the University community,* provided that such organizations (i) pay for the costs of such activities (typically, telephones, duplicating, electricity, etc.) and (ii) pay full rental fees for the use of such facilities that they would otherwise be charged. A disclaimer should be made at the beginning of any such event and in any 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—involves the University.

Your cooperation in this matter is both necessary and appreciated. If you have any questions, please call either Loftin Flowers, Director of Government Relations and Policy Coordination, 212-854-3778, loftin@colub.edu, or Howard A. Jacobson, Deputy General Counsel, 212-854-5583, hajob@colub.edu. At the Columbia University Medical Center, Ross A. Frommer, Deputy Vice President, 212-305-4967, raf2002@colub.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 Vice President, 212-854-5573, wbi@colub.edu, or 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.

* Note, however, that when such student organizations engage in partisan political campaign activities aimed outside the University community, they may not utilize University space for such activities, but instead must conduct all such activities off campus.
the appropriate student affairs office
and the General Counsel’s Office. The
Office of the Director of Government
Relations and Policy Coordination is
available to consult with Columbia
affiliates about such events.
2. The University-related group selects
the indoor University venue, based upon
availability and size of expected audience.
3. No campaign rallies, campaign banners,
campaign literature or button distribu-
tion, or fund-raising are allowed.
4. A disclaimer must be included in all
written materials and advertising
(including phonemail) and announced at
the beginning of all events. “Columbia
University does not support or oppose
any political candidates. The views
expressed are those of [the candidate
or other partisan political speaker] only.
The [Columbia-related group] is spon-
soring 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 expenses
must be paid by the sponsoring group
or the speaker.
8. No room charge will be assessed if the
sponsoring University-related group
does not pay room charges for other
(nonpolitical) events. If the sponsoring
University-related group is charged
for room usage for other (nonpolitical)
events, a room charge must be paid for
a political event.
9. Columbia University will not issue
a press release, but the University-
related group may.
10. Candidates and sponsoring groups may
not use the University’s bulk mailing rate,
University mailing lists, or the University’s
sales tax exemption for the event.

Campus Safety and Security

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

U.S. Department of Education website:
Columbia University Public Safety website:
www.columbia.edu/cu/publicsafety/

Crime Definitions

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

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

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

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

aggravated assault
and/or using a vehicle for illegal trans-
portation of liquor; drinking on a train or
campus; public conveyance; and all attempts
to commit any of the aforementioned.

MOTOR VEHICLE THEFT
The theft or attempted theft of a motor vehi-
cle. (Classify as motor vehicle theft all cases
where automobiles are taken by persons
who are later abandoned, including joyriding.)

WEAPON LAW VIOLATIONS
The violation of laws or ordinances deal-
ing with weapon offenses, regulatory in
nature, such as: manufacture, sale, or pos-
session of deadly weapons; carrying deadly
weapons, concealed or openly; furnishing
deadly weapons to minors; aliens possess-
ing deadly weapons; and all attempts to
commit any of the aforementioned.

DRUG ABUSE VIOLATIONS
Violations of state and local laws relat-
ing to the unlawful possession, sale, use,
growing, manufacturing, and making of
narcotic drugs. The relevant substances
include: opium or cocaine and their
derivatives (morphine, heroin, codeine);
marijuana; synthetic narcotics (Demerol,
methadones); and dangerous nonnarcotic
drugs (barbiturates, benzedrine).

LIQUOR LAW VIOLATIONS
The violation of laws or ordinances
prohibiting: the manufacture, sale,
transporting, furnishing, possessing of
intoxicating liquor; maintaining unlawful
drinking places; bootlegging; operating a
still; furnishing liquor to a minor; or under-
age possession; using a vehicle for illegal trans-

portation of liquor; drinking on a train or
campus; public conveyance; and all attempts
to commit any of the aforementioned.

(Uncr) Forcible Rape.
The carnal knowledge of a person, forcibly
and/or against that person’s will, or not
forcibly or against the person’s will where the victim
is incapable of giving consent.

(B) Statutory Rape.
Nonforcible sexual intercourse with a person who is under the statutory age of consent.

(C) Sexual Assault with an Object.
The use of an object in or instrument
to unlawfully penetrate, however slightly,
the genital or anal opening of the body of
another person, forcibly and/or against
that person’s will or not forcibly or against
the person’s will where the victim is inca-
pable of giving consent because of his/her
youth or because of his/her temporary or
permanent mental or physical incapacity.

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

SEX OFFENSES: NONFORCIBLE
Unlawful, nonforcible sexual intercourse.

(A) Incest.
Nonforcible sexual intercourse between per-
sons who are related to each other within the
degrees wherein marriage is prohibited by law.

(B) Statutory Rape.
Forcible sexual intercourse with a person who is under the statutory age of consent.

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

“Hate Crimes: Hate crimes involve one of
the crimes reported above, or bodily injury
to any person in which the victim is inten-
tionally selected because of the actual or
perceived race, gender, religion, sexual ori-
entation, ethnicity, or disability of the victim.
In addition to the aforementioned crimes,
thief, simple assault, intimidation and
destruction, damage or vandalism of prop-
erty must also be reported when the victim
is intentionally selected because of the
actual or perceived race, gender, religion,
sexual orientation, ethnicity, or disability.


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

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

MOTOR VEHICLE THEFT
The theft or attempted theft of a motor vehi-
cle. (Classify as motor vehicle theft all cases
where automobiles are taken by persons
who are later abandoned, including joyriding.)

WEAPON LAW VIOLATIONS
The violation of laws or ordinances deal-
ing with weapon offenses, regulatory in
nature, such as: manufacture, sale, or pos-
session of deadly weapons; carrying deadly
weapons, concealed or openly; furnishing
deadly weapons to minors; aliens possess-
ing deadly weapons; and all attempts to
commit any of the aforementioned.

DRUG ABUSE VIOLATIONS
Violations of state and local laws relat-
ing to the unlawful possession, sale, use,
growing, manufacturing, and making of
narcotic drugs. The relevant substances
include: opium or cocaine and their
derivatives (morphine, heroin, codeine);
marijuana; synthetic narcotics (Demerol,
methadones); and dangerous nonnarcotic
drugs (barbiturates, benzedrine).

LIQUOR LAW VIOLATIONS
The violation of laws or ordinances
prohibiting: the manufacture, sale,
transporting, furnishing, possessing of
intoxicating liquor; maintaining unlawful
drinking places; bootlegging; operating a
still; furnishing liquor to a minor; or under-
age possession; using a vehicle for illegal trans-

portation of liquor; drinking on a train or
campus; public conveyance; and all attempts
to commit any of the aforementioned.

(Uncr) Forcible Rape.
The carnal knowledge of a person, forcibly
and/or against that person’s will, or not
forcibly or against the person’s will where the victim
is incapable of giving consent.

(B) Statutory Rape.
Nonforcible sexual intercourse with a person who is under the statutory age of consent.

(C) Sexual Assault with an Object.
The use of an object in or instrument
to unlawfully penetrate, however slightly,
the genital or anal opening of the body of
another person, forcibly and/or against
that person’s will or not forcibly or against
the person’s will where the victim is inca-
pable of giving consent because of his/her
youth or because of his/her temporary or
permanent mental or physical incapacity.

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

SEX OFFENSES: NONFORCIBLE
Unlawful, nonforcible sexual intercourse.

(A) Incest.
Nonforcible sexual intercourse between per-
sons who are related to each other within the
degrees wherein marriage is prohibited by law.

(B) Statutory Rape.
Forcible sexual intercourse with a person who is under the statutory age of consent.

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

“Hate Crimes: Hate crimes involve one of
the crimes reported above, or bodily injury
to any person in which the victim is inten-
tionally selected because of the actual or
perceived race, gender, religion, sexual ori-
entation, ethnicity, or disability of the victim.
In addition to the aforementioned crimes,
thief, simple assault, intimidation and
destruction, damage or vandalism of prop-
erty must also be reported when the victim
is intentionally selected because of the
actual or perceived race, gender, religion,
sexual orientation, ethnicity, or disability.


is intentionally selected because of the
Required Medical Leave for Students with Eating Disorders

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 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’s parent, guardian, or appropriate emergency contact may be notified 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.

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.

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

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

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

IF INVOLUNTARY MEDICAL LEAVE IS NOT IMPOSED
The Dean of Students or a designee will so notify the student, and all persons who consulted, with the Dean. The Dean of Students or designee may impose other conditions and/or requirements under which the student is allowed to remain at the University; these conditions will be included in the notification and could include regular scheduled follow-up with the clinical members of the Eating Disorders Team.

IMPLICATIONS OF AN INVOLUNTARY STUDENT LEAVE OF ABSENCE FOR REASONS OF PERSONAL OR COMMUNITY SAFETY
Leaves in Effect
Until the student complies with the mandated medical and psychological prerequisites to re-enrollment.

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

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

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

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

Transcript Notation
Would read “Leave of Absence.”

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

A formal request for re-enrollment must be submitted by the student. The student’s re-enrollment request will be reviewed by the Dean of Students or a designee, who must approve it.

Dean or designee will consult with the ED Team and other members of Counseling and Psychological Services and/or Primary Care Medical Services to develop recommendations for maintaining enrollment (e.g., weight requirements, scheduled visits with counselors and/or medical staff, regular follow-up with Dean of Students). The Dean of Students or designee will notify the student if re-enrollment has been approved.

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

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

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

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

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

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

Introduction
A Voluntary Leave of Absence is a type of Withdrawal. A Voluntary Leave of Absence or any other form of Withdrawal indicates that a student has been permitted an exception from the continuous registration requirement of the University.

This policy provides students with general information regarding Voluntary Leave of Absence. Each school within the University articulates Voluntary Leave of Absence policies for its students. For more specific information regarding the circumstances and processes for Voluntary Leave of Absence, as well as conditions relevant to returning from Leave, students should refer to their school bulletin or speak with their Dean of Students (DOS) or other staff person as designated in the school’s bulletin.

Students are responsible for understanding the implications of a Leave of Absence for housing, financial aid, health insurance, and progress toward the degree.

In general, a Voluntary Leave of Absence will be requested prior to the beginning of a semester. Policies differ from school to school, for students who request to withdraw from a term in progress.

This policy will not be used in lieu of disciplinary actions to address violations of Columbia University rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of the University community may be subject to the Dean’s Discipline process of his/her 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 a Voluntary Leave of Absence may affect their student visa status and should consult with the International Students and Scholars Office (ISSO) on the Morningside Campus and the Office of International Affairs on the CUMC campus.

Below three separate types of Voluntary Leave of Absence are described.

1. Medical Leave of Absence or Medical Withdrawals*
A student who must interrupt study temporarily because of physical or psychological illness may request a Medical Leave or Withdrawal from their DOS. The medical or mental health professional who has been providing treatment to the student will, with the student’s written consent, confirm in writing that a Medical Leave is warranted due to the student’s health problem. Supporting medical documentation will be dated within 30 days of the request for a Medical Leave. The DOS or designee may 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 school. Whether the period of Leave is counted as part of the time allowed for completion of degree requirements will be at the discretion of a student’s individual school.

Since a Leave of Absence is not a registration, a student on Leave may not use University facilities, including libraries, housing, the fitness center, health services, the student center, or receive financial aid. Occupied University housing must be vacated promptly by students on Leave.

A Leave of Absence must be approved before the term for which it is requested; it cannot be granted retroactively. Students who wish to withdraw from a term in progress should refer to their individual school’s policies.

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

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

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

2. An assessment interview. On the Morningside campus, the DOS may request that 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 appropriate federal, state, and local law. Columbia University reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state, and local law.

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 engaging in or is at heightened risk of engaging in behavior that could lead to serious injury to others, including as a result of physical or psychological illness.* In addition, the Involuntary Leave process may be initiated if, based on an individualized assessment, it is determined that there is a significant risk that the student will harm him/herself, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations and/or on-campus supports.

This policy provides students with general information regarding an Involuntary Leave of Absence. For more specific information regarding the circumstances and processes for an Involuntary Leave of Absence, as well as conditions relevant to returning from Leave, students should refer to their school bulletin or speak

*Note that the “Morningside Campus: Required 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.
with their DOS. Students are responsible for understanding the implications of an Involuntary Leave of Absence for housing, financial aid, health insurance, and progress toward the degree.

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 placing the student on an Involuntary Leave of Absence. A student who is placed on an Involuntary Leave of Absence while on academic and/or disciplinary status will return on the same status.

Before an Involuntary Leave is considered, efforts may be made to encourage the student to take a Voluntary Leave of Absence. These procedures are described in the Voluntary Leave of Absence Policy. A readmission process may still be required of a student electing a Voluntary Leave to determine his/her readiness to return to school (e.g., whether returning to school may increase the risk of self-harm and/or harm to others).

International students are advised that an Involuntary Leave of Absence will likely 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 for more information.

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

Determining Whether Involuntary Leave Is Appropriate

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

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

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

   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.

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

6. 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 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 conducted by an appropriately trained health professional identified by the DOS.

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

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. The appeal must be in writing, delineating the reason(s) why the student believes the decision is inappropriate. The Dean of the School will review the student’s appeal and uphold, reverse, or alter the decision. The Dean’s decision will be communicated to the student in writing and shall be considered final.

Appeal

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

Confidentiality

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

Columbia University reserves the right to notify a parent or guardian if deemed appropriate under the circumstances and as permitted by applicable federal, state, and local law.
Military Leave of Absence Policy

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform military service.

The following sections explain the eligibility and readmission requirements of this policy.

Eligibility

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

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

Requirement of Notice

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

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

Tuition and Fees

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

Readmission Requirements

The school must allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance at Columbia. The 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

Disability Services, a department of Columbia Health, coordinates accommodations and supports services for eligible students with disabilities. Disability Services also seeks to facilitate equal access to all programs and activities for individuals with disabilities at Columbia University.

Accommodations

Accommodations are adjustments to policies, practices, and procedures that "level the playing field" for students with disabilities as long as such adjustments do not lessen academic or programmatic requirements. Examples include the administration of exams, services such as note taking, sign language interpreters, assistive technology, and coordination of accessible housing needs. Accommodations and services are determined on a case-by-case basis and are determined according to documented needs as well as the technical and academic standards of the program.

Registration

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

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

For further information, contact Disability Services: 212-854-2388 (Voice/TTY); 212-854-3448 (Fax); disability@columbia.edu; www.health.columbia.edu/ods. The Morningside campus office is located at Lerner Hall, 7th floor, MC 2605, 2920 Broadway, New York, NY 10027. The Medical Center office is located at 105 Bard Hall, 50 Haven Avenue, New York, NY 10032.

Ombuds Office

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

Transcripts and Certifications

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

Morningside Campus: Attention: Transcripts, Registration, and Financial Services, Columbia University, 205 Kent Hall, 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 1-141 Black Building (Medical Center). There is no per-transcript issuance charge; students are charged a one-time transcript fee upon their first registration at the University. The normal processing time for transcripts is 2 to 3 business days. Please allow several additional days for delivery to and from the University if you mail your request.

Currently enrolled students may order transcripts and certifications of their enrollment and degrees online via SSOL (https://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 or enrollment verification by third parties. These requests should be made via mail, phone, or email to: National Student Clearinghouse, 1345 Sunrise Valley Drive, Suite 300, Herndon, VA 20171; 703-742-4200; degreerel@studentsclearinghouse.org.
Additional Policy Sources for the Columbia Community

**Academic and School Policy**  
Academic and specific school policy available through school bulletins and Student Affairs offices  
www.columbia.edu/academic_programs/index.html

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

**Faculty Handbook**  
Information for the guidance of Columbia University faculty and officers of research  
www.columbia.edu/cu/vpaa/fhb/main.html

**Undergraduate Housing Guide to Living**  
Policies and procedures for students living in undergraduate residence halls and brownstones  
www.guidetoliving.columbia.edu

**Columbia University Human Resources**  
Policy guidelines related to employment at Columbia University  
www.hr.columbia.edu/policies

**Columbia University Libraries**  
Columbia University Libraries resources and access information  
www.columbia.edu/cu/lweb/services

**Office of the Provost**  
Includes copyright policy, Equal Opportunity and Affirmative Action policy, information for Faculty, rules of University conduct and grievance procedures for students, as well as University facts and reports  
www.provost.columbia.edu/policies

**Columbia University Public Safety**  
Campus safety, crime statistics, and prevention programs  
www.columbia.edu/cu/publicsafety

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

*essential-policies@columbia.edu*