Introduction

This handbook contains valuable information to help students, faculty, and staff understand some of the policies and regulations of the University. These policies were formerly published in the appendix of FACETS (Facts About Columbia Essential to Students). This handbook is a useful reference to several important policies, but it is not exhaustive. For additional policy resources, see page 24.

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

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Printed in the United States of America

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II. Access Rights of Students.

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

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

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

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

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

(d) Other Rights.

(1) A student also has the right to be provided with a list of the types of educational records maintained by the University that relate to students. The University Registrar has compiled such a list and will, on request, make copies of this list available to any student to assist the student in determining those records to which he or she may want access. Generally, educational records of a student will be maintained by the Office of Registrar, the office of the
school or department in which the student is enrolled, and the office of the department of the student’s major field of study. In addition, the University Health Service maintains records relating to students who have utilized its facilities. If a student has utilized a placement office at the University, such office may also maintain records relating to the student.

2. A student may request that his records be amended to eliminate any information contained therein that he believes is inaccurate, misleading, or violates his privacy or other rights.

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

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 along 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 responsibility.

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

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

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

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

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

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

(d) Directory Information. The University may release “directory information” with respect to a student without the student’s consent. The University is required to give notice of the categories of information that it will treat as “directory information.” Accordingly, the University hereby gives notice that it has designated the following categories of information as directory information with respect to each student: name, local and permanent address, electronic mail address, telephone listing, date and place of birth; photograph; major field of study; participating 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 recipient of records or information pursuant to certain subpoenas and court orders. Such records of access should indicate specifically the legitimate interest that each such party had in obtaining access to the student’s records and whether or not the request was granted. A student may inspect such records relating to his education records.

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

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

400 Maryland Avenue, S.W.
Washington, DC 20220-5920
Telephone: 202-260-3887
Fax: 202-260-9001

Family Policy Compliance Office

University Regulations

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

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

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

Attendance

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

Religious Holidays

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

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

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

University policy and state law (New York Penal Law Section 120.16 and New York Education Law Section 6430) prohibit what is often referred to as hazing. In accordance with New York Education Law Section 6430, the following rules and regulations supplement existing University rules and regulations for the maintenance of public order on University campuses and other University property used for educational purposes:

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

2. Any person who engages in conduct prohibited by the foregoing paragraph shall be subject to ejection from University campuses and property and, in the case of a student or faculty member, to suspension, expulsion, or other appropriate disciplinary action by the Dean or other University officer having jurisdiction.

3. Any organization that authorizes such conduct may be subject to rescission of its permission to operate on University campuses or property.

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.

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

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

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

Rules of University Conduct

CHAPTER XLIV OF THE STATUTES OF COLUMBIA UNIVERSITY

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

The Rules of University Conduct are University-wide and supersede all other rules of any school or division. Minor violations of the Rules of Conduct are referred to the normal disciplinary procedures of each school or division (“Dean’s Discipline”). A student who is charged with a serious violation of the Rules has the option of choosing Dean’s Discipline or a more formal procedure provided in the Rules.

All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct. The text of the Rules of University Conduct is reproduced below.

§440. DEMONSTRATIONS, RALLIES, AND Picketing

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

This is the intention of the Rules of University Conduct: to protect the concurrent rights of both the University community as a whole and demonstrators.

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

A violation of these Rules is an offense against the entire University community. However, such violations are not here considered as crimes, and University dis-
ciples 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 these 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 respon-
sible for being aware of all provisions con-
tained in the Rules.

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

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, contract, operation or activity of the University, including instruction, research, study, administration, habita-
tion, social life, space allocation and control, food supply, and other functions directly related thereto. Specifically included are both functions of fixed-time duration (e.g., classes, examinations, lectures, etc.) and functions of continuing duration (e.g., the operation of libraries, research laboratories, maintenance shops, computers, business offices, etc.). Also included are functions ancillary to directly educational purposes such as meetings, disciplinary proceedings, and athletic and social events sponsored by any University-approved organization.
d. Deans mean persons appointed by the President, and approved by the Trustees, either as Dean, Acting Dean, or Director of one of the divisions or schools of the Columbia Corporation or such staff per-
sons as they may assign to administer disciplinary affairs.
e. Dean or Director. 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 author-
ity 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 413a (18), (19), and (20). They shall, when facts known to them or brought to their attention warrant, file a complaint with the Rules Administrator against alleged violators.
f. Disciplinary Discipline means in the case of students the normal disciplinary proce-
dure 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 §418. Whenever any time limit expires on a nonwork-
ing 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 certifi-
cate. It includes persons registered dur-
ing 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 division, school, or other department of the University, including officers on leave.
j. Staff means members of the administra-
tion, administrative staff, research staff, library staff, or supporting staff.
k. Violate means the commission of an act proscribed by these Rules. However, inadvertent or accidental behavior shall not be considered to be the substance of a violation.
l. Sanctions comprise the following penal-
ties for violation of these Rules:

(1) Disciplinary Warning. A disciplinary warning states that future violations will be treated more severely, if in no way limits consideration for, or receipt of, financial aid or compen-
sation for which the individual may be eligible. The period of warning shall be for not less than the remainder of the term in which the warning occurs or for more than three regular terms, including the term in which the warning occurs. Upon notification by the proper authority, there shall be entered on the individual’s record the notation: "Disciplinary Warning, from (date) to (date)." This notation is removed when the disciplinary warning has been terminated.

(2) Censure. In addition to the provisions listed under disciplinary warning, censure remains on students’ records until completion of the term or cer-
tificate 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 limit-
ced consideration for, or receipt of, financial aid or compensation for which the individual may be eligible. Subse-
quent conviction for a simple offense requires suspension for a semester or dismissal from the University. Subsequent conviction for a serious offense requires dismissal from the University.

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

(4) Dismissal. Unlike suspension, when an individual is dismissed, no time period is specified, nor is reinstate-
ment anticipated, but in no case shall reinstatement of the University, including officers on leave.

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

n. Rules Administrator means the Rules Administrator appointed under §415b.

o. Hearing Officer means a Hearing Officer appointed under §415d.

p. University Judicial Board means the appellate review board appointed under §415e.

§442. JURISDICTION. The Rules of University Conduct shall apply to all members of the University commu-

nity: administrators, administrative staff, research staff, library staff, supporting staff, faculty, and students. Also visitors, licensees, and invitees on a University facility shall be subject to the Rules of University Conduct. Violations by such per-
sons shall result in the revocation of their invitation or license to be on a University facility and their subsequent ejection.

The Rules of University Conduct apply to any demonstration, including a rally or picketing, that takes place on or on a University facility. Such facilities include, but are not limited to, all University campuses, research laboratories, maintenance shops, business offices, athletic fields, dormitory-
ries, classrooms, and meeting halls. The Rules of University Conduct do not apply to participation in a demonstration, including a rally or picketing, by full-time employees of the University represented by a collective bargaining agent, where the demonstration arises in the course of or is incident to a labor dispute involving the University.

§443. VIOLATIONS AND SANCTIONS. a. Violations. A person in violation of these Rules when such person individu-
al or with a group, incident to a demon-
stration, including a rally or picketing:

(1) [simple] violation engages in conduct that places another in danger of bodily harm;

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

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

(4) [serious] utters words in a situation of clear and present danger that actually incite others to behavior that would violate Sections 413a (2) or (6);

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

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

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

(8) [serious] continues for more than a very short period of time to physically prevent, or clearly attempt to prevent, passage within, or unimpeded use of, a University facility, and thereby interferes with the normal conduct of a University function;

(9) [serious] enters Hains in a University facility without autho-
rization at a time after the facili-
ity has been declared closed by the University; [Comment: The University shall make all reasonable attempts to pub-
licize this declaration to the fullest extent possible.]

(10) [simple] enters a private office with-
out authorization;

(11) [serious] holds or occupies a pri-

vate office for his own purposes; [Comment: Persons may not enter a private office unless invited and then not in excess of the number designated or invited by the occu-
pant. 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 lead-
ing to private offices must not be obstructed. Clear and unimpeded passageway through lobbies, cor-
rridors, and stairways must be main-
tained at all times. For this purpose, the delegate may advise demonstra-
tors 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 estab-
lished University procedures.]

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

(13) [simple] briefly interrupts a Uni-
versity function;

(14) [serious] disrupts a University func-
tion or renders its continuation impossible;

(15) [serious] illicitly uses, or attempts
c. Sanctions. If an individual is found guilty of a violation of these rules, the respondent shall be subject to Censure or Suspension. If already under Censure, the respondent shall be subject to Suspension. In all cases, Dismissal may be imposed.

[1] 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 delegate shall in turn establish and act in accordance with the procedures set forth in Sections 446-448 herein. Delegates also have a responsibility to protect the rights of lawful demonstrators, counterdemonstrators or vigilantes who may be harmed by delegates if they consider their actions to be in violation of the Rules. The same procedure of information gathering shall be initiated by delegates for all suspected violators. Members of the University community and the rules administrator may be deemed to have violated these rules in their own hands, such as such action may result in violations of these rules.

If the President, upon consultation with a majority of a panel established by the Executive Committee of the University Senate, decides that a demonstration poses a clear and present danger to persons, property, or the substantial functioning of the University, he shall take all necessary steps to secure the cooperation 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 delegate is obliged, upon the request of another delegate, to assist that delegate in demonstrating belief to be in violation of these Rules. Should any delegate repeat any previous warning by a delegate concerning the violation or violations of these Rules that are believed to be taking place, describe the location of any areas cordoned off under Section 414c, and identify the locations where full copies of these Rules are available. Failure by the President or delegate to prepare and distribute such a flier shall not excuse a violation of these rules.

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

f. Treatment of outsiders. In accordance with the jurisdiction of these Rules (Section 442), any visitor, licensee, or invitee who the delegate determines is violating these Rules, and who does not comply with the delegate’s warning and advice, may be ejected from a University facility without regard to the procedures set forth in Sections 446-448 herein. Delegates also have a responsibility to protect the rights of lawful demonstrators, counterdemonstrators or vigilantes who may be harmed by delegates if they consider their actions to be in violation of the Rules. The same procedure of information gathering shall be initiated by delegates for all suspected violators. Members of the University community and the rules administrator may be deemed to have violated these rules in their own hands, such as such action may result in violations of these rules.

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(3) Whenever feasible, a divisional delegate is obliged, upon the request of another delegate, to assist that delegate in demonstrating belief to be in violation of these Rules. Should any delegate repeat any previous warning by a delegate concerning the violation or violations of these Rules that are believed to be taking place, describe the location of any areas cordoned off under Section 414c, and identify the locations where full copies of these Rules are available. Failure by the President or delegate to prepare and distribute such a flier shall not excuse a violation of these rules.

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

f. Treatment of outsiders. In accordance with the jurisdiction of these Rules (Section 442), any visitor, licensee, or invitee who the delegate determines is violating these Rules, and who does not comply with the delegate’s warning and advice, may be ejected from a University facility without regard to the procedures set forth in Sections 446-448 herein. Delegates also have a responsibility to protect the rights of lawful demonstrators, counterdemonstrators or vigilantes who may be harmed by delegates if they consider their actions to be in violation of the Rules. The same procedure of information gathering shall be initiated by delegates for all suspected violators. Members of the University community and the rules administrator may be deemed to have violated these rules in their own hands, such as such action may result in violations of these rules.

If the President, upon consultation with a majority of a panel established by the Executive Committee of the University Senate, decides that a demonstration poses a clear and present danger to persons, property, or the substantial functioning of the University, he shall take all necessary steps to secure the cooperation 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 delegate is obliged, upon the request of another delegate, to assist that delegate in demonstrating belief to be in violation of these Rules. Should any delegate repeat any previous warning by a delegate concerning the violation or violations of these Rules that are believed to be taking place, describe the location of any areas cordoned off under Section 414c, and identify the locations where full copies of these Rules are available. Failure by the President or delegate to prepare and distribute such a flier shall not excuse a violation of these rules.

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in the Board. The members of the University Judicial Board shall be persons from within the University, and no person otherwise concerned with disciplinary procedures may be appointed to the Board.

§446. PRE-HEARING PROCEDURES.

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

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

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

d. Informal Settlements; Charges Filed. If the Rules Administrator determines that there is reasonable cause to believe an offense has been committed, he shall inform the complainant.

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

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

   (1) in the case of charges of a simple violation (subject to §416h), file the charges with the respondent’s dean or supervisor (or other person referred to in §415c), as the case may be, sending a copy by hand delivery to the respondent’s campus address or by hand delivery or regular mail if the respondent has an off-campus address; or
   (2) in the case of charges of a serious violation, notify the Hearing Officer next available to serve in the order designated by the Senate Executive Committee as provided in §415d.

   i. in consultation with the Hearing Officer, set a time and place for a hearing. The hearing may not be held less than 10 days after notice is given to the respondent.
   ii. file the charges with the Hearing Officer.
   iii. give notice to the respondent(s) by hand delivery or by registered mail. Notice shall be considered given when delivered or, if mailed, five days after being deposited in the mail. The notice shall include:
      A. a copy of the charge;
      B. the name of the Hearing Officer;
      C. the time and place of the hearing;
      D. a copy of these Rules; and
      E. any other information the Rules Administrator thinks relevant.

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

   (1) motion to postpone the hearing;
   (2) motion to consolidate this hearing with that of another respondent;
   (3) motion to sever this hearing from that of another respondent;
   (4) motion to dismiss the charges. The Hearing Officer shall decide whether to grant a motion set forth in (1)–(4) above and shall communicate the decision to the Administrator and to the respondent. Not less than two days prior to the hearing, the respondent may file with the Hearing Officer a request for a closed hearing. The Hearing Officer shall automatically grant such a request. The Hearing Officer may in his discretion receive and rule upon other pre-hearing motions.

   g. Respondent’s Right to an Adviser. A respondent 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 adviser may examine any evidence and cross-examine any witness.

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

   i. Interview of a Respondent under Dean’s Discipline. Notwithstanding anything to the contrary in the procedures of the Dean’s Discipline applicable to a particular respondent, in the case of charges of a serious 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, who may be assisted by a lawyer from within or without the University, shall produce all evidence and call all witnesses in support of the charges. The respondent and his 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 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 and 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, which may be by court reporter, tape recording, or such other means as the Hearing Officer shall determine. Unless the hearing has been closed at the request of the respondent, the verbatim record of the hearing shall be a public record.

e. Open Hearing. Unless a closed hearing is requested by the respondent, the hearing shall be open to members of the University community and to the University news media, except that the Hearing Officer may impose reasonable limits on the number of persons admitted, may exclude witnesses from attendance at the hearing, and may close the hearing as provided in §411 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 under these Rules, to appear as witnesses if summoned by the Hearing Officer. Failure to appear shall constitute a simple violation, provided there is proof of notice. The respondent is compelled 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 a respondent who agrees to testify may be weighed against him.

g. Contempt; Procedure; Disruptions. The Hearing Officer may find a person in contempt of the Rules if the person has attempted to obey a proper order of the Hearing Officer during the hearing. If any person present at a hearing continues seriously to interfere with or substantially disrupt the orderly functioning of the hearing, after being given proper warning by the Hearing Officer, the Hearing Officer may find the person in contempt of the Rules. The Hearing Officer may hear and decide cases of contempt by summary proceedings during the hearing.

   i. 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 411.03 of these Rules. If the person found in contempt is not a respondent, he shall be subject to either Disciplinary Warning or Censure and shall be asked to leave the hearing. The Hearing Officer will warn the party that if he does not leave he will be suspended. Failure to leave at this time shall mandate a suspension in accordance with Section 411.03 of these Rules. If a disruption occurs, the Hearing Officer may:
      (1) order a recess and reconvene;
      (2) reconvene at an alternate place;
      (3) reconvene and limit the number of spectators;
      (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 obstrusively in such manner as to violate the rights of the Hearing Officer or as an act of precisely the kind of disruption for which the Hearing Officer may admit a replacement for him.

   h. Respondent’s Right to Elect Alternate Procedures in the Case of Charges of a
serious violation. at any time up to the day of the hearing, student respondents may elect dean’s discipline in lieu of these rules; faculty and staff 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 these 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 readmission to the university by a respondent who has withdrawn under such circumstances, the dean shall decide whether the applicant shall be subject to further discipline as a requirement for readmission.

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 shall take into account the seriousness of the charge, the degree of punishment likely to be given, and the extent to which the plans of the respondent will be disrupted.

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

if the respondent is charged with a violation of these rules and criminal or civil charges are brought against the respondent for the same occurrence as the result of police action or civil proceedings, the university may proceed with disciplinary action, with the understanding that the respondent’s response to the criminal charge shall take precedence should a conflict in hearing times occur.

j. conduct of hearings after the end of an academic term.

except for the appeal procedures set forth in §418, the processes of these rules shall go forward notwithstanding the end of an academic term. the university shall provide housing free of charge for up to seven days to all student respondents who remain at the university to participate in a hearing on charges against them after their room contracts with the university expire; the hearing officer in his discretion may extend the university’s obligation to house respondents free of charge. the hearing officer in his discretion may excuse any student respondent from attendance at a consolidated hearing on a showing of hardship, provided the respondent agrees to be bound by the hearing officer’s decision made on the basis of the consolidated hearing conducted during the respondent’s absence.

k. decision of the hearing officer.

the hearing officer in his decision may accept any material that will facilitate the functioning of the procedures.

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. a notice of appeal shall be in writing and shall include a brief statement of the reasons therefor. for purpose of this section, 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 as having occurred on the first day of the next following fall or spring term.

(ii) arrangements for the appeal hearing.

promptly after the filing of a notice of appeal, the chairman of the university judicial board shall:

i. 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 university judicial board shall hear testimony of witnesses not considered by the hearing officer, and any other material that will facilitate the functioning of the procedures.

(iv) decision of the board.

within 14 days after the conclusion of the appeal hearing, the chairman 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, a written 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 chairman.

§449. presidential action.

a final appeal may be made to the president if clemency or review, which the president may hear in his discretion in the case of charges of a serious violation, and in the case of charges of simple violation only if provided by the relevant dean’s discipline.

§450. additional judicial boards.

should further university judicial boards be needed, the executive committee of the university senate may appoint additional university judicial boards and shall seek to divide the original university judicial board as equitably as possible to ensure maximum continuity of experience.

§451. committee on rules of university conduct.

a. the university senate committee on rules of university conduct shall prepare any material that will facilitate the functioning of the procedures.

b. persons otherwise connected with the disciplinary procedures shall be excluded from the university senate committee on rules of university conduct.

c. all changes in these rules shall be passed by the university senate for approval and acceptance by the trustees in accordance with the statutes of the university.

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

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 activi-
ties will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or “binge” drinking or any other abuse of alcohol that negatively affects one’s academic, work, social, athletic, or personal activities, and health.

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

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

Health Issues Related to Alcohol

The National Council on Alcoholism and Drug Dependence cites “alcohol-related problems or impairment in such areas as . . . liver disease, gastritis, anemia, neurological disorders, . . . impairments in cognition, [and] changes in mood or behavior.” Alcohol consumption also presents serious health risks to pregnant women. Additionally, alcohol abuse, including excessive “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 incidents 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. The programs are listed below.

Legal Requirements

New York State Law provides that:

1. Alcoholic beverages shall not be sold 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 non-driver 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 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.

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

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

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

University Policies

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

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

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

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

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

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

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

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

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

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 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 adviser(s), 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: proctoring, health and safety issues related to alcohol consumption, availability of food and alternative nonalcoholic beverages, event management, and any additional requirements relative to the location of the event or the policies and procedures of the recognizing office. Signature of approval will constitute an assertion of compliance with this provision.

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

a. events that occur outdoors on University property;

b. events that are open to the University community;

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

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

15. Proctors are not required for events where attendance is restricted to those over 21, except in 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 University ID 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 individuals and organization, up to and including loss of University recognition and loss of housing rights.

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 Sulzerberger Hall.

b. Alcohol may not be consumed by any person in any part of a residence hall except in a residential room or at a registered and approved event.

c. While the individual student or host has possession and habitation by this policy and New York State law, members of the Residence Life staff will address individual consumption or possession violations in their respective buildings as follows:

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

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

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

4. If an individual is found with alcohol and is underage or is consuming it in a restricted area she/he will be
Outdoor Events with Alcohol
In accordance with New York State law, the consumption of alcohol in an outdoor space without appropriate authorization is prohibited. All outdoor events are subject to this policy and its attendant procedures. Outdoor space reservation authorization is also required for these events (see Columbia University Event Management Policies).

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

University Alcohol Proctors
University Event Management in Lerner Hall recruits, selects, trains, and supervises proctors who oversee University-sponsored events where alcohol is present. University Event Management staff assigns proctors from a central pool to cover specific events, authorizes pay for the proctors, maintains copies of their reports, and provides the appropriate individuals with information to follow up on disciplinary problems when necessary. The proctors, with the assistance of the event manager, are responsible for ensuring that the sponsors of the event accurately identify those of legal drinking age, appropriately handle the distribution of alcohol, and effectively monitor behavior at the event. Undergraduate organizations that intend to have alcohol at any sponsored event, on or off campus, must submit a registration form for authorization to serve alcoholic beverages at University events. The registration form must be submitted by the sponsoring group’s advisor and submitted to University Event Management at least 10 days prior to the event.

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

GENERAL PRINCIPLES
1. There are laws governing when and to whom alcohol may be served. There is a University policy on alcohol, which is part of a larger policy statement on alcohol, drugs, and smoking. All Medical Center students are expected to comply with the laws and with University policies. Copies of the University policies are available in the Student Affairs Office of each CUMC school and program, in the CUMC Office of Housing Services, and in the P&S Club.
2. As this is a Medical Center campus, we have a particular responsibility to recognize that alcohol misuse and dependence 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.
4. Alcohol is served at student-sponsored events, the students in charge of the event are responsible for assuring that moderation is exercised in the amount of alcohol purchased and served, that both alcoholic and nonalcoholic beverages are available, and that food is served. In addition, at every student-sponsored event where alcohol is served, at least one student must be designated to ensure that the event is in compliance with the policies outlined here. Individual students are responsible for moderating their own consumption of alcohol.
5. 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.
6. 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 served, given, or otherwise receive alcoholic beverages if that individual is not at least 21 years of age. Any student-sponsored function where there is a possibility of students attending who are not yet 21 must pay special attention to and comply with procedure number three in the section on procedures (see below).
7. 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.
8. Designated students responsible for upholding the alcohol policy at an event must participate in a training sponsored by the AI/MS 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, compliance);
   • procedures for controlling the serving of access to alcohol.
9. Students whose behavior under the influence of alcohol or other drugs becomes a public matter (e.g., call from Security for health reasons, damage property, etc.) will be required to meet confidentially with the Director of the AI/MS program to discuss the incident.
10. Because 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.
2. If sponsoring students are from more than one school or program, the event must be registered with each of the relevant schools and programs.
3. 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.
4. If there is any possibility that individuals attending the event may be under 21, the event must be supervised in accordance with University policy. A designated individual or individuals must be responsible for checking the IDs of all students to assure that no one under 21 is served. Students have the option of hiring a paid proctor to carry out this responsibility or designating one or more of their 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 procuring.
5. The plan that is filed must contain the following information:
   • Sponsoring student(s) and, where relevant, organization(s).
   • Students’ schools or programs.
   • Date or dates of the event.
   • Location of the event.
   • Number of people expected.
   • Whether any individuals attending the event 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.
### Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>methamphetamine</strong></td>
<td>10–99 gm or 100–999 gm mixture</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>500–4,999 gm mixture</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>5–49 gm mixture</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>10–99 gm or 100–999 gm mixture</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>1–10 gm mixture</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>40–399 gm mixture</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>10–99 gm mixture</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>heroin</strong></td>
<td>100 gm or 1 kg or more mixture</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>cocaine</strong></td>
<td>1 kg or more mixture</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>fentanyl analogue</strong></td>
<td>5 kg or more mixture</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>cocaine base</strong></td>
<td>50 gm or more mixture</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>lsd</strong></td>
<td>10 gm or more mixture</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>fentanyl</strong></td>
<td>400 gm or more mixture</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>fentanyl analogue</strong></td>
<td>100 gm or more mixture</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
</tr>
</tbody>
</table>

### Federal Trafficking Penalties — Marijuana

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>marijuana</strong></td>
<td>1,000 kg or more; or 1,000 or more plants</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
<td>Not less than 10 yrs., not more than 5 years. Not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>50 to 100 kg; or 50–99 plants</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>more than 10 kg</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>1 to 100 kg</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td></td>
<td>less than 50 kg</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>hashish</strong></td>
<td>more than 10 kg</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>hashish oil</strong></td>
<td>1 to 100 kg</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>marijuana</strong></td>
<td>less than 50 kg</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>hashish</strong></td>
<td>less than 10 kg</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
<tr>
<td><strong>hashish oil</strong></td>
<td>less than 1 kg</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
<td>Not less than 5 yrs., not more than 40 yrs.</td>
</tr>
</tbody>
</table>

* Does not include marijuana, hashish, hashish oil

** Includes hashish and hashish oil

Marijuana is a Schedule I Controlled Substance.
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.
• Food to be served.
• The names of individuals who will be responsible for setup and cleanup.

Note: At the end of the event, the sponsoring students must remove the taps from the 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 on a regular basis.

DRUGS

Columbia University recognizes the illegality and danger of drug abuse and, accordingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on University premises or as part of any University activity.

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

New York State also provides sanctions for unlawful possession or distribution of illicit drugs. For example, in New York State, unlawful possession of four or more ounces of cocaine is a class A-1 felony, punishable by a minimum of 15–25 years and a maximum of life in prison. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies and may refer students and employees for prosecution.

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

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

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

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

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

5. Within 30 days after receiving notice from an employee of a Conviction, the University will:
   a. take appropriate disciplinary action, up to and including termination of employment, or
   b. require the employee to satisfactorily participate in a drug assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

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 a severe negative effect on personal development, schoolwork, and job performance.

Counseling, treatment, and educational programs are available to the Columbia University 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 (cusc.columbia.edu/student/health).

Attachment A

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)
First conviction: Up to one year imprisonment and fine of at least $1,000 or both.

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

Special sentencing provisions for possession of crack cocaine. Mandatory at least five years in prison, not to exceed 20 years and fined a minimum of $1,000, if:
(a) First conviction and the amount of crack possessed exceeds 5 grams.
(b) Second crack conviction and the amount of crack possessed exceeds 3 grams.
(c) Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a) (2) and 881(a) (7)
Forfeiture of personal and real property used to possess or to facilitate possession of a Controlled Substance if that offense is punishable by more than one year imprisonment.

(See special sentencing provisions re: crack.)
Columbia University Equal Opportunity and Nondiscrimination Policies

Columbia University is committed to providing a working and learning environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. Consistent with this commitment and with applicable laws, it is the policy of the University not to tolerate unlawful discrimination or harassment in any form and to provide students, employees, and campus visitors who feel that they are victims of discrimination or harassment with mechanisms for seeking redress.

All members of the University community are expected to adhere to the applicable policies and to cooperate with the procedures for responding to complaints of discrimination and harassment. All are encouraged to report any conduct believed to be in violation of these policies.

The University’s Office of Equal Opportunity and Affirmative Action (EOAA) has overall responsibility for the management of the University’s Equal Opportunity and Nondiscrimination Policies and has been designated to coordinate compliance activities under these policies and applicable federal, state, and local laws. Students, faculty, and staff may contact the EOAA office to inquire about their rights under the University’s policies, request mediation or counseling, or seek information about filing a complaint. Complaints against students are governed by the Equal Educational Opportunity and Student Nondiscrimination Policies and Procedures on Discrimination and Harassment, which are available online at: www.columbia.edu/cu/eqaoa/docs/student_discrim.html. Complaints against employees are governed by the Equal Employment Opportunity and Nondiscrimination Policies and Procedures on Discrimination, Discriminatory Harassment and Sexual Harassment, which are available online at: www.columbia.edu/cu/eqaoa/docs/nondispol.html. For further information, contact:

Office of Equal Opportunity and Affirmative Action
103 Low Library
MC 4332
212-854-5511
www.columbia.edu/cu/eqaoa

Sexual Assault Policy and Disciplinary Procedure

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

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

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

Disciplinary Procedure for Sexual Assault
A student charged with a violation of the University Policy on Sexual Assault is entitled to notice of the specific charges, an opportunity to be heard, and an opportunity to appeal a disciplinary decision to the Dean of his or her school.

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

The hearing is not an adversarial court-room-type proceeding; the student does not necessarily have the right to be present to hear other witnesses and does not have the right to cross-examine witnesses or prevent the consideration of relevant evidence. In addition, although students are always free to consult with an attorney, they are not permitted to have an attorney present during a disciplinary hearing or at any appeal. Confidentiality about identifying information regarding the participants in the hearing must be maintained by all individuals involved.

The complainant bringing the complaint must inform the hearing panel of the facts of the situation, and answer any questions from the panel. The respondent is informed of the evidence that led to the charges against him or her and asked to respond. The student may offer his or her own evidence. This includes the student’s own appearance at the hearing and may include the appearance by others on his or her behalf and any written submission or relevant documents the student may wish to submit. Each party will be informed of statements made and evidence presented by the other party, and by witnesses, and will have a full opportunity to respond.

After the panel has heard testimony from both students and any others, and has considered all of the evidence, it reaches a determination and notifies both parties in writing of that decision. Both deans on the panel must agree on the determination. The panel will also submit a written report, summarizing the evidence and its findings to the Dean of Students of the respondent’s school, and recommending a penalty. If the student member of the panel disagrees with the determination, he or she may write a dissenting opinion, which will be submitted to the Dean of Students together with the written report. If the respondent is found to have committed a disciplinary infraction, the penalty can include probation, suspension, or dismissal, and may include a prescribed educational program. Both students will be informed in writing of the Dean’s decision, and the penalty imposed.

The student has the right to appeal a decision that results from a disciplinary hearing to the Dean of his or her school. The appeal must be made in writing within 30 days of the time he or she is notified of the decision, and it must clearly state the grounds for appeal. Normally, on such an appeal, the Dean of the school relies solely upon the written record and does not conduct a new factual investigation. However,
the Dean is free to discuss the matter with the panelists if questions about process or proof are raised by the appeal. The Dean focuses upon whether, in the Dean’s view, the decision made and the discipline imposed are reasonable under all of the circumstances of the case. There is no further right to appeal within the University.

Breaches of the confidentiality of the proceedings, or retaliation against any person bringing a complaint, will constitute separate violations of the Sexual Assault Policy.

Sexual Assault Disciplinary Procedure Procedural Regulations

Prior to the Hearing

Any student accused of a violation of the University’s Sexual Assault Policy (“the Policy”) will receive written notice of the complaint and a copy of the complainant’s written statement, if any, at least 10 days* before the date he or she is scheduled to appear before the panel. In any case where the University believes there may be an issue of public safety, a student may be called to a preliminary hearing without advance written notice, and the time period set out below for scheduling hearings and for submitting witnesses’ names shall not apply to such hearing.

The respondent will be advised that he or she is presumed not to have violated the policy, and that he or she is expected to cooperate in the investigation of the complaint. Additionally, both the person bringing a complaint and the respondent will be advised of his or her right to a supporter from the University community, and of the potential penalties if he or she is found in violation. Both students will be advised that the hearing process is not a court-like proceeding, and that violations of the policy are not subject to criminal penalties.

The Program Manager of the Disciplinary Procedure for Sexual Assault (“the Manager”) shall inform both parties of the membership of the hearing panel within 10 days of receiving a complaint, and shall inform both parties of their right to challenge any member on the grounds of prior acquaintance or conflict of interest. Additionally, both the complainant and the respondent must notify the Manager within 2 days of being notified of the membership of the hearing panel whether they object to the participation of a student member. Ordinarily, and with the understanding that all aspects will proceed as quickly as possible, hearing sessions shall be set to begin no less than 10 days and end no more than 30 days after the respondent receives written notice of the complaint, and a copy of the complainant’s written statement, if any. A respondent may, but need not, submit a written statement answering the complaint prior to appearing at the hearing. The Manager will provide a copy of the statement to the complainant.

Both the person bringing a complaint and the respondent will be informed prior to the hearing of their rights to identify witnesses and documents. Witnesses’ names and a brief summary of their anticipated testimony will be submitted to the Manager for transmission to the hearing panel at least 2 days in advance of the first session of the hearing. Rebuttal witnesses, if any, may be identified and their names forwarded to the Manager during the hearing process. The Manager will contact witnesses to schedule their appearances and to advise them about procedure and the requirement of confidentiality of the proceedings. Should the hearing panel determine that a witness’s testimony will be taken, a brief summary of the witness’s testimony will be sent to the other party at least 2 days in advance of the witness’s appearance.

Prior to and during the hearing, the Manager may grant extensions of time for good reason to either party in order to produce supporting evidence or to appear at a hearing. Both the respondent and the complainant will be informed of the requirements of confidentiality of the proceedings and the need to inform any potential witnesses of these requirements. The respondent will be advised that the requirement of confidentiality does not prohibit him or her from informing his or her family, a counselor, or legal advisor, or from seeking assistance in his or her defense and speaking to potential witnesses. Nothing shall be deemed to prohibit a respondent from seeking legal counsel outside the hearing. Both students will also be informed that violations of the provisions of confidentiality or retaliation against any person bringing a complaint will be treated as additional violations of the Policy.

At any time after a complaint has been received, but prior to a decision being rendered by the hearing panel, the parties may agree to settle the matter between themselves with the help of a mediator or the Manager.

The Hearing Process

After the hearing has commenced, the hearing panel shall make any procedural decisions that they deem necessary to assure fairness and avoid undue delay. The hearing panel will determine the admissibility, relevance, and materiality of the evidence offered, and may exclude evidence or witnesses that they deem to be cumulative, irrelevant, or disruptive. Conformity to the legal rules of evidence shall not be necessary. The hearing panel may stop the hearing at any time if any person becomes disruptive. The hearing panel may seek guidance from the Office of General Counsel at any time prior to or during the hearing with respect to procedural issues.

A respondent has the right to testify in his or her own defense, but may choose not to do so. However, if either the complainant or respondent chooses not to appear or to testify, he or she will be informed that the hearing panel will proceed to a decision.

The prior sexual history of either party is not admissible in the hearing, except testimony submitted by a party concerning his or her own sexual history. Either party may submit evidence of the history of any sexual relationship between the parties. If either party submits such evidence, the other party has the right to rebut that evidence. The supporter accompanying each person may not pose questions or intervene in the proceedings, but may talk quietly or pass notes to the party he or she is accompanying in a non-disruptive manner.

Unless both parties agree, neither will be present to hear the other testify. Provision will be made for each of the parties to watch a simultaneous transmission of the testimony on closed-circuit television. Witnesses’ testimony will also be made available to the parties by simultaneous closed-circuit transmission.

Both the complainant and the respondent may submit written questions to the hearing panel to be asked of the other party and of potential witnesses, at the discretion of the hearing panel. Such questions may be submitted in advance of their own appearance before the hearing panel, during breaks in testimony by the witness, or subsequent to learning of testimony given before the panel. This may require that a witness who has already testified be recalled.

A verbatim transcript of testimony will be kept for the use of the panel and for purposes of any appeal. Each party will be given copies of any submissions or evidentiary material that is submitted to the panel. Each party shall have an opportunity to present a written or oral argument in support of his or her position, based on the evidence submitted, before the panel retires for its deliberations.

Both administrative members of the hearing panel must be convinced by clear and convincing evidence that a violation of the Sexual Assault Policy has occurred, but unanimity of the panel is not required for a finding of a violation.

Prior to the closing of the hearing, both the complainant and the respondent may submit an “impact statement” to the panel. In the event of a finding of a violation of the Policy, the panel may consider the impact statements in making a recommendation for a penalty, but shall not consider them in the absence of the finding of a violation.

All deliberations of the hearing panel will be held in private.

The decision of the hearing panel shall be in a written report and shall include the rationale for the decision and any supporting evidence. The student member, if any, may submit a dissent. The decision should in most cases be rendered within 10 days of completion of the hearing. The written report will also recommend an appropriate sanction if a violation has been found.

After the Hearing

If no violation of the Policy is found, a summary report shall be sent to both parties and notice of the decision to the Dean of Students of the respondent’s school. A detailed report of the hearing shall be prepared and retained by the Manager. If the decision of the panel is that a violation of the Policy has occurred, a detailed report of testimony and findings shall be forwarded to both students and the Dean of Students of the respondent’s school, with a recommendation for a penalty. The Dean of Students shall then inform the respondent of the penalty he or she is imposing and inform the student of his or her appeal rights in writing. An appeal must be submitted within 30 days of the proposed imposition of any penalty to the Dean of the respondent’s school.

On appeal, the Dean shall review the record and may consult with the members of the hearing panel, but ordinarily shall not consider new evidence. Both the complainant and the respondent will be advised of the outcome of any appeal.

On an annual basis, the Manager will prepare a report of disciplinary proceedings for submission to the subcommittee overseeing the disciplinary procedure. For purposes of this review, all identifying information will be removed from the report.

* Working days are defined as weekdays during the spring, summer, and autumn terms and do not include University holidays.
Columbia University Event Management Policies

I. University Groups and Organizations

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

EVENT MANAGEMENT AND SCHEDULING SUPPORT

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

VENUE MANAGERS

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

EVENT SPONSORSHIP

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

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

STUDENT GROUPS

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

EVENT CLASSIFICATION

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

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

Special Events include those events that meet the following criteria:

- high attendance/capacity
- presence of alcohol
- potential for significant disruption
- security concerns on the part of the recognized student group, advisers, or guests

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

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

SPACE APPLICATION REQUIREMENTS

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

EVENT REVIEW

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

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

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

This process normally takes 5 business days and it must be completed 10 business days prior to the event. Special consideration will be made for events that fall within the 10-business-day requirement.

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

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

QUEST LISTS

Recognized student groups sponsoring a campus event may invite guests who are unaffiliated with the University to the event. The student group must compile a guest list of those individuals who have been invited to the event exclusively by the student group; the list will include a reasonable number of guests in accordance with the size of the event. The guest list must be submitted to the sponsoring group’s advising office for review and approval no later than 2 business days before the event. Once the guest list is submitted, it is considered final and no additional names may be added. All persons named on the guest list must be known to the student group and specifically invited by the student group. Speakers and performers may submit a limited guest list of individuals personally known to the speaker or performer. This list must be submitted to the sponsoring group’s advising office for review and approval no later than 72 hours prior to the event.

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

PARTISAN POLITICAL CAMPAIGN ACTIVITIES ON CAMPUS OR AT CAMPUS FACILITIES

Because of its nonprofit status, the University is strictly prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. As a result, the use of the campus or campus facilities
for partisan political campaign activities is strictly regulated. Those planning, sponsor-
ring, or hosting any event that may consti-
tute a partisan political campaign activity must check with the General Counsel’s Of-
fice. (Also, see: Policy on Partisan Polit-
ical Activity.)

INSURANCE
If an event is income-producing for the sponsoring organization, or involves ticket
sales to the general public, the University will determine if the sponsoring organiza-
tion must purchase insurance to cover any claims or suits that could result from the
conduct of the event and the level of insur-
ance necessary. The cost of such insurance will be borne by the sponsoring organiza-
tion. 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 atten-
dance 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 informa-
tion. 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 advertis-
mg. Advertising indicating that a Columbia
University school or department is sponsor-
ing the event must receive written consent
of the appropriate University dean or design-
nated school officer. University policies and
state laws covering the distribution or sale of
alcohol at an event will apply to all advertis-
ing copy. Please consult Policies on Alcohol
and Drugs for additional information.

NOISE CONTROL
The City Noise Control Code addresses unreasonably loud sound that disturbs the
peace, comfort, or repose of a reason-
able 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 manage-
ment 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 inter-
rupted or possibly canceled or terminated
should fire safety violations exist. Event
venues must have clearly identified fire
exits and occupancy limits must be
enforced. Should a fire alarm sound, house
lights will be turned up, if necessary, and
all participants will be instructed to leave
the area or to respond as directed by fire
safety or fire department personnel.

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

DISABLED SERVICES
During event planning, help with access needs for persons with disabilities can
be obtained from the Office of Disability
Services, eighth floor of Lerner Hall, 212-
854-2388/2378 [Voice/TTY]. ACCESS/
COLUMBIA, an accessibility map outlining
Columbia’s Morningside campus and appro-
facilities, is also available at Disability
Services.

COMMERCIAL FILMING, NEWS,
DOCUMENTARIES, AND
STUDENT FILMING
Commercial films are defined as all feature
films, commercials, still photography ads,
and any other profit-making film/photogra-
phy ventures. All production companies
wishing to scout locations on campus are to
be directed to University Event Management
in Lerner Hall. They, in turn, will review the
request, forward it to proper departments
for approval, and, once approvals have been
received, make appropriate arrangements.
University Event Management must ensure
that the Office of Communications and Pub-
lic Affairs and General Council approve
the premise/genre of the shoot; permission
from the Building Manager and appropriate
Deans have been procured; contracts have
been signed; and insurance certificates
are on file. Before final filming arrangements
are made, hourly rates are charged for all
types of commercial work. The academic
and event calendar may prohibit commer-
cial filming during certain times of the year.
All news media, documentary, and film
interview requests are handled through the
Office of Communications and Public
Affairs in 304 Low Library, 212-854-5573,
which keeps University Event Management
informed. The Office of Communications
and Public Affairs advises whether appro-
ved requests should be handled as a nonchargeable or commercial venture.
Columbia film students interested in fil-
ing on campus must initiate a let-
ter documenting all the particulars and
reasons for filming and then forward it to
the appropriate Venue/Building Manager
or Dean for approval of space usage. The
request letter and approval will then be for-
ned to both University Event Manage-
ment and the Office of Communications and
Public Affairs so that proper parties can be
notified. Columbia students are not charged for using University space.

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

SPECIAL POLICIES APPLICABLE
TO OUTDOOR SPACE
Outdoor space is available between the first
Monday following April 21 through the first
Monday after October 21.
Outdoor space on the Morningside
campus is reserved through University
Event Management in Alfred Lerner Hall.
This University’s Event Management Policy
governs access and use, and applies to all
venues on Columbia University land. Space Use
Applications may be obtained from Lerner’s
seventh floor or printed from Lerner
Hall’s Web site at www.columbia.edu/cu/
lernhall.
Completed applications must be submit-
ted to University Event Management in
Lerner Hall. Deadlines for the application
for outdoor space are the same as for
indoor events. A Special Events Request Form, available from Lerner’s
seventh floor, must be used to request
services such as tables, chairs, electrical
support, clean-up, etc. Completed Service
Requests must be returned to Columbia
University Facilities Campus Operations
in EB-66 Lerner Hall C Level no fewer than
10 business days before the event.

AMPLIFICATION
Amplification will not be approved dur-
ing time periods in which it may disrupt
the workday, classes, or other events.
Amplification is not approved during read-
ing periods or exam periods. New York City
noise codes prohibit amplification after 10
p.m. University policy prohibits excessive
noise amplification during business hours,
although exceptions for limited amplifica-
tion may be made between 12 noon and
2 p.m. Amplification includes, but is not
limited to, any speaker more powerful than
a portable radio, professional sound equip-
ment, novice sound equipment, and any
single instrument with an amplifier.

BARBECUES
Revelson Plaza, Ancell Plaza, Low Plaza, Van
Am Quad, Wien Courtyard, Pupin Courtyard,
and the paved area between Butler Library
and the Sundial are acceptable locations for
barbecues if proper application and approv-
al processes are followed. Barbecues can
be held only in these approved locations.
Campus barbecues must adhere to
New York City Fire Department code and
University regulations. Student Group
Barbecues require adviser approval,
scheduling and service coordination with
University Event Management and Facilities,
and adherence to fire safety codes. Grills
cannot be used indoors, on lawns, on build-
ing roofs, or at any other campus location.
Grills must be kept at least 10 feet from any
structure. Match-light coals are the only
approved for use; lighter fluids and
propane barbecues are not permitted. Grill
kits must be ordered from ACE Rentals
via UEM and Facilities. Coals must be fully
extinguished and cool prior to disposal in a
bag or coal bin. Disposal bags and coal bins
are to be placed on hard-surfaced areas,
not on the lawns.

A 2-gallon pressurized water extin-
guisher, a 16- quart pail of water, or a
charged water hose must be on site for each
barbecue unit used. Student groups will be
charged a discharge fee if the water
extinguisher has been used and a
fire report has not been submitted. To
avoid this fee, the fire extinguisher must be
returned either in a sealed condition or, if
used in the case of an actual fire, along with
a fire report submitted to Public Safety.
Additional guidelines may apply to barbe-
cues depending on the specific location.

BALLOONS/BANNERS
Event organizer must make a request to
University Event Management giving exact
locations for display and the wording, if any,
on items; University Event Management will
confirm that there are no conflicts with
other events or reservations.(

UEM will let Public Safety, Campus
Operations (Grounds and Events
Administration) know of the dates/times
barriages and/or banners will be displayed
so that one does not remove them prematurely.
The requestors put balloons around
campus and then removes both the bal-
loons and all string (usually on the same
day, since they deflate during the night) or
banners on walls as requested—using only

tape that is renewable and will not leave
a residue; the banners will be removed
each evening. Note: Banners cannot be
attached to any lawn posts/chains and/or
lamp posts. The Grounds Department will
charge the event organizer if they are required to
remove any/all balloons, string, tape, or
banners left after the event.

CHALKING
The use of chalk on Morningside Campus
lawns, pavers, and hardscapes is prohib-
ited.

CANDLES
The use of candles on Morningside Campus
lawns, pavers, and hardscapes is prohib-
ited.

FIELD USE
Field Use must comply with the following
guidelines:
• All fields are subject to unscheduled
closure as a result of precipitation or
flooding, puddling, unexpected exces-
sive wear, and/or emergency repairs.
Fields will remain closed for 12 hours
after rain occurs. When this happens, the
event organizer is responsible for locating
alternate venues.
• Clean shoes or participation in activities
destructive to the ground is not permitted
(e.g. football, rugby, soccer, and other
chunk-contact sports).
• Pools, water games, and dunk tanks are
not permitted on lawns; if use is
approved, they are restricted to pavers, walkways, and plazas where a drain is in close proximity.

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

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

• South Field is separated into two areas—SF East and SF West. With the exception of Commencement Week, only one of the two fields can be reserved each day. South Field use is governed by a flag system. Flags are located at the corners of the fields; a green flag permits sitting, and sports such as throwing a Frisbee; a red flag prohibits access to the field on which the flag is located.

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

• Usage of fields must comply with associated signage. Hamilton and Furnalld Lawns are used for quiet activities, while South Fields East and West are governed by a flag system. Van Am Quad Lawns are used for passive recreation only. Cleats are prohibited on all lawns.

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

LAWN/PAVING PROTOCOLS The following activities are not permitted on campus lawns or pavers:

• swinging, sitting on lawn posts/chairs
• using a lawn for any purpose when it has been closed by ranged fencing or has a red flag posted
• organized sports on any lawn
• water guns, balloons, dunk tanks, and/or wading pools in close proximity or on any grass surface
• adhering bulletins and notices on flagpoles, lamp posts, terrace/building walls, and lawn posts and chairs
• Using cars, bikes, and strollers on lawns

PETS No pets are allowed on campus.

TENTING, FURNISHINGS, GAMES, HEATERS, ETC.

• All tenting must be ordered through either University Event Management or the Outdoor Space Events Venue Manager (Columbia University Facilities Campus Operations’ Grounds Manager).
• Propane heaters brought on campus must follow NYC Fire Department guidelines.
• South Field, Weston II Lawn, and Hamilton Lawn are the lawns where tents may be erected. It is strongly suggested that groups requesting tented space consider hardcape sites (e.g., Low Plaza) for their tents. Costs to repair lawn areas beneath tents are often quite high when compared to a tented hardcape site.
• Tents may not be erected on College Walk Lawns, Van Am Quad Lawns, Math Lawn, Lewisohn Lawn, Earl Lawns, Ursia Lawns, Buell/Philosophy Lawn, and Kent Lawn due to the irrigation system’s close proximity to the lawn surface in these spaces.
• After tents, inflatables, and/or games with flooring are removed from a lawn, it will be closed for 7 days in order to allow ample time for lawn recovery.
• Tents on lawns may be up for no longer than 48 hours.
• Event decking is mandatory on pathways to and, beneath, all tented events.
• Tent flooring, stages, and risers can remain on lawns for no more than 24 hours.
• Inflatables are to be installed and dismantled on the same day as they are scheduled to be used. Inflatables are approved for use only for South Lawns with prior approval from University Event Management and Facilities. Event decking is required beneath all inflatable structures.
• Inflatables and games with.floors can remain on lawns for no more than 8 hours.
• Tents, stakes, spikes, posts, and sports nets must be installed with Grounds Staff supervision to protect the lawns’ irrigation systems.
• Tables and chairs will be delivered dressed on walkways nearest lawns where an event is scheduled prior to setup and broken down and stored on the same walkway until picked up/removed.
• A representative of the sponsor of the event must be on site during installation of tents, games, and setup of tables and chairs to ensure proper placement.

Event planners are responsible for all material and labor necessary to return the reserved space to its original condition after lawn usage. Any requests requiring a tent to be enclosed on all sides and/or heating will incur additional fees covering NYC Building and Work permits (approximately $5,000).

COMMERCIAL VENDORS AND NONAFFILIATES Commercial vendors and nonaffiliates are prohibited on campus grounds unless sponsored by a recognized student organization or a University department or office. In order to obtain space approval, there must be a strong nexus between the vendor’s theme and the educational and research mission of the University or its standing as a member of the community. A representative of the sponsor must be present at all times during setup and the event itself. Commercial vendors and nonaffiliates are more extensive than simple tabling will be required to obtain insurance coverage appropriate to the nature of the event.

II. Access to University Facilities by Nonaffiliates

These policies have been developed to encourage responsible use of University space and to promote effective communication and planning for events to be held at Columbia by nonaffiliates for such purposes as meetings, exhibits, performances, conferences, training, and recreational events. Columbia University organizations and student groups seeking to reserve campus facilities are expected to observe the policies described in Part I: University Groups and Organizations.

EVENT MANAGEMENT AND SCHEDULING SUPPORT The University Event Management staff in Lerner Hall oversees and coordinates event management policies on the Morningside campus. In addition, University Event Management is responsible for scheduling all space within Lerner Hall, Low Library, and all outdoor space on the Morningside campus. The University Event Management staff conducts periodic workshops on event management policies and on University alcohol policies and procedures for all recognized student groups, University offices, departments, and schools. For additional information about campus event management, call University Event Management at 212-854-5800 or visit www.columbia.edu/ cullermanh/.

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

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 full responsibility for event 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 it be 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. In addition, the nonaffiliate must agree to comply with all of the University’s standard terms and conditions.

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

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

Special Events include those events that meet the following criteria:

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

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

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

SPACE APPLICATION REQUIREMENTS Applicants will be requested to fill in various sections of the application form depending upon the classification of their events. The sponsoring organization must provide all the requested information in a timely and accurate manner to the Venue
Policy on Partisan Political Activity

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

Nonetheless, the University is dedicated to the free expression of ideas. It encourages students, faculty, and other employees, in their individual capacities, to participate fully in the political process during campaigns by candidates for public office as long as they do—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 campaign activities.

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

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

2. Faculty and other employees may 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 printed materials or advertising that the University does not support or oppose candidates for public office, that the opinions expressed are not those of the University, and that the University supports or opposes partisan political activities.

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

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

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

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

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

9. Organizations that are composed of non-University members, participants or employees, in whole or in part, are

* Note, however, that when such University-related organizations engage in partisan political campaign activities aimed outside the University community, they may not utilize University space for such activities, but instead must conduct all such activities off campus.

Manager, and for student groups, to the appropriate school activities officer. Any changes in the details of the event that occur after the safety review is completed must be conveyed to the person who originally received the application. The Venue Manager or the sponsoring organization’s school may cancel or withdraw approval for an event if agreements are not followed or safety and security conditions change after the Event Review is conducted.

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

- presence of press/media (limited or otherwise)
- advertised beyond Columbia’s campus
- high attendance/capacity
- serving of alcohol
- potential for significant disruption
- security concerns on the part of the Venue Manager, group, or Office of Public Safety

An Event Review is required for all Special Events. This review is arranged by the Venue Manager and may include members of the University administration (University Event Management, Office of Communications and Public Affairs, Office of Public Safety, Facilities, etc.) that may be required to provide support for the event. This process normally takes 5 business days and it must be completed 10 business days prior to the event. Special consideration will be made for events that fall within the 10-business-day requirement. Such consideration is made on a case-by-case basis. During the Event Review, officers from the sponsoring group’s school and other University officers will evaluate and determine the needs of the event. These requirements will be discussed with the sponsoring organization. All issues and arrangements must be resolved 5 business days in advance of the event.

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

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

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

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

PARTISAN POLITICAL CAMPAIGN ACTIVITIES ON CAMPUS OR AT CAMPUS FACILITIES
Because of its nonprofit status, the University is strictly prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. As a result, the use of the campus or campus facilities for partisan political campaign activities is strictly regulated. These planning, sponsoring, or hosting any event that may constitute a partisan political campaign activity must check with the General Counsel’s Office. [Also, see Policy on Partisan Political Activity.]

INSURANCE
Each nonaffiliated organization, individual, or group wishing to hold an event at Columbia will be expected to arrange to have insurance in force for the event with insurance carriers approved by the University. The University will determine insurance requirements based on the nature of the event. The organization or group must secure a certificate of insurance in the required amounts. The certificate must be presented to the Venue Manager not less than 10 business days prior to the event.
Crime Definitions in Accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program

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

Crime Definitions

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

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

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

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

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

DRUG ABUSE VIOLATIONS
Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or its derivatives (heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, benzodrine).

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

SEX OFFENSES Definitions

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

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

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

SEX OFFENSES: NONFORCIBLE
Unlawful, nonforcible sexual intercourse.

(A) Incest
Nonconsensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

The [Columbia-related group] is sponsoring this event.

5. Columbia University ID’s are required for attendance. 
6. Columbia University or school banners may not be displayed; University-related group banners may be.
7. All normal costs (such as for University security, telephones, facsimile machines, and duplicating 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 the student activity.
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.
1. Whenever possible and appropriate, upon the recommendation of the health and welfare director, the student may be asked to leave the institution. The emergency contact may be notified and the Dean's access to information emanating from this evaluation will be further informed, in writing, of the student's condition. The student will include a required evaluation by the ED Disorders team of health Services at Columbia University. The Dean of Students or a designee will make a final decision regarding the involuntary medical leave of absence. The appeal should be made in writing to the Dean of the student's school within fifteen (15) days of the decision. The appeal (excluding weekends and federal and state holidays) to the Dean of Students or designee reserves the right to 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. If involuntary medical leave is not imposed, the Dean of Students or a designee will notify the student and all persons who consulted, with the Dean. The Dean of Students or designee may impose other conditions and/or requirements under which the student is allowed to remain at the University. These conditions will be included in the notification and could include regular scheduled follow-up with the clinical members of the Eating Disorders Team.

Implications of an Involuntary Student Leave of Absence for Reasons of Personal or Community Safety

Leave in Effect

Until the student complies with the mandated medical and psychological prerequisites for 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 the parent, guardian, or other person if notification is deemed appropriate. In addition, the parent, guardian, or other person may be asked to make arrangements for the safe removal of the student from the University environment.

Transcript Notation

Would read "Leave of Absence."

Request for Re-enrollment

If a student has been on an involuntary medical leave of absence for an eating disorder, the student will be notified in writing of the procedures regarding re-enrollment. In this circumstance, the Dean of Students or a designee, in consultation with the Eating Disorders Team and the Associate Director of Counseling and Psychological Services, would make the decision regarding re-enrollment. A formal request for re-enrollment must be submitted by the student. The student's re-enrollment request will be reviewed by the Dean of Students or a designee, who must approve it. The Dean of Students 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 provisions of a student's academic term.
- 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 and other administrative staff to assist in the decision-making process.

Morningside Campus: Required Medical Leave for Students with Eating Disorders
Introduction
A Voluntary Leave of Absence is a type of Withdrawal. A Voluntary Leave of Absence or any material of Withdrawal indicates that a student has been permitted an exception from the continuous registration requirement of the University.
This policy provides students with general information regarding Voluntary Leave of Absence. Each school within the University articulates Voluntary Leave of Absence policies for its students. For more specific information regarding the circumstances and processes for Voluntary Leave of Absence, as well as conditions relevant to returning from Leave, students should refer to their school bulletins or speak with their Dean of Students (DOS) or other staff person as designated in the school’s bulletin. Students are responsible for understanding the implications of a Leave of Absence for housing, financial aid, health insurance, and progress toward the degree.
In general, a Voluntary Leave of Absence will be requested prior to the beginning of a semester. Policies differ from school to school, for students who request to withdraw from a term in progress. This policy will not be used in lieu of disciplinary actions to address violations of Columbia University rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of the University community may be subject to the Dean’s Discipline process of his/her particular school. A student may be required to participate in the disciplinary process for his/her school and the request for a Voluntary Leave of Absence. A student permitted to take a Voluntary Leave of Absence while on academic and/or disciplinary status will return on the same status.
International students are advised that taking a Voluntary Leave of Absence may affect their student visa status and should consult with the International Students and Scholars Office (ISSO) on the Morningside Campus and the Office of International Affairs on the CUMC campus.
Below three separate types of Voluntary Leave of Absence are described.

1. Medical Leave of Absence or Medical Withdrawals*
A student who must interrupt study temporarily because of physical or psychological illness may request a Medical Leave or Withdrawal from their DDS. 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 DDS 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 DDS 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. Military Leave of Absence
Any student who is a member of the National Guard or other reserve component of the Armed Forces of the United States or of a state-organized militia called to active duty will be granted a Military Leave of Absence for the period of active duty and one year thereafter.
Upon return from a Military Leave of Absence, the student will be restored to the educational status attained prior to being called to duty without loss of academic credits earned, scholarships or grants awarded, or tuition or other fees paid prior to the commencement of active duty. The University will credit any tuition or fees paid for the period of the Military Leave of Absence to the next enrollment period or, at the student’s request, will refund these monies to the student.
Students requiring a Military Leave of Absence should consult their school bulletin or contact the office of their DDS for additional information.

3. Other Leaves of Absence
The DDS 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 DDS, 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 regular event, 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 DDS for more information.

Confidentiality
Columbia University will maintain the confidentiality of all information regarding Voluntary 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 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.

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 DDS 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.

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

Introduction

The Dean of Students (DOS) or other staff person as designated in the school’s bulletin of a student’s school, or his/her designee, may place a student on an Involuntary Leave of Absence for reasons of personal or community safety. This process will be undertaken only in extraordinary circumstances when there is compelling information suggesting 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 bulletins or speak 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 against 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 and, if desired, appeal the final decision will be provided at a later time.

Determining Whether Involuntary Leave Is Appropriate

1. 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 return to campus.

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).

4. 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 office.

5. The Dean of Students in the time period indicated in the Notification Letter. Occupied University housing must be vacated immediately.

6. The student may not visit the campus or any or all of the University-owned facility except with the written permission of the DOS or his/her designee. Such permission may be set forth in the Notification Letter. The student must remain off all Columbia University campuses (Morningside, CUMC, Lamont-Doherty) during the period of Leave. Columbia University Public Safety and Columbia University Housing and Dining Services will be notified of the student’s Involuntary Leave status and will take appropriate steps to limit access of the student during the period of Leave.

7. 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).

Appeal

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

Return from Involuntary Leave

1. Requirements and deadlines relevant to the process for re-enrollment after an Involuntary Leave will be specified in the Letter of Notification. Additional steps to limit access of the student during the period of Leave.

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

3. As part of the assessment process, students may be asked to authorize the health care provider while they were on Leave to provide a "Certificate of Fitness to Return." If a student declines to release this requested information, the DOS may be required to apply for re-enrollment.

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

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

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

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

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

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

*Note that the “Morningside Campus: Medical Leave for Students with Eating Disorders” policy in this guide (see page 20) governs situations in which the health condition impacting a student is an eating disorder.
Appeal
A student may appeal a decision denying re-enrollment to the DoS by submitting a written request for review of the decision. The DoS will review the student’s appeal and all necessary additional information and will then render a decision, which shall be final.

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

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

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

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

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

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

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

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

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

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

CUIT Policies
Policies regarding the use and security of Columbia’s computer systems, networks, and information resources
www.columbia.edu/cu/policy