

A shuttle service is also available during stated hours between the Medical Center and Morningside campuses.

The Medical Center Public Safety Office is located at 650 West 168th Street, New York, NY 10032; telephone: 212-305-8100.

The Morningside Heights Public Safety Office is at 111 Low Library, 535 West 116th Street, New York, NY 10027; telephone: 212-854-2796; emergency number: 212-854-5555.

The University is required by federal law to publish an annual security report containing information with respect to campus security policies and statistics on the incidence of certain crimes on and around our campuses. This information is available in *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>), at the Web site for the United States Department of Education (<http://ope.ed.gov/Security/search.asp>), by requesting a copy of the report from: Campus Crime Report, Department of Public Safety, Columbia University, 111 Low Library, Mail Code 4301, 535 West 116th Street, New York, NY 10027; or on the Public Safety Web site (<http://www.columbia.edu/cu/publicsafety/>).

American Public Health Association

The American Public Health Association (APHA) is the major professional organization for the public health field. The Association holds an annual scientific meeting each fall that draws over 10,000 national and international participants. Students are urged to become members. Membership includes a subscription to the *American Journal of Public Health*, a peer-reviewed journal devoted to research, scientific studies, and in-depth information on issues affecting public health; opportunities to interact with other professionals in the field; and job placement services. Information on membership is available from the Office of Student Affairs or from the American Public Health Association, 800 I Street, NW, Washington, DC 20001-3710; 202-777-2742; <http://apha.org/>.

Official Regulations*

Reservation of University Rights

This bulletin is intended for the guidance of persons applying for or considering application for admission to Columbia University and for the guidance of Columbia students and faculty. The bulletin sets forth in general the manner in which the University intends to proceed with respect to the matters set forth herein, but the University reserves the right to depart without notice from the terms of this bulletin. The bulletin is not intended to be and should not be regarded as a contract between the University and any student or other person.

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. 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

*Since policies and procedures are subject to change, please check the Web site for *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>), for the most current information.

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.

Academic Discipline

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

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 hearing procedure provided in the Rules.

All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct. Copies of the full text are available in *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>), and at the Office of the University Senate, 406 Low Memorial Library.

Columbia University Equal Opportunity, Nondiscrimination, and Affirmative Action Policies

COLUMBIA UNIVERSITY EQUAL EDUCATIONAL OPPORTUNITY POLICY

Columbia University admits students to all rights, privileges, programs, and activities without regard to race, color, sex, national origin, age, religion, disability, or any other legally protected status. It does not discriminate against any person on the basis of race, color, sex, national origin, age, religion, disability, or other legally protected status in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other University-administered programs.

COLUMBIA UNIVERSITY EQUAL EMPLOYMENT OPPORTUNITY, NONDISCRIMINATION, AND AFFIRMATIVE ACTION POLICY

Columbia University is an equal opportunity and affirmative action employer. It provides equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, national origin, age, religion, disability, or any other legally protected status and takes affirmative action to recruit, employ, train, and promote qualified minorities, women, covered Veterans, and individuals with disabilities. It prohibits discrimination against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national origin, age, alienage and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam Era or disabled Veteran, or any other legally protected status.

COLUMBIA UNIVERSITY POLICY OF COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS PROMOTING EQUAL OPPORTUNITY, PROHIBITING DISCRIMINATION, AND AUTHORIZING AFFIRMATIVE ACTION

In accordance with all applicable federal, state, and local laws and pursuant to its own policies and operating procedures, Columbia University provides for equal opportunity, prohibits unlawful discrimination and harassment, and takes affirmative action.

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination against any person on the basis of race, color, or national origin in programs or activities receiving federal financial assistance.

Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination against any person because of race, color, religion, sex, or national origin.

Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in the conduct or operation of a school's educational programs or activities, including employment in and admission to these programs and activities.

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in rates of pay.

Executive Order 11246, as amended, prohibits discrimination in employment because of race, color, religion, sex, or national origin and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Section 503 of the Rehabilitation Act of 1973 requires a federal contractor to take affirmative action to employ and advance in employment qualified workers with disabilities. Section 504 prohibits the exclusion of any person solely on the basis of a disability from participation in or access to benefits of any federally financed program or activity; it also prohibits discrimination against any person solely on the basis of disability in any federally financed program or activity.

The Americans with Disabilities Act of 1990 prohibits discrimination in public accommodation and in employment against a qualified person with a disability and requires an employer to provide qualified applicants and employees with reasonable accommodation.

The Age Discrimination in Employment Act of 1967, as amended, prohibits discrimination in employment on the basis of age. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 and the Veterans Employment Opportunities Act of 1998, as amended, prohibit job discrimination and require affirmative action to employ and advance in employment qualified special disabled Veterans, Veterans of the Vietnam Era, recently separated Veterans, and any other Veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

The Immigration Reform and Control Act of 1986 prohibits employers from discriminating on the basis of citizenship status. The prohibition extends to employers who hire only U.S. citizens or U.S. citizens and green card holders as well as to employers who prefer to employ unauthorized workers or temporary visa holders rather than U.S. citizens and other workers with employment authorization.

The Small Business Act of 1958, as amended, Section 15(g)(1), requires federal contractors to afford maximum practicable business opportunities to Small Business Concerns, including businesses owned by disadvantaged individuals, disabled veterans, and women.

The New York Executive Law, Article 15, Section 296, prohibits discrimination against any person in employment because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, or marital status.

New York Education Law, Section 313, as amended, prohibits educational institutions from discriminating against persons seeking admission as students to any institution, program, or course because of race, color, sex, religion, creed, marital status, age, sexual orientation, or national origin.

The New York City Human Rights Law, Chapter 1, Section 8-107, makes it an unlawful discriminatory practice for an employer to discriminate against any person because of their actual or perceived age, race, creed, color, national origin, gender, disability, marital status, sexual orientation, alienage or citizenship status, or status as a perceived or actual victim of domestic violence. It also prohibits educational institutions from discriminating against persons in any of the above categories in the provision of certain accommodations, advantages, facilities, or privileges.

The University's Office of Equal Opportunity and Affirmative Action has been designated to coordinate compliance activities under each of the programs referred to above. Anyone who believes that he or she has been denied equal opportunity should contact this Office, which may investigate complaints and offer advice and counsel on questions relating to equal opportunity and affirmative action, including information about applicable formal grievance procedures and agencies where complaints may be filed. All employees, students, and applicants for employment and admissions are protected from coercion, intimidation, interference, or retaliation for filing a complaint or assisting in an investigation under any of the applicable policies and laws. Office of Equal Opportunity and Affirmative Action, Columbia University, 103 Low Library, MC 4333, 535 West 116th Street, New York, NY 10027; 212-854-5511

Discrimination and Harassment Policy and Procedure

The University's Discrimination and Harassment Policy and Procedure is available to enrolled students who feel that they have been harassed and/or discriminated against on the basis of race, color, sex, gender, religion, creed, national origin, age, alienage and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam Era or disabled veteran, or any other legally protected status. A copy of the Policy and Procedure is available in *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>), and in the Office of Equal Opportunity and Affirmative Action, 103 Low Memorial Library; telephone: 212-854-5511.

Discrimination may occur by (1) treating members of a protected class less favorably because of their membership in that class; (2) having a policy or practice that has a disproportionately adverse impact on protected class members; or (3) harassing members of a protected class. Harassment is defined as the subjection of a person to abusive, threatening or intimidating behavior because of his or her membership in a protected class.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individ-

ual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive academic or working environment. The Federal Equal Employment Opportunity Commission (EEOC) has issued Guidelines to Title VII on the subject of sexual harassment. While the Title VII Guidelines apply only to faculty and other employees, Title IX, administered by the U.S. Education Department's Office for Civil Rights (OCR), also protects students from sexual harassment.

OFFICE OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Associate Provost for Equal Opportunity and Affirmative Action has overall responsibility for the management of the University's Discrimination and Harassment Policy and Procedure and is the designated officer for conducting investigations of complaints. She is assisted in these tasks by two Associate Directors. The Associate Provost and the Associate Directors are also available to provide informal counseling and to answer any questions about the University's policy.

A claim of harassment or discrimination may be brought by filing a complaint with the Office of Equal Opportunity and Affirmative Action (EOAA), 103 Low Memorial Library, 212-854-5511. A complaint should be brought within 180 working days after the occurrence of the alleged unlawful harassment or discrimination. Where a complaint is not timely filed, the EOAA may determine that special circumstances exist that excuse the delay and may consider the complaint as timely filed.

UNIVERSITY PANEL ON DISCRIMINATION AND HARASSMENT

Individuals who believe that they have been victims of discrimination or harassment may obtain informal advice and confidential counseling from a member of the University Panel on Discrimination and Harassment. The Panel is composed of trained, experienced, and accessible members of the Columbia community. Members of the Panel will provide a confidential, impartial, non-adversarial setting in which problems can be addressed through confidential counseling or mediation. Any faculty member, officer, member of the support staff, or student may approach any Panelist to discuss his or her concerns and seek advice. The Panelist may also meet with persons other than the complainant to ascertain facts relevant to appropriate resolution of the complaint or to seek an informal resolution to situations in which there are allegations of discrimination or harassment. These officers are not authorized to conduct formal investigations of complaints. A list of the current Panelists may be found on the Web at <http://www.columbia.edu/cu/vpaa/eoaa/docs/shpanel.html> or by contacting the Office of Equal Opportunity and Affirmative Action.

Romantic Relationship Advisory Statement

Columbia University's educational mission is promoted by the professionalism in its faculty-student and staff-student relationships. Faculty and staff are cautioned that consensual romantic relationships with student members of the University community, while not expressly prohibited, can prove problematic. While some relationships may begin and remain harmonious, they are susceptible to being characterized as non-consensual and even coercive. This sometimes occurs when such a relationship ends, and is exacerbated by the inherent power differential between the parties.

A faculty or staff member involved in a consensual relationship with a student is expected to remove him/herself from academic or professional decisions concerning the student. This expectation arises because the relationship may impair, or may be perceived as impairing, a faculty or staff member's ability to make objective judgments about that student.

The Provost has authorized some departments to adopt more restrictive policies, given the special nature of the relationship between their students and faculty or staff. Individuals are, therefore, encouraged to contact their department head if they have any questions about whether a more restrictive policy applies to them. Departments that wish to establish more restrictive policies should contact the Associate Provost for Equal Opportunity and Affirmative Action before implementation.

Should a romantic relationship with a student lead to a charge of sexual harassment against a faculty or staff member, the University is obligated to investigate and resolve the charge in accordance with its Discrimination and Sexual Harassment Policy and Procedure.

Questions regarding this Advisory Statement may be directed to Susan Rieger, Office of Equal Opportunity and Affirmative Action, 103 Low Memorial Library, Mail Code 4333, 535 West 116th Street, New York, NY 10027; 212-854-5511.

The Federal Family Educational Rights and Privacy Act (FERPA)

The University abides by the provisions of the Federal Family Educational Rights and Privacy Act of 1974. This act ensures a wide range of rights, including but not limited to: information about student records that the University maintains, who maintains them, who has access to them, and for what purposes access is granted. The act also permits the University to release "directory information" without a student's consent. In addition, the act guarantees students access to their records and restricts the access of others.

Students who wish to restrict access to their directory information may do so on the Morningside campus at the Registrar's Office, 205 Kent; students at Columbia University Medical Center may do so at the Registrar's Office located in 1-141 Black Building. The guidelines are available on ColumbiaWeb and in *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>). Questions about the interpretation of the guidelines should be referred to the University's General Counsel, 412 Low Library..

Sexual Misconduct Policy

On February 25, 2000, the University Senate adopted a Sexual Misconduct Policy and Disciplinary Procedure that can be used as an alternative to Dean's Discipline. The Sexual Misconduct Policy applies to all students in all schools of the University. The Disciplinary Procedure for Sexual Misconduct applies to all students, with the exception of those enrolled in the Law School, but including the students of Teachers College and Barnard College. The policy prohibits sexual misconduct by any student and provides for comprehensive education of students, faculty, and administrators about the issue of sexual misconduct.

Copies of the policy and procedure are available from the Administrative Coordinator of the Disciplinary Procedure for Sexual Misconduct, 703 Lerner, Mail Code 2617, 2920 Broadway, New York, NY 10027; telephone: 212-854-1717; fax: 212-854-2728; <http://www.columbia.edu/cu/sexualmisconduct/>. The policy and procedure can also be found in the Office of the Dean of Students of every school and in *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>).

POLICY

The University's Policy on Sexual Misconduct 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 misconduct. Columbia University's policy defines sexual misconduct as non-consensual, intentional physical conduct of a sexual nature, such as unwelcome physical contact with a person's genitals, buttocks, or breasts. Lack of consent may be inferred from the use of force, threat, physical intimidation, or advantage gained by the victim's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware.

COMPLAINT RESOLUTION OPTIONS

Three University-based options are available for resolution of complaints of sexual misconduct against a student:

1. Dean's Discipline within the school of the charged student;
2. mediation through an accredited mediator affiliated with the University, such as an Ombuds Officer; or
3. the University's Alternative Disciplinary Procedure for Sexual Misconduct.

Complaints may also be filed with the New York City Police Department.

Choosing to pursue a disciplinary action can be a difficult and confusing decision. The Administrative Coordinator of the Disciplinary Procedure for Sexual Misconduct (Helen Arnold, 703 Lerner Hall, 2920 Broadway, MC 2617, New York, NY 10027; 212-854—1717; 212-854—2728 (fax); hva2002@columbia.edu; www.columbia.edu/cu/sexualmisconduct) as well as trained Peer Advocates from the Rape Crisis/Anti-Violence Support Center are available to assist you in understanding your options for complaint resolution.

Complaints about non-student members of the University community should be directed to the Office of Equal Opportunity and Affirmative Action at Columbia, the Dean of Studies Office at Barnard, or the Office of the Associate Dean at Teachers College.