August 16, 2016

Dear Members of the LL.M. Class of 2017:

It is our sincere pleasure to welcome you to Columbia Law School. We have been busy preparing for your arrival and the new school year, and we are delighted to meet you. You were selected from our largest applicant pool to date, through a very rigorous process of selection, so congratulations again on your admission!

The LL.M. program is an exciting and substantial undertaking. We hope that the information in this New Student Handbook and on our Orientation Website will help prepare you for the experience, and that the Orientation program will ease you into your lives as Columbia Law School students. Moreover, we hope you will find all of us in the Office of Graduate Legal Studies (GLS) to be a helpful resource for you throughout your stay with us.

During the months of August and September, the Law School and many student organizations will host special events to welcome and introduce you to Columbia. Information about the student groups and their events, as well as a host of other information, is available both on the GLS Orientation Website and in this handbook. All students are welcome at these events, so attend as many of them as interest you.

Throughout the year, on select Fridays, GLS will host Friday Forums, informal happy hours for LL.M.s, J.S.D.s, and their families. We hope all of you will attend.

If you have any questions, please let us know.

We look forward to getting to know each and every one of you. Welcome!

Sylvia T. Polo
Dean
Graduate Legal Studies

Jill M. Casal
Director
Graduate Legal Studies

Marissa L. Zalk
Assistant Director
Graduate Legal Studies

Megan Heatherly
Program Coordinator
Graduate Legal Studies

Jennifer Chu
Program Coordinator
Graduate Legal Studies
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**Reservation of University Rights**

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. Students are encouraged to consult the offices and websites described for the most current and up-to-date information.
Getting Settled Checklist

Now that you have arrived in New York, you are certainly aware of the many things you must do to settle in to your new home. We have prepared this checklist to help you organize your tasks in the coming weeks. We urge you to take care of your personal tasks before the start of regular classes in September. Once classes begin, you will quickly find your free time to be extremely limited!

☐ **Report your arrival in the U.S. within seven (7) days.**
  Submit the online SEVIS Report Form for New F-1 and J-1 Arrivals at [https://www1.columbia.edu/sec/cu/isso/new_arrival_check_in.html](https://www1.columbia.edu/sec/cu/isso/new_arrival_check_in.html). See the letter ISSO sent you with your Certificate of Eligibility for additional information.

☐ **Get your picture taken if you did not submit a photograph online during the summer.** You will need to have a photo taken for your Columbia ID card at 204 Kent Hall, from 9 a.m. to 5 p.m., Monday through Friday. You will need a valid passport (or state ID card, if you are a U.S. citizen or permanent resident) to obtain your Columbia ID in Kent Hall.

☐ **Confirm enrollment in a health insurance plan.** For more information see “Health Services at Columbia” on page 59 or visit the Columbia Health website, [health.columbia.edu](http://health.columbia.edu).

☐ **Update your local contact information in LawNet by Friday, September 2.** It is very important that we have your local address and phone numbers (including your mobile phone number).

☐ **Billing.** Tuition payment for the Fall 2016 semester is due September 16, 2016. Information on how to pay your bill is available on the Student Financial Services (SFS) website at sfs.columbia.edu. If a third party (such as your employer or an outside scholarship agency) will be paying your tuition bill, you need to make those arrangements with SFS by contacting them directly at 212-854-4400 or sfs@columbia.edu (complete information on setting up third party billing is also available on their website at [sfs.columbia.edu/billing/sponsored-students](http://sfs.columbia.edu/billing/sponsored-students)). A late payment fee will be assessed if you miss the September 16 deadline. For more information, see “Financial Information” on page 48.

☐ **Enroll in the Columbia University Emergency Text Message Services.** Log in to SSOL ([ssol.columbia.edu](http://ssol.columbia.edu)) with your UNI and password and follow the enrollment instructions.

☐ **Sign up for an academic advising session with Jill, Marissa, Sylvia, or Erin.** We will discuss how to sign up for a course consultation at Orientation on August 16.

☐ **Attend the mandatory Creating Community: Respect and Inclusion panel.** Exact date and time to be announced at Orientation on August 16.

☐ **Obtain additional original copies of your transcripts from your law degree(s) (and from any other postsecondary studies you pursued prior to enrolling at Columbia).** If you did not bring an additional set of transcripts with you, arrange for them to be sent during the first semester. You will need them when you apply for jobs and when you apply to take a bar exam. Even if you do not plan to take a bar exam at this time, you never know what opportunities may arise during the year, and students often change their minds. The Office of Graduate Legal Studies cannot give you the copies you submitted with your application, nor can the GLS staff make copies of the transcripts we have on file. No exceptions will be made. It is your responsibility to make sure you have proper documentation to sit for a bar exam and/or apply for jobs.

☐ **Submit your final transcripts to GLS if you have just completed your first degree in law.**

☐ **Open a bank account.**

☐ **Purchase a mobile phone.** While not required, most students find it extremely helpful to have a mobile phone while in New York. Plans vary widely, so you should comparison shop. Please note the duration of the contract and whether you can cancel it if you leave before the end of the contract term. For a list of companies that LL.M. students have used in the past, please see the “Area Retailers” in the GLS Orientation Website’s “Around Columbia” section.

☐ **Purchase your textbooks.** Books can be purchased at Barnes & Noble (2922 Broadway at 115th Street). Book Culture (536 West 112th Street) also carries some Law School textbooks on a course-by-course basis. If you are unsure whether you will take a class, do not write in the books. Once you write in the books, you cannot return them.
☐ **Unsubscribe from Student Organization emails.** We will provide details on how to do this at Orientation on August 16.

☐ **If you plan to take the New York Bar Exam or are unsure but would like to keep that option open, submit your documentation to request an advance evaluation of eligibility (www.nybarexam.org/Foreign/ForeignLegalEducation.htm) as soon as possible (the bar currently requests you to submit a year prior to taking the exam—i.e., July 2016). Some students in the LL.M. Class of 2016 who did not submit their documents early were unable to take the bar exam this July, so this is very important. Contact the New York Board of Law Examiners (www.nybarexam.org) directly with any questions.

☐ **Sign up for a locker.** All law students can use a locker to store books and other personal items while at the Law School. Lockers are provided free of charge, however, students must provide their own locks. Columbia Security recommends the Master Lock Key Lock, which is available at the Columbia University Bookstore and Columbia Hardware (both located on Broadway). To reserve a locker, log on to LawNet (www.law.columbia.edu/lawnet) and select the locker of your choice. All lockers are located on the first floor of Jerome L. Greene Hall and are maintained through the Law School Information Center. Questions about lockers should be directed to Information Center administrative assistants at 212-854-9161, or by visiting the assistants on the first floor of Jerome L. Greene Hall. If you need help making your online selection, please contact the Student Technology Group in room JG 216I. **Lockers are vulnerable to theft! Please keep your locker locked at all times!** Do not leave irreplaceable or expensive items such as important notes and laptops in your locker overnight. If you are interested in reserving a locker, do so as early as possible on August 8, as the Law School runs out of lockers.
Law School Administration

This section provides a guide to services and resources at Columbia Law School. To help you find the office or person you need, we have prepared a description of each office, including senior administration and staff members, their respective responsibilities, and their contact information.

Graduate Legal Studies

The Office of Graduate Legal Studies (GLS) administers all aspects of the LL.M. and J.S.D. programs, including admissions, orientation, graduation requirements, academic advising, and sponsoring academic and social events. GLS also provides an array of academic counseling services to LL.M. and J.S.D. students. Sylvia T. Polo, Dean of GLS; Jill M. Casal, Director of GLS; and Marissa L. Zalk, Assistant Director of GLS are available to assist you with course selection, explain degree requirements, help you manage your academic work, answer general questions about bar exam requirements, and generally help you navigate the twists and turns of law school. Each new student will meet with Sylvia, Jill, or Marissa in August for a course consultation. In addition, they are available throughout the academic year to assist with questions or concerns you may have.

6th Floor, William and June Warren Hall
General Information: 212-854-2655
gls@law.columbia.edu
www.law.columbia.edu/llm_jsd

Sylvia T. Polo
Dean of Graduate Legal Studies
212-854-1528
spolo@law.columbia.edu

Jill M. Casal
Director of Graduate Legal Studies
212-854-8874
jcasal@law.columbia.edu

Marissa L. Zalk
Assistant Director of Graduate Legal Studies
212-854-4620
mzalk@law.columbia.edu

Megan Heatherly
Graduate Legal Studies Coordinator
212-854-2655
gls@law.columbia.edu

Jennifer Chu
Graduate Legal Studies Coordinator
212-854-2655
gls@law.columbia.edu

Building Services

The Office of Building Services is responsible for general building management and can be contacted with questions about building services for events and building problems such as repair, room temperature, and card access needs.

General Assistance: 212-854-4477
fix-it@law.columbia.edu
www.law.columbia.edu/law_school/buildingservice

Business Office

The Business Office assists other departments at the Law School with matters related to budget and finance.

General Information: 212-854-7503
www.law.columbia.edu/law_school/business_office
Career Services and Professional Development

The Office of Career Services and Professional Development offers individual career counseling related to the private sector and organizes interview programs that include both public and private sector employers. It also organizes panel discussions and other informational programs, and maintains relationships with other universities, legal employers, bar associations, and fellowship organizations throughout the country.

General Information: 212-854-2683
careerservices@law.columbia.edu
www.law.columbia.edu/career-services

Columbia Law School Writing Center

Writing is central to both legal practice and legal education. The Writing Center’s mission is to help students understand what it means to “write like a lawyer” and then become the strongest legal writers possible. Through individual meetings, small workshops, and written reference materials, the center strives to provide Columbia Law School students with tailored advice that takes into account the time and scheduling constraints unique to law school.

Jerome Greene Hall, Room 542
General Information: writingcenter@law.columbia.edu
www.law.columbia.edu/writing-center

Communications and Public Affairs

The Office of Communications and Public Affairs directs strategic communications through media relations, digital communications, and marketing programs.

Web Communications
webadmin@law.columbia.edu

Media Relations
publicaffairs@law.columbia.edu

Print Communications
publications@law.columbia.edu

Dean’s Office

8th Floor, Jerome Greene Hall
General Information: 212-854-2675

Gillian Lester
Dean and the Lucy G. Moses Professor of Law

Michael Patullo
Assistant Dean for Faculty Support and Chief of Staff

Jessica Watt
Senior Executive Assistant

Development and Alumni Relations

The Office of Development and Alumni Relations is responsible for all events, outreach, and programs related to alumni affairs.

General Information: 212-854-2680
www.law.columbia.edu/alumni
Diamond Law Library

The Arthur W. Diamond Law Library provides a large number of services to faculty and students, including providing a professional environment for study and research, assistance in locating materials or information, and helping to obtain materials from non-Columbia libraries via inter-library loan. The library staff assists patrons in identifying and obtaining materials held here in our collection, in other libraries, or in other formats such as electronic resources. Students in the J.D. program will be familiarized with the Library during the Legal Practice Workshop course in the first semester. Orientation to the Library is also included in the LL.M. program as part of the Legal Research and Writing course.

3rd Floor, Jerome Greene Hall
General Information: 212-854-3743
www.law.columbia.edu/library
Law Library catalog: http://pegasus.law.columbia.edu

Circulation Desk
212-854-3922
circdesk@law.columbia.edu
- Besides being the point for checking out books, the Circulation Department maintains the Reserves Collection and shelf collections, sells copy cards, replenishes printing accounts, retrieves material from closed storage areas, etc.

Reference Desk
212-854-3743
- The Reference Librarians assist in identifying and locating needed materials in domestic, international, and foreign law; provide instruction in the use of online catalogs, periodical indexes, and other computer databases; and answer any other research questions.

Financial Aid

The Office of Financial Aid is responsible for evaluating applications for grant assistance (J.D. students only); processing all LL.M. and J.D. student loan applications; counseling students on budgeting and how to manage the ever increasing costs of legal education; certifying J.D. students for Federal Work-Study funding, disbursing institutional grants, and stipends for all Law students; administering the Loan Repayment Assistance Program (LRAP) for J.D. graduates; and in general, helping students with matters relating to their financial aid and funding options.

5th Floor, William and June Warren Hall
General Information: 212-854-6522
financial_aid@law.columbia.edu
www.law.columbia.edu/current_student/financial_aid

Human Resources

The Human Resources Department handles all employee paperwork, payroll processing, and salary related transactions. This includes: faculty and other academic appointments; administrative hires; casual employees; work-study students; and the processing of non-student fellowships.
web.law.columbia.edu/human-resources

Information Technology

The Department of Information Technology assists students with use of technology at the Law School, such as computer based training, computer labs, network services, courseweb and LawNet, and Columbia Law School email support.

Helpdesk: Jerome Greene Hall, Room 731
General Information: 212-854-1370
helpdesk@law.columbia.edu
www.law.columbia.edu/it
International Programs

The Office of International Programs designs and implements study abroad, student exchange, and international dual degree programs, hosts and promotes special international programs and events, and assists students with international clerkships and internships.

6th Floor, William and June Warren Hall
www.law.columbia.edu/center_program/intl_progs

J.D. Admissions

The J.D. Admissions Office handles all aspects of the J.D. admissions process. Current Columbia Law School students and alumni interested in participating in admissions recruitment efforts are encouraged to contact Jill Nussbaum. We welcome your involvement and support.

5th Floor, William and June Warren Hall
General Information: 212-854-2674
admissions@law.columbia.edu
www.law.columbia.edu/admissions/jd

Parker School of Foreign and Comparative Law

The Parker School supports the study of foreign, comparative and international law at Columbia Law School. At graduation time, it awards the Parker School Certificate of Achievement as well as the Parker Prize. To receive the Certificate, a student must have (1) earned the J.D. or LL.M. degree, (2) received at least 10 credits for academic work in the areas of foreign, comparative, or international law, and (3) completed the application by the deadline. Contact Tatyana Gourov for an application. More information is available at www.law.columbia.edu/parker-school.

Registration Services

The Office of Registration Services is responsible for all aspects of Law School registration. It manages student academic records with the express purpose of facilitating completion of academic requirements and aiding in bar application certification. Many decisions concerning LL.M. candidates are made in consultation with either Dean Sylvia Polo or Jill Marden Casal in the Office of Graduate Legal Studies. The Office of Registration Services also acts as a liaison to central and other University offices and departments for academic records, and handles the following matters:

• Academic calendar
• Academic Rules and Requirements
• Bar exam and Character and Fitness Committee certifications
• Columbia/NYU Exchange Program
• Coordination of multiple computer systems around campus
• Cross-registration for courses at other University divisions
• Curriculum scheduling
• Examination administration, anonymous grading system, proctor arrangements
• Grades
• Graduation clearance
• Joint degree information and coordination
• Kent and Stone Honors
• Petitions to Rules Committee (to request a waiver of Rules)
• Registration processing and advising
• Requests for leave of absence or study at another U.S. law school
• Transcript updates and corrections

5th Floor, William and June Warren Hall
General Information: 212-854-2668
registrar@law.columbia.edu
www.law.columbia.edu/academics/registrar
Social Justice Initiatives

Social Justice Initiatives (SJI) is responsible for professional development, career services, and community building for Columbia Law School students interested in public interest, government, and legal volunteer work. It also oversees the academic externship program and the pro bono programs.

General Information: 212-854-8484
socialjustice@law.columbia.edu
www.law.columbia.edu/programs/social-justice

Student Services

While the Office of Graduate Legal Studies provides academic and personal support to LL.M. and J.S.D. students, the Office of Student Services provides many services that are also useful to students in the Graduate Legal Studies program. Staffed by a team of student-focused professionals, the Office of Student Services is available to support students by offering academic and other counseling, working with student organizations and journals, assisting students in obtaining judicial clerkships, planning programs and events, assisting students with housing, coordinating health and wellness programs, mentoring, and serving as a resource and sounding board for students as they navigate their way through Law School. The Office of Student Services also supports students in the following ways:

- Advise student organizations and journals
- Plan/coordinate co-curricular events and programs
- Assist/facilitate student housing issues
- Facilitate student disability needs
- Advise/facilitate law school and university-wide venue requests
- Coordinate/plan New Student Orientation and Graduation ceremonies
- Coordinate/plan student Health and Wellness programs
- Facilitate/manage student course evaluations

5th Floor, William and June Warren Hall
General Information: 212-854-2395
Student_Services@law.columbia.edu
www.law.columbia.edu/students/student-services
Communications—Staying Connected

There are a number of ways that students receive important information from Columbia Law School. In addition to news and events posted on the TV monitors in the lobbies of Jerome Greene Hall and Warren and June Warren Hall, you can visit the Law School’s homepage (www.law.columbia.edu), and also take advantage of the following resources:

**LawCal**

LawCal sends a daily and a weekly email about calendar events from the Law School Calendar. The email is an automated process designed to keep the entire Law School informed about upcoming events and deadlines, and you will automatically receive this information. Note that LawCal is supplemental information. For the full calendar of events and the most current information, please visit: www.law.columbia.edu/calendar.

**Email**

The Law School and University use email as a primary means of communicating with students. As students, you are responsible for all messages sent to your Lionmail account, and all messages sent there will be considered received and read by you.

We understand the volume of email messages can become overwhelming. To cut down on confusion, when sending messages, be sure the subject line always clearly reflects the message’s content. Likewise, never ignore messages from Graduate Legal Studies, Registration Services, your professors, or, around graduation time, Student Services.

**Twitter**

Follow us on Twitter for short, timely messages from Columbia Law School. Our Twitter feed is a rich source of information on happenings and news around the Law School. Join today and follow us @ColumbiaLaw.
Columbia University Resources

Columbia Bookstore
2922 Broadway, Lerner Hall, Lower Level
Tel.: 212-854-4131
www.columbiabookstore.com

Columbia Health
(See also page 59.)
General Information: 212-854-2284
After-hours urgent health concerns: 212-854-7426
CU-EMS (Ambulance): 212-854-5555 (or dial 99 from a Morning-side Campus phone)
Rape Crisis/Anti-Violence Support Center: 212-854-HELP (4357)
www.health.columbia.edu

Counseling and Psychological Services
(See also page 60.)
2920 Broadway, Lerner Hall, 8th Floor, Mail Code 2606
Appointments: 212-854-2878
After-hours clinician: 212-854-9797

Disability Services
Wien Hall, Main Floor, Suite 108A
411 West 116th Street, Mail Code 3711
Tel.: 212-854-2388 (voice/TTY)
Email: disability@columbia.edu

Insurance and Immunization Inquiries
John Jay Hall, 3rd Floor
519 West 114th Street
New York, NY 10027
Insurance Office: 212-854-3286
Immunization Compliance Office: 212-854-7210
Aetna Student Health (benefits and claims information):
  800-859-8471
Fax: 212-854-5078
Email: hs-enrollment@columbia.edu

Medical Services
(See also page 59.)
John Jay Hall, 4th Floor
519 West 114th Street, Mail Code 3601
For appointments during scheduled clinical hours:
Tel.: 212-854-7426
Clinician-on-call for after-hours health concerns:
Tel.: 212-854-7426

Alice! Health Promotion Program
Because health is a vital part of learning, Alice! is committed to helping Columbia’s students achieve their personal and academic goals by disseminating useful and current health information, connecting students with resources, and cultivating healthy attitudes and behaviors that encourage students to make informed decisions about their health. Visit their website for more information about the programs and services available to students.
John Jay Hall, 3rd Floor
519 West 114th Street
New York, NY 10027
Tel.: 212-854-5453
Email: alice@columbia.edu
www.goaskalice.columbia.edu

Dining Services
Learn about Columbia’s dining plans, options, locations, and hours.
www.dining.columbia.edu

Dodge Fitness Center
Use of the Dodge Fitness Center is free for all students via their semester student fee. You must have a valid student ID, with the correct term sticker, to take advantage of the facility.
Tel: 212-854-3441
www.dodgefitnesscenter.com
Gender-Based Misconduct Office
(See also page 46 and Appendix.)
612 West 115th Street
800 Watson Hall
Tel.: 212-854-1717
Email: titleix@columbia.edu

International Students and Scholars Office (ISSO)
The ISSO offers full advisory services for international students including information on visas, immigration-related matters, and comprehensive and up-to-date information on Department of Homeland Security and Department of State regulations that affect international students studying in the United States.
Office Address: International House North
524 Riverside Drive, First Floor
Mailing Address: 2960 Broadway, Mail Code 5724
New York, NY 10027
Tel.: 212-854-3587
Fax: 212-851-1235
Email: isso@columbia.edu
www.columbia.edu/cu/issono

Ombuds Office
The University Ombuds Office is a place where all Columbia students, faculty, and other employees are welcome to come and talk in confidence about any concern. They support collaborative conflict resolution that fosters civility and mutual respect. This office supplements, but does not replace, the University's formal channels for grievance investigation and adjudication.
660 Schermerhorn Extension, Mail Code 5558
1200 Amsterdam Avenue
Tel.: 212-854-1234
Email: ombuds@columbia.edu
www.columbia.edu/cu/ombuds

Office of Work/Life
The Office of Work/Life facilitates many programs for graduate students and their families. Resources related to family and personal health insurance, child- and elder-care programs, and housing are among the many programs offered.
Tel.: 212-854-8019
Email: worklife@columbia.edu
www.worklife.columbia.edu

Student Financial Services
Student Financial Services (SFS) handles student accounts and billing, including third-party billing and tuition payment plans.
Student Service Center
205 Kent Hall
Tel.: 212-854-4400
Online Q&A tool: askus.columbia.edu
www.sfs.columbia.edu

University Registrar
The University Registrar issues transcripts and diplomas for Columbia Law School students. For all other inquiries regarding courses, registration, exams, etc., contact the Law School's Registration Services office (see page 6 for contact information).
Student Service Center
205 Kent Hall
Tel.: 212-854-4400
www.registrar.columbia.edu
# Columbia Law School Academic Calendar 2016–2017

## Autumn Term 2016

### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>LL.M. Registration &amp; Orientation.</td>
</tr>
<tr>
<td>15–16</td>
<td>1st year J.D. Registration &amp; Orientation.</td>
</tr>
<tr>
<td>17–Sept. 2</td>
<td>Classes in LL.M. Introduction to American Law (IAL) and in Legal Research &amp; Writing (LRW). LRW continues throughout the Fall term. IAL final exam on September 23.</td>
</tr>
<tr>
<td>17–Sept. 2</td>
<td>1st year J.D. classes in Legal Methods (LM) and in Legal Practice Workshop (LPW). LPW continues throughout the fall term. LM final exam on September 23.</td>
</tr>
<tr>
<td>29</td>
<td>Start of Change of Program Period (Add/Drop); only voluntary changes until September 6.</td>
</tr>
</tbody>
</table>

### September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 2016 Degree Candidates: Deadline to submit outstanding 2015–16 written work granted an extension.</td>
</tr>
<tr>
<td>2</td>
<td>End of classes in IAL and 1L Legal Methods.</td>
</tr>
<tr>
<td>5</td>
<td>Labor Day. No classes.</td>
</tr>
<tr>
<td>6</td>
<td>(Tuesday) First day of classes in term-long Law courses. First day of classes at other divisions of the University.</td>
</tr>
<tr>
<td>6–13</td>
<td>Law School Change of Program Period (Add/Drop) continues; action required on waitlist notifications.</td>
</tr>
<tr>
<td>13</td>
<td>End of Law School Change of Program Period; after this date changes only with permission of the Rules Committee, upon petition.</td>
</tr>
<tr>
<td>13</td>
<td>3L’s: Deadline to register for Major Writing Credit.</td>
</tr>
<tr>
<td>22</td>
<td>Legal Methods Study Day. No 1L classes.</td>
</tr>
<tr>
<td>23</td>
<td>Final exams for IAL and 1L Legal Methods.</td>
</tr>
<tr>
<td>30</td>
<td>LL.M. Writing Project registration deadline for Fall term.</td>
</tr>
</tbody>
</table>

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 2016 LL.M. Degree Candidates: Last day to file final copy of LL.M. Essay with Graduate Legal Studies.</td>
</tr>
<tr>
<td>15</td>
<td>Final date to drop a Fall 2016 Law course (the notation of W will be recorded for these late drops).</td>
</tr>
<tr>
<td>15</td>
<td>Final date to submit outstanding 2015–16 written work that was granted an extension (Grades due by November 15).</td>
</tr>
<tr>
<td>19</td>
<td>Conferral of October degrees.</td>
</tr>
</tbody>
</table>

### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>24–25</td>
<td>Thanksgiving Holiday. No classes.</td>
</tr>
</tbody>
</table>

### December

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 2017 Degree Candidates: Degree applications due.</td>
</tr>
<tr>
<td>2</td>
<td>(Friday) Last day of 1L classes.</td>
</tr>
<tr>
<td>3–8</td>
<td>1L study period (1L exams December 9–21).</td>
</tr>
<tr>
<td>9</td>
<td>1L exams.</td>
</tr>
<tr>
<td>9</td>
<td>(Friday) Last day of upper-year Law classes.</td>
</tr>
<tr>
<td>10–11</td>
<td>Upper-year study days (Upper-year exams December 12–21).</td>
</tr>
<tr>
<td>12</td>
<td>Last day of classes at other divisions of the University.</td>
</tr>
<tr>
<td>12–21</td>
<td>Upper-year exams.</td>
</tr>
<tr>
<td>21</td>
<td>Fall 2016 term ends; due date for submission of Fall 2016 written work.</td>
</tr>
<tr>
<td>31</td>
<td>February 2017 Degree Candidates: Deadline to submit outstanding written work; last day to file final copy of LL.M. Essay with Graduate Legal Studies.</td>
</tr>
</tbody>
</table>
Spring Term 2017

January
9 Start of Change of Program Period (Add/Drop)—only voluntary changes until January 17.
13 Fall 2016 grades due.
16 Martin Luther King Jr. Birthday Observed. No classes.
17 (Tuesday) First day of all Law School classes. First day of classes at other divisions of the University.
17–24 Law School Change of Program Period (Add/Drop) continues; action required on waitlist notification.
24 End of Law School Change of Program Period; after this date changes only with permission of the Rules Committee, upon petition.
24 3L’s: Deadline to register for Minor Writing Credit.

February
1 3L’s: Deadline to submit first draft of Major Writing Credit paper.
1 LL.M. Writing Project registration deadline for Spring term.
8 Conferral of February 2017 degrees.
15 Final date to drop a Spring 2017 Law course (the notation of W will be recorded for these late drops).

March
13–17 Spring Recess. No classes.

April
1 3L’s: Deadline to submit final draft of Major Writing Credit paper.
1 All students: Deadline to submit all outstanding Fall 2016 written work that was granted an extension.
26 (Wednesday) Last day of Law School classes.
26 May 2017 Degree Candidates (J.D. & LL.M.): Deadline to submit all outstanding Spring 2017 written work.
27–30 Upper-year study period (exams May 1–12).
27–May 1 1L study period (exams May 2–12).

May
1 Last day of classes at other divisions of the University.
1–12 Upper-year exams.
2–12 1L exams.
12 Last day of exams for all Law courses.
12 Continuing students: Due date for submission of Spring 2017 written work.
12 Grades due for May 2017 degree candidates.
12 Spring 2017 term ends.
17 (Wednesday) University Commencement & Degree Conferral.
18 (Thursday) Law School Graduation Ceremony. Date tentative. To be confirmed.

June
15 Spring 2017 grades due for continuing students.

Visit the Registration Services website for updates to the Columbia Law School Academic Calendar:

As of October 7, 2015
Master of Laws (LL.M.) Degree Requirements

To earn the LL.M. degree, candidates must:

1. Earn 24 points of academic credit. Academic point credit is earned by satisfactory completion of a course, seminar, or other academic activity with a grade of C or better, or with a grade of CR in courses or activities permitting or requiring grading on a credit/fail (CR/F) scale, such as Introduction to American Law (IAL) and Legal Research and Writing (LRW).

   Of the 24 points of academic credit required for the degree, a.
   Up to eight points can be earned through supervised research, and
   b. Up to six points can be earned in graduate level courses outside the Law School (see Instruction and Research in Other Schools, see page 19).

2. Satisfactorily complete Introduction to American Law (IAL) and LL.M. Legal Research and Writing (LRW), except those who have earned a J.D. from a U.S. law school or those who opt out of the courses pursuant to the program's rules for opting out.

3. Complete the LL.M. Writing Project (see LL.M. Writing Project and Supervised Research guidelines below).

4. Earn a grade point average (GPA) of 2.67 (B-) or better, or a preponderance of B or better grades; if an LL.M. candidate fails more than one course or seminar, the student's candidacy will be terminated automatically and the student will not earn the degree. Grades earned in courses taken outside of the Law School, either in another division of Columbia University or as part of the CLS/NYU Law Exchange, will not be factored into either calculation. (See page 16 for instructions on how to calculate your GPA.)

The academic program of all candidates for graduate degrees are subject to the approval of the Dean of Graduate Legal Studies.

Dates for award of the LL.M. degree fall in May, October, and February. LL.M. candidates who expect to receive the degree in May must file a degree application by December 1. The deadline to apply for the October degree is August 1, and November 15 for the February degree. Students who do not complete the requirements for the degree are responsible for applying for the next degree conferral date. Degree application forms are available in the Office of Registration Services or on their website.

LL.M. candidates who receive a grade of incomplete (IN) in the fall semester must complete and submit the work by April 1. The due date for completion of all spring semester work is the last day of spring classes. October degree candidates must complete and submit all work by September 1, and February degree candidates must complete and submit all work by December 31. No LL.M. candidacy will be extended or renewed beyond the second award date subsequent to the termination of the candidate's period of residence, i.e., February for candidates going out of residence in May. Of course, every candidate registered for the LL.M. degree is strongly urged to complete all work in time to receive the degree in May of the year of residence.

LL.M. Grades

The performance of LL.M. candidates in courses, seminars, and research papers is indicated by the letters A+, A, A-, B+, B, B-, C and F. If a candidate fails an examination and is given permission to repeat it, she will not receive a grade higher than C the second time, and the transcript will include a notation that this grade is the result of re-examination. LL.M. candidates who fail more than one course offering will not graduate and their candidacy will terminate automatically. To qualify for the degree, LL.M. candidates must earn a grade point average of 2.67 (B-) or better, or a preponderance of B or better grades, and will not fail more than one course or seminar. Grades earned in courses taken outside of the Law School, either in another division of Columbia University or as part of the CLS/NYU Law Exchange, will not be factored into either calculation.

LL.M. Writing Project

To earn the LL.M. degree, all LL.M. candidates must complete the LL.M. Writing Project. The LL.M. Writing Project is a research paper based on a student's original legal research, and must meet the following criteria:

1. The paper must be worth at least two points of academic credit. A 2-point paper, whether written as a seminar requirement or as supervised research, generally represents about 140 hours of work, or 10 hours per week, and is 20+ pages or 6500-8000 words.

2. It must be graded on the A-B-C-F scale; Credit/Fail or other non-evaluative grades are not permitted.

The following will not satisfy the LL.M. Writing Project requirement:

1. Reaction papers, opinion papers, journal entries, or critiques.
2. A series of shorter research papers whose total equals 20+ pages.
3. Non-research based writing projects.
4. Papers for which the research is based entirely or mostly on reading materials (cases, articles, commentaries, etc.) assigned by a professor for the course or seminar.

5. Papers written for courses taken outside the Law School. (In rare circumstances, exceptions can be made for courses completed at NYU Law School through the formal CLS/NYU Exchange Program.)

6. Any paper written for LL.M. Legal Research and Writing (LRW).

7. Student journal articles, notes, or research assistant positions, unless the paper meets the LL.M. Writing Project standards as supervised research and is registered as Research for the LL.M. Degree, L6691 (see below).

Registering Your LL.M. Writing Project

LL.M. candidates must register their LL.M. Writing Project (L6694) by completing the LL.M. Writing Project Registration Form (available in the back pocket of this Handbook). Candidates must indicate how they intend to fulfill the requirement on the form, and obtain the signature of both the professor and the dean, director, or assistant director of Graduate Legal Studies. The form is due September 30 for writing projects to be completed during the Fall term and February 1 for writing projects to be completed during the Spring term.

Ways to Complete the LL.M. Writing Project

The LL.M. Writing Project can be completed in several ways:

1. Seminars
   a. If a student is enrolled in a seminar that requires a 20+ page research paper, and that seminar is worth at least two points of academic credit, then the seminar will fulfill the LL.M. Writing Project requirement.
   b. If a seminar requires a shorter research paper (i.e., less than 20 pages), a student may seek the instructor’s permission to write a longer research paper (for a total of 20+ pages or 6500 to 8000 words) in order to satisfy the LL.M. Writing Project. If the student writes at least 10–15 additional pages, she may be entitled to earn one additional point of academic credit. The student must register the additional point by completing the LL.M. Supervised Research Form and selecting Supervised Research: Course-Related, L6689. In the case of a 2-credit seminar, the student will earn a total of three points of academic credit—two for the seminar and one for the additional work done on the paper.

2. Supervised Research

Supervised research entails writing a research paper independently of any course under the supervision of a Columbia Law School faculty member (including clinical, visiting, and adjunct faculty) who agrees to supervise the work and grade it on the A-B-C-F scale. The paper must be worth at least two points of academic credit and 20+ pages in length. Students can earn an additional point for each additional 10–15 pages written. LL.M. students register for supervised research by completing the LL.M. Supervised Research Form and selecting the category Research for the LL.M. Degree, L6691.

A student is expected to communicate regularly with her faculty supervisor and, depending on the agreement with the supervisor, may proceed through any or all of the following stages prior to final submission of the paper:

a. Topic selection: The student and supervisor agree on a subject matter area and discuss possible research topics within that general area.

b. Preliminary research: Following selection of a topic, the student conducts research aimed at narrowing and refining the project and the supervisor provides feedback that assists the student in formulating a research and writing plan.

c. Project outline: The student prepares and submits a written outline of the research project and the supervisor responds with substantive feedback.

d. Paper draft: The student submits a preliminary draft of the paper or its equivalent and the supervisor provides written or oral comments on the draft.

3. LL.M. Essay

The LL.M. Essay represents a larger undertaking than supervised research. Students who select this option typically are seeking to produce a work of publishable quality, more along the lines of a Master’s thesis. The principal difference between the two options lies in the formality of presentation required for an LL.M. Essay. The LL.M. Essay must be placed before the Faculty Supervisor well in advance of the final due date so that it can be reviewed and revised before it is finally submitted. A copy of the final Essay is deposited in the Law School Library, and its title appears on the student’s transcript. By agreeing to deposit the LL.M. Essay with the Law Library, the student consents to its being made available for library use, reproduction, distribution, and display in any regularly employed format, which may include microfiche or electronic forms. Other uses, such as derivative work use, remain the sole property of the student.
An LL.M. Essay must fulfill all of the following conditions:

a. It must be a substantial and rigorous piece of legal writing based on research on a topic approved in advance by a faculty member (including clinical, visiting, and adjunct faculty) who has agreed to act as Faculty Supervisor. The Faculty Supervisor must approve the scope and title of the LL.M. Essay;

b. It must be submitted in draft form to the Faculty Supervisor, who will provide comments on the draft, and a further version of the paper which responds to the Faculty Supervisor’s comments must be produced; and

c. It must earn a B or better grade.

The length of the LL.M. Essay must be determined in advance of registration by the student and the Faculty Supervisor, and is typically worth between two (2) and eight (8) points. LL.M. students register for the LL.M. Essay by consulting with the dean, director, or assistant director of Graduate Legal Studies, who will approve the registration and notify Registration Services. The due date for the final, approved LL.M. Essay is specified on the Law School’s Academic Calendar.

Additional LL.M. Essay information:

1. One unbound printed copy in final form and one extra copy of the title page must be deposited by May 1 with the Office of Graduate Legal Studies for submission to the Law School Library.

2. The LL.M. Essay should be double-spaced, using a font conventional for formal presentations. All text must be kept within margins of one-and-a-half inches at left and top and one inch at right and bottom.

3. The title page should contain only the following information in the following order:
   Title of LL.M. Essay centered in upper one-third of page.
   Full name of author (two spaces below title).
   Submitted in partial fulfillment of the requirements for the degree of Master of Laws in the School of Law Columbia University
   (Do not include the month, year, or other information.)

4. The LL.M. Essay should include a Table of Contents with page references at the front; a Table of Cases at the end; and, in some instances, a Table of Statutes or Bibliography at the end.

5. All pages, including tables, bibliography, and appendices, should be numbered consecutively in Arabic numbers in the upper right hand corner (outside of the margin at the top). Prefatory pages, however, should be numbered in small Roman numerals.

6. Footnotes and references may appear at the bottom of the page to which they refer, at the end of each chapter, or at the end of the Essay. Citations should conform to the style of the Columbia Law Review.
Calculating Your Grade Point Average (GPA)

While Columbia Law School and Columbia University do not officially note your GPA on your transcript or other official University records, LL.M. students must achieve a minimum 2.67 GPA, or a preponderance of B or better grades, in order to earn the LL.M. degree. Below is the metric the Law School uses to calculate students’ GPAs; you should use this and only this metric when calculating yours (not another you may find online, for example).

Calculating your GPA

1. Multiply the point value by the number of points of credit the course is worth
   
   *Example:* If you get an A- in American Contract Law, a 4-point course, you would multiply 3.67 by 4, for a total of 14.68

2. Add the total of the multiplied values

3. Divide that total by the total number of points of credit (not including Credit/Fail courses)

4. Credit/Fail courses (such as IAL and LRW) and courses taken outside the Law School are not included in the GPA calculation

Sample Calculation

<table>
<thead>
<tr>
<th>Course</th>
<th>Points</th>
<th>Grade</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to American Law</td>
<td>2</td>
<td>CR</td>
<td>n/a</td>
</tr>
<tr>
<td>Legal Research and Writing</td>
<td>2</td>
<td>CR</td>
<td>n/a</td>
</tr>
<tr>
<td>International Financial</td>
<td>3</td>
<td>B+</td>
<td>9.99</td>
</tr>
<tr>
<td>Transactions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Securities Regulation</td>
<td>3</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>S. Negotiation Workshop</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>American Contract Law</td>
<td>4</td>
<td>A-</td>
<td>14.68</td>
</tr>
<tr>
<td>Copyright Law</td>
<td>3</td>
<td>B-</td>
<td>8.01</td>
</tr>
<tr>
<td>Corporations</td>
<td>4</td>
<td>A-</td>
<td>14.68</td>
</tr>
<tr>
<td>TOTAL (not including Credit/Fail courses)</td>
<td>20</td>
<td></td>
<td>68.36</td>
</tr>
</tbody>
</table>

- Follow the instructions above for calculating your GPA
- Divide the sum of the total values by the total number of points of credit: 68.36 / 20 = 3.418
- Your GPA is 3.42 (rounding up to the nearest 1/100th)
**Doctor of the Science of Law (J.S.D.) Degree Requirements**

The J.S.D. degree is awarded to persons who have completed an approved program of study, research, and writing with distinction. Each candidate is required, within six academic years of enrollment in the Program, to submit a dissertation and to pass an oral defense of the dissertation. The dissertation can take the form of a unified work or a set of three articles with a unifying essay.

**Residence Period**

J.S.D. candidates are required to spend one academic year of full-time study and research in residence at the Law School. They are encouraged, but not required, to spend a second year in residence. Extended presence at Columbia without formal residence can also be arranged; financial support ordinarily cannot be provided for these periods. J.S.D. candidates on a student visa who wish to remain in the United States beyond the formal residence period should check with the International Students and Scholars Office (ISSO) on whether they will be able to extend their visas.

**First Year of Residence**

During the fall term, the Graduate Committee assigns an Advisory Committee to each J.S.D. candidate. At a later stage, the Advisory Committee may become the candidate's examination committee. In close and frequent consultation with the chair and other members of the Advisory Committee, the candidate is expected to undertake substantial preliminary research to determine the scope of the proposed dissertation. The candidate should take the initiative in consulting with the chair of his or her Advisory Committee. Two formal meetings (December and April) of the Advisory Committee are held each year during the candidate's period of residence.

Also during the first year, J.S.D. candidates are expected to register for the J.S.D. Workshop as well as participate in a seminar or directed reading course in the candidate's area of research under the direction of a member of the candidate's faculty Advisory Committee. They typically do not register for other classroom work. The balance of the J.S.D. candidates' programs consists of research on their respective dissertation topics. J.S.D. candidates are free to audit, with the instructor's consent, any course or seminar pertinent to their interests.

**Appraisal of Candidates in Residence**

A J.S.D. candidate receives no grades for academic work, the only transcript notation being that work either was or was not of doctoral caliber. J.S.D. candidacy is subject to termination at any time by the Graduate Committee acting upon the advice of those colleagues most familiar with the candidate's work. In case of such termination, the candidate may be permitted to continue in residence until the end of the academic year in the status either of an LL.M. candidate or of a Special Student (non-degree status).

**LL.M. Degree for J.S.D. Candidates**

*(LL.M. en passant)*

A J.S.D. candidate who submits a satisfactory research paper or Master's Essay in proper form based on doctoral research by December 31 of the calendar year in which the candidate completed his or her first year of residence is eligible for award of the LL.M. degree without termination of the doctoral candidacy. This essay may be, but need not be, an integral and verbatim portion of the dissertation. The essay must fulfill the criteria for the LL.M. by Writing, i.e., it must constitute a very substantial publishable piece of original research and writing that is equivalent to a lead article in a law review, as determined by a member of the J.S.D. candidate's Advisory Committee and a second faculty reader not previously involved in the student's research. The paper or Master's Essay will not be graded on a letter basis, but rather, on a credit/fail basis. If the candidate submits a Master's Essay, it need not be published but will be deposited in the Law Library. The deadline for obtaining the LL.M. degree cannot be extended under any circumstances.

**Progress Toward the J.S.D. Degree**

In order to remain in good standing, a candidate no longer in residence must maintain regular official contact with the Advisory Committee. This requires a minimum of two written annual communications, one of which must be at least 500 words (two pages) in length and must be countersigned by two members of the Advisory Committee. The latter report must be accompanied by the J.S.D. Annual Progress Report Form (available on the GLS current student website at www.law.columbia.edu/current_student/gls/jsd) and on file with the Office of Graduate Legal Studies by May 31 of each academic year following the period in residence.
When a candidate has completed the dissertation or an installment of it, the Graduate Committee will appoint an examination committee consisting of members of the Faculty of Law and, in appropriate cases, members of other faculties of the University best qualified to evaluate the candidate’s work and to aid the candidate with constructive suggestions and criticism. Ordinarily, the committee is made up of members of the Advisory Committee who have advised the candidate during the period of residence at Columbia.

Whether the J.S.D. dissertation takes the form of a unified work or the equivalent of three articles, it must represent the sole authorship of the candidate. A candidate seeking approval of an entire dissertation or any installment thereof must submit copies to his or her Advisory Committee members. If the submission is in article rather than unified form, the candidate must write an additional essay that draws on the three essays and establishes a general thesis supported by them. In either case, the dissertation must be written in English. The length of the dissertation shall be sufficient to present a thorough and comprehensive treatment of the approved subject or topics; typically, this requires at least the space that would be allotted to three articles suitable for law review publication. The quality of the dissertation must be such as to make it, in the opinion of the Advisory Committee, a meritorious and original contribution to the science or literature of the law. If submitted in the form of articles, it must be of such quality as to be acceptable for publication in an American law review of national circulation and influence.

The Advisory Committee may approve the dissertation as submitted, may require minor or major revisions as a condition of approval, or may withhold its approval. When only minor revisions are required, the chair (acting on behalf of the entire committee) is authorized, upon receipt of satisfactory revisions, to give final approval. In case of major revisions, the Advisory Committee as a whole must approve the revised draft. In cases in which the committee withholds its approval of a revised submission, the candidacy is terminated.

An oral dissertation defense occurs before approval of either a single dissertation or the concluding portion of a dissertation that has been submitted in installments. The formal defense of the dissertation must take place in person (or, if necessary, by teleconference) before an examining committee made up of the members of the Advisory Committee plus an external reader not previously involved in the student’s research. A formal report of the defense shall be made by the chair of the examination committee or, when appropriate, one of the members of the Advisory Committee and placed on permanent file. A vote of at least three to one is required to recommend approval of the candidate to the faculty for award of the J.S.D. degree.

An acceptable dissertation submitted in partial fulfillment of the requirements for the J.S.D. degree must be filed within six years of enrollment in the J.S.D. Program. A single extension for one year only has occasionally been granted to candidates who have demonstrated their capacity to complete thesis work within that time. Further extensions are not available absent the most compelling of reasons.

Deposit of Dissertation Copies

Degrees are conferred three times a year, in May, October, and February. A candidate who has completed the dissertation and is ready to defend should contact the Office of Graduate Legal Studies at least four weeks ahead of the defense date to receive instructions for the preparation and deposit of the dissertation and the necessary forms which the candidate must complete. The Office of Graduate Legal Studies will obtain the necessary approvals from the chairs of the candidate’s committee and the Graduate Committee.
Instruction in Other Schools

Instruction and Research in Other Schools

While there are no joint degrees at the LL.M. or J.S.D. degree level, LL.M. students are permitted to register for up to six (6) points of graduate level courses in other departments of the University when such work is deemed appropriate and relevant to their academic programs, and subject to the following limitations:

- Credits earned in foreign language courses, even if offered by the Law School or listed on the Law School’s curriculum schedule, do not count toward the 24 points required to earn the LL.M. degree.

- The LL.M. Writing Project requirement cannot be fulfilled in courses taken outside of the Law School.

- All courses taken outside the Law School must be graded on the A-B-C-F scale. Grades lower than C will not be accepted for credit toward the LL.M.

- The number of academic credits awarded for courses taken at another school or division of Columbia is limited to the actual number of hours a class meets per week, irrespective of the number of credits listed in that school’s catalogue (i.e., a three-credit course which meets for two hours each week yields two credits, not three). An exception to this rule occurs when the other school assigns fewer credits than the number of hours the course meets each week; in that case, the student will earn the number of credits assigned to that course by the school (i.e., a two-credit course which meets for three hours each week yields two credits, not three).

If a student chooses to take a course at a school outside Columbia University in the absence of an agreement between that school and Columbia, she must do so with the understanding that payment for such a course will not be deducted from any tuition owed to Columbia University, nor will any credits earned at the other institution supplant any of the credits required for the Columbia University degree.

For a complete list of Columbia University schools, visit the Columbia University website at columbia.edu. The University’s directory of classes is available online at www.columbia.edu/cu/bulletin/uwb.
U.S. Bar Exams

Lawyers with a foreign law degree who wish to take a bar examination after graduation should familiarize themselves with the eligibility and general requirements of the bar exam they wish to take. Completion of the LL.M. degree in itself does not guarantee eligibility to take a bar examination. Most states will require a J.D. degree from a U.S. law school in order to sit for the bar exam. In cases where a state does allow foreign law graduates to sit for the bar exam, including New York, as a general rule, at least three years of legal study, not including the LL.M. degree, are required for eligibility.

New York Bar Exam

For information on New York State’s bar requirements, contact the Board of Law Examiners at:

The New York State Board of Law Examiners
Corporate Plaza Building 3
254 Washington Avenue Extension
Albany, NY 12203-5195
Phone: 518-453-5990
Website: www.nybarexam.org

Specific information for foreign lawyers wishing to take the New York State bar exam, including deadlines, can be found at www.nybarexam.org/Foreign/ForeignLegalEducation.htm.

It is your responsibility to write to the Board of Law Examiners to determine your eligibility to sit for the bar exam. Only the Board can make that determination, and it is best to send your requests early. It is also your responsibility to make sure you meet all deadlines for applying to take the bar exam and to make sure you have all of the required materials to submit to the Board.

The Office of Graduate Legal Studies cannot make copies of your foreign law school transcripts, nor can we give you the copies we have on file. No exceptions will be made. It is your responsibility to obtain additional copies of your transcripts if you plan to take the bar exam. If you did not request them prior to arriving at Columbia as we recommended in our pre-arrival material, we recommend that you do this as soon as possible during the fall semester.

The Law School Office of Registration Services certifies all bar exam applications. It is extremely important that all requests for bar certification be submitted to Registration Services in a timely manner (preferably by April 1 but no later than April 30), as this will be the only indicator that we will have that you intend to take the July 2017 bar exam and need the Law School to certify your eligibility to sit for the examination.

Please note: These dates are accurate as of June 2016. It is your responsibility to verify well in advance of the filing deadlines that these dates are still accurate for 2017. Columbia Law School and the Office of Graduate Legal Studies are not responsible for monitoring bar exam deadlines or updating you if any of the deadlines or rules change.

Eligibility of Foreign-Trained Lawyers for the New York Bar Exam

The rules which govern the eligibility of foreign-trained lawyers who can qualify for the bar examination by earning a U.S. LL.M. are governed by Section 520.6 of the Rules of the Court of Appeals for the Admission of Attorneys and Counselors at Law (22 NYCRR 520.6). This rule does not affect foreign-trained lawyers who qualify to take the bar examination without earning a U.S. LL.M. degree, nor do they impact foreign-trained lawyers who cannot take the bar despite earning a U.S. LL.M.; they apply only to foreign-educated lawyers who become eligible to sit for the bar exam upon completion of an LL.M. program at a U.S. law school.

In general, a Columbia LL.M. student who wishes to qualify for the New York bar exam by earning the LL.M. will need to:

1. Take Introduction to American Law (IAL);
2. Take the LL.M. Legal Research and Writing course (LRW);
3. Take an approved professional responsibility/legal ethics course; and
4. Earn at least six credits in “subjects tested on the New York bar examination” (where a principal focus of the course includes material contained in the Content Outline published by the Board).

The following Professional Responsibility courses have been approved as fulfilling requirement 3 above:

- Professional Responsibility
- Professional Responsibility in Criminal Law
- Professional Responsibility Issues in Business Practice
- Professional Responsibility Issues in Public Interest Practice
- Professional Responsibility for the Transactional Lawyer
- Seminar: Legal and Ethical Obligations in Complex Litigation
- Seminar: Professional Responsibility: Becoming a Lawyer
Credits earned in any of the following courses will count toward the six credits set forth in requirement 4 above:

- Administrative Law
- Advanced Civil Procedure
- Advanced Constitutional Law: Equal Protection
- Advanced Constitutional Law: Religious Liberty
- American Constitutional Law
- American Contract Law
- Church and State
- Civil Procedure
- Civil Rights
- Constitutional Law
- Contracts
- Corporations
- Criminal Adjudication
- Criminal Investigations
- Criminal Law
- Evidence
- Family Law
- Federal Courts
- First Amendment and the Institutional Press
- Property
- Real Estate Transactions
- Secured Transactions
- Torts
- Trusts, Estates and Estate Planning
- Professional Responsibility
- Professional Responsibility for the Transactional Lawyer
- Professional Responsibility in Criminal Law
- Professional Responsibility Issues in Business Practice
- Professional Responsibility Issues in Public Interest Practice
- Seminar: Legal and Ethical Obligations in Complex Litigation
- Seminar: Professional Responsibility: Becoming a Lawyer

Please note that the bar requirements are independent of the degree requirements to earn the LL.M. at Columbia Law School. If you are planning on taking the New York bar examination, we will help you design a curriculum which meets your academic and professional needs and which fulfills our degree requirements and the requirements of rule 520.6.

**Pro Bono Requirement**

Applicants for admission to the New York State bar must perform 50 hours of pro bono services before applying for admission. For additional information, visit the Court’s website at [www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml](http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml).

**Bar Exams in Other Jurisdictions**

For answers to questions regarding bar admissions in other jurisdictions and contact information for each state’s board of bar examiners, consult the National Conference of Bar Examiners’ [Comprehensive Guide to Bar Admission Requirements](http://www.ncbex.org). You can download a free copy (Adobe Reader software required) from [www.ncbex.org](http://www.ncbex.org).
Professional Responsibility and Academic Integrity

Legal education is generally a passageway to careers of service in law, either in private practice or in a public capacity. The standards of responsibility for that service are high and exacting. In part, the appreciation of these responsibilities is gained by habit and example; the Law School helps to form these professional attitudes as an integral part of the education it provides.

The responsibilities of law students are, of course, different from those of lawyers. Yet in a real sense professional responsibility begins upon entering law school. Students are regarded, and should regard themselves, as committed to integrity and effectiveness in the legal profession. That commitment requires consideration, honesty, and fair dealing in academic enterprises, in the law school community, and in personal and professional relations outside the Law School.

Columbia Law School demands this rigorously of faculty and students alike. Students are expected to maintain the highest standards of academic integrity. Students who commit plagiarism or other acts of academic dishonesty are subject to expulsion from the program. The issue of academic integrity is addressed at various points during the admission and orientation process and students are therefore expected to become thoroughly familiar with Columbia’s requirements in this area (see the “Faculty Resolution on Principles of Academic Honesty” and “Procedures for Student Discipline” sections of this Handbook, pages 32 and 38, respectively).
Diversity and Inclusion

Columbia Law School strives to nurture a diverse and inclusive community where students are prepared to serve as lawyers, leaders, and public servants in the professional world.

As part of its efforts to nurture and support its diverse community, Columbia Law School hosts and sponsors numerous events throughout the academic year where diversity and inclusion are discussed. Columbia Law School’s identity groups also work closely with Student Services and Graduate Legal Studies in planning and coordinating events such as academic success panels, the Latino/a Law Student Association’s Banquet, Empowering Women of Color Conference, the Black Law Students Association Paul Robeson Dinner and the Paul Robeson Conference. Inquiries regarding programming may be directed to Yadira Ramos-Herbert, Interim Dean of Students; Director of Academic Counseling and Student Outreach.

Events will be listed on the Law School’s calendar at https://www.law.columbia.edu/calendar.
Law School Academic Procedures

LawNet and SSOL

LawNet is the name given to a set of web-based services that provide interactive access to the administrative databases of Columbia Law School. Law School students use LawNet to register for classes, add and drop classes, view their grades and course schedules, update their contact information, view the Facebook directory, and more. Faculty members use LawNet to access their class rosters and Waitlists, submit grades, view the Facebook directory, and more.

Columbia University’s Student Services Online (SSOL) is a web-based tool that aids students in negotiating common transactions essential for their progress at the University. The student data available on SSOL includes grades, registration, and any other academic information the Law School has transferred to the University’s official central database. Students use SSOL to access directory, financial aid, and hold status information, as well as information about their student accounts (including tuition, fees, and housing charges); order official University transcripts; and arrange for online payment of their University bills. You can access SSOL at ssol.columbia.edu. You will need your UNI and password to log in.

Pre-Registration and Registration

The Law School’s Office of Registration Services (“Registration Services”) handles all aspects of course registration for Law students.

For upperclass and LL.M. students, the results of the course lottery, reflecting the student’s pre-registration selections, as well as courses for which the student was registered and those for which the student is Waitlisted, will be available on LawNet in mid-August for Fall term classes and in late December for Spring term classes. A student’s registration will be deemed complete at the end of the Change of Program (Add/Drop) Period, when Registration Services officially transmits student schedules to the University database.

Change of Program (Add/Drop)

During the official Law School Change of Program (Add/Drop) period each term, upperclass and LL.M. students can make changes to their registration, including registering for research and writing credits. While most registration changes can be made on LawNet, LawNet cannot be used to complete or adjust registration for research and writing credits (such as Research for the LL.M. Degree and the LL.M. Writing Project), clinics, externships, permission courses, 1L courses, or non-Law or NYU Law School courses.

For information on cross-registering for a non-Law offering at Columbia University, see Registration for Non-Law Offerings, below.

To drop a course after the official Law School Change of Program period each term, see Additional Registration Rules and Responsibilities, below.

Waitlist Procedure

The Law School has a two-phase Change of Program (Add/Drop) period:

1. Starting one week before the start of classes each term, students can use LawNet to make any of the following voluntary changes to their term schedules:
   • register for a class which has seats available,
   • drop a class for which they are registered,
   • add themselves to a waitlist, or
   • drop themselves from a waitlist.

2. The second phase of the Change of Program period begins on the first day of classes for the term, and lasts approximately one week. During this phase, the mandatory waitlist process is in effect: students on waitlists will be notified promptly, to their Columbia email address, when a seat becomes available to them. They will be given 12 hours after notification to accept the seat or be automatically dropped from the waitlist. If the student does not officially accept the seat, the system will automatically drop the student from the waitlist and offer the seat to the next student on the waitlist. Notification does not mean a student will be automatically registered in the offering. It is the student’s responsibility to check for notifications and to take appropriate action to register for the class within the specified period.

Students are advised to pay careful attention to their waitlist position on LawNet to assess their chances of getting into a previously closed class, and to plan accordingly.

Additional Registration Rules and Responsibilities

- A student is permitted to register only for courses that have been approved by Registration Services and that have been appropriately registered with the University, including courses that will not earn credit toward the Law degree.
• All program changes after the close of the Add/Drop period must be made through Registration Services and are only allowed when such changes fall within the degree Rules.
• Permission to drop a course after the close of the Law School’s Add/Drop period and through October 15 in the Fall term and February 15 in the Spring term does not require Rules Committee approval; however, instructor permission is required. A grade of W (indicating “withdrew”) will be recorded in the student’s official transcript for such late drops. Students will not be allowed to drop a course if the drop results in a loss of term residence (11 points per term for full-time LL.M. students). Informal “dropping” of a course (e.g., by failing to attend the course or informing the instructor of the desire to drop the course but not officially withdrawing) results in a grade of F (indicating Failure) as a permanent entry on the student’s record. Permission to drop a course after October 15 in the Fall Term and February 15 in the Spring term is by petition to the Rules Committee only, and successful petitions will result in a W on the transcript (rather than an F). No course may be dropped after the last meeting of the course for the term.
• Students are advised to carefully check their degree requirements and to make certain that they meet and maintain full-time residence each term. Full-time LL.M. students must register for a minimum of 11 points per term.
• A student may not register for courses that conflict in any meeting time(s), even by a few minutes.
• The University assesses late fees for late registration and late payments, and finance charges for delinquent payments.

Registration for Non-Law Offerings at Columbia University (“non-Law courses”)

With the permission of the dean, director or assistant director of Graduate Legal Studies, LL.M. students are permitted to register for, and apply toward the LL.M. degree requirements, up to six (6) points of academic credit in graduate-level courses in other schools or divisions of Columbia University when such work is deemed appropriate and relevant to the student’s academic program, and subject to the following limitations:

• Non-Law courses and NYU Law courses must be graded on the A-B-C-F scale and shall not be taken into account in determining the student’s grade point average. Credits earned in courses in which the student earned a grade below a C will not count toward the LL.M. degree.
• Grades earned in non-Law courses or as part of the NYU Exchange Program will not be factored into Law School honors calculations nor will they appear in LawNet. Grades earned in other divisions of Columbia University will be reflected on the official Columbia University transcript, but grades earned for courses taken at NYU Law School will not.
• Non-Law courses must be evaluated by written examination or term paper, and thus credit for the Law degree will not be awarded for some courses, such as conversational language courses, music performance classes, and studio classes.
• Credits earned in foreign language courses, even if offered by the Law School or listed on the Law School’s curriculum schedule, do not count toward the 24 points of academic credit required to earn the LL.M. degree.
• University courses may not carry full point credit toward the LL.M. degree. Each academic point earned for non-Law courses must represent a minimum of 50 minutes of classroom meeting time each week throughout the term, as is generally required of Law offerings. Generally, the number of points of academic credit awarded for courses taken at another school or division of Columbia University is limited to the actual number of hours a class officially meets per week, irrespective of the number of credits listed in that school’s catalogue (e.g., a three-credit course which meets for two hours each week yields two credits, not three). An exception to this rule occurs when the other school assigns fewer credits than the number of hours the course meets each week; in that case, the student will earn the number of credits assigned to that course by the school (e.g., a two-credit course which meets for three hours each week yields two credits, not three).
• Registration as an Auditor, whether in Law or non-Law courses, is not permitted.
• Students are responsible for any fees associated with non-Law courses.
• The LL.M. Writing Project requirement cannot be fulfilled in non-Law courses.
• Registration for work or courses not listed in the Law School’s Curriculum Guide, even though not for Law School credit, also requires permission of the dean, director or assistant director of Graduate Legal Studies so that we may determine whether the student will have adequate time in her schedule to effectively participate in the work or course.

To register for a non-Law course (“cross-register”), whether or not you are seeking to apply the credits toward the LL.M. degree requirements, you must submit a completed Petition form to Registration Services. The petition form must be signed by the dean, director, or assistant director of Graduate Legal Studies, and must include the following information:

• course name;
• course and call numbers;
• section number;
• class meeting days and times;
• number of points;
• name of the instructor; and
• description of how the subject of the non-Law course relates to your course of study.

If you decide to drop a non-Law class, it is your responsibility to notify Registration Services immediately so that the course can be removed from your Law School record.

The University's Directory of Classes is available online at www.columbia.edu/cu/bulletin/uwb.

Class Attendance and Preparation

All law students are expected to attend and be prepared for all sessions of their courses and seminars, beginning with the first meeting of Introduction to American Law (IAL) and LL.M. Legal Research and Writing (LRW). Adequate preparation of assignments and informed participation in class discussion are expected of every student. The quality of a student's preparation and participation in class discussion may be considered by the instructor, without special notice, in determining the student's final grade in the course. If a student has excessive absences in a course, a final grade of Failure (F) may be recorded.

Examinations

Law School Registration Services administers Law School exams. All questions regarding exams and all requests to reschedule exams should be directed to Registration Services.

Students are expected to appear at or turn in an examination at the stated time and place. Failure to do so will result in a grade of Failure (F). If you are unable to appear for an examination at the proper time, you must contact Registration Services by telephone, 212-854-2668, or email, registrar@law.columbia.edu, before the scheduled exam date. If you have registered with Disability Services and are granted special examination accommodations, please notify the Dean or Director of Registration Services as soon as you receive confirmation of your special examination accommodations from Disability Services.

The Academic Calendar specifies the dates of the final examination period for each Columbia Law School term. Although tentative exam schedules are prepared at the beginning of each term, the exact exam schedules are subject to change. As provided in the Law School Rules, “All students should be prepared to sit for examinations at any point throughout the examination period." Students, therefore, are advised to incorporate the entire exam period in their travel and other plans. Exams will not be rescheduled to accommodate employment schedules, travel, or personal arrangements which conflict with the exam schedule.

Rescheduling of exams is permitted when:

1. A student has two (2) proctored Law School exams scheduled on the same day. One of the exams will be rescheduled to the first exam day on which the student does not have a scheduled exam and that will not create an exam conflict requiring further rescheduling.
2. A student has back-to-back exams: Proctored or fixed-date take-home exams can be rescheduled to allow a 36-hour period between the start of the two exams. For example, a student who has a proctored or fixed-date Law School exam scheduled for Monday and another for Tuesday can reschedule the Tuesday exam to Wednesday.
3. A student has a conflict with a religious observance on the day of the exam: An exam will be rescheduled if it conflicts with a religious observance on the day of the exam.

These regulations apply to all Law School exams, not only to finals in December and April/May. Students seeking to adjust their exam schedule for any of the reasons set forth above must email the request to Registration Services after the exam schedule is published but no later than one month in advance of the start of the exam period. Registration Services will determine which exam will be rescheduled and will notify the student of the new date and location of the rescheduled exam shortly before the start of the exam period.

Exams may also be rescheduled for the following reasons:

1. Illness: Any request for rescheduling granted on grounds of illness or other physical disability is conditioned upon the student submitting to Registration Services a satisfactory medical note from the attending physician within a reasonable time (one or two days after the date of the exam, and no later than the end of the examination period).

2. Birth of a child: An exam will be rescheduled if the student is attending the birth of his/her child.

3. Bereavement: An exam will be rescheduled in the event of a death in the student’s family if the student is attending the funeral or grieving.

4. In other exceptional and documented circumstances.

Law School students who have an exam conflict with a non-Law course must reschedule the non-Law School exam.

Examinations will be rescheduled to a date AFTER the originally scheduled date only; they will not be rescheduled to an earlier date. All rescheduled exams must be taken before the end of the final exam period, unless Registration Services needs to reschedule the exam for another time (usually only in cases where a later exam date is warranted by documented special circumstances such as illness or childbirth).
All exam rescheduling arrangements must be officially made through Registration Services. Before you take your rescheduled exam, you will be asked to sign a Certification of Examination Performance certifying that you have not discussed the exam (verbally, electronically or in writing) with any other student taking the exam, and that you have not and will not share or communicate, directly or indirectly, any information relating to the nature or content of, or answers to, the exam. If you believe that you cannot sign the certification, for whatever reason, you must notify the Dean or Director of Registration Services immediately.

Extensions on Written Work

Unless the instructor assigns an earlier due date for written work, the deadline for submission of all written work is usually the last day of the final exam period of the term, except in the spring term for May degree candidates (see below). If you request and are granted an extension of time to complete your written work, please pay careful attention to the deadlines for submitting such work. Extensions for incomplete work may not exceed the stated limits. If written work is submitted after the specified deadline, the student will receive a grade of Failure (F) for the work.

Graduating students: Unless the instructor specifies an earlier due date, the deadline for May degree candidates

- to submit all outstanding written work from the prior fall term for which an extension was granted is April 1, and
- to submit all written work from the spring term is the last day of spring term classes (usually in April). For October candidates, the deadline is September 1, and for February candidates it is December 31.

Grades

With a resolution passed in December 1994, the Faculty of Law established the grading system of A+, A, A-, B+, B, B-, C, F. In May 2008 the Faculty of Law passed a resolution adding the grade of W, to be used when a student withdraws from a course between the close of the Law School’s official Change of Program period and October 15 in the fall term and February 15 in the spring term.

Some courses and other offerings were designed to be graded on a Credit/Fail basis; this information is included in the course descriptions. In addition, some clinics offer a grade of CR (credit) as an option.

If a candidate fails an examination and is given permission to repeat the examination pursuant to Law School rules, the highest final grade the student will receive for the course will be a C, regardless of the grade earned on the re-examination. The student’s official transcript will include a notation that this grade is the result of re-examination. LL.M. candidates who fail more than one course offering may not graduate and their candidacy will terminate automatically. Grades that are changed to C upon re-examination count as an F for this purpose.

To qualify for the degree, LL.M. candidates must earn a grade point average of 2.67 (B-) or better, or a preponderance of B or better grades, and may not fail more than one course or seminar. Grades earned in courses taken outside of the Law School, either in another division or school of Columbia University or as part of the CLS/NYU Law Exchange, will not be factored into either calculation.

For work undertaken at NYU Law School through the Columbia/NYU Law exchange, a minimum grade of C is required to earn Law credit.

Grades for Fall term courses are due by the Friday before the first day of the Spring term. For Spring term courses, grades are due by June 15 for continuing students, and by the week before Commencement for May degree candidates. Instructors who have 150 or more exams to grade are given a week or so to submit all their grades. For detailed information, see the May 2012 Faculty Resolution on Grade Submission Dates.

In the Spring term, instructors are asked to submit grades for graduating students early so that Registration Services can complete graduation clearance prior to Commencement. To allow sufficient time for instructors to grade written work for graduating students, their deadline for submission of papers is the last day of classes for the term.

Grades earned in courses taken outside Columbia Law School will not be factored into honors calculations. Students must be in full-time, on-site residence at the Law School for the entire academic year in order to be eligible for honors and must be Columbia Law School J.D. or LL.M. degree candidates.
For students graduating in May, honors determinations are made one or two weeks after Commencement. Students cannot receive academic honors for a year that includes a grade of incomplete. Therefore, if you wish to be considered for Kent or Stone honors, you are advised to consult with your instructor about a submission date for your work that will allow your instructor enough time to read your written work and to record your grade by no later than the last week of July.

**Grade Access**

You can view your Law School grades on LawNet. Grades earned in courses taken at other divisions or schools of Columbia University are available on SSOL, while grades earned in NYU Law School courses (through the CLS-NYU exchange program) are available on an official NYU transcript only.

Registration Services posts grades earned in Law courses on LawNet once instructors notify the office that grades are final, and electronically transmits grades to the University’s Student Information System. Grades appear on a student’s official University transcript once this grade transmission to the University system has been completed.

**Ordering Official Columbia Transcripts**

The Law School cannot provide official transcripts; official transcripts are available only from the University’s Office of the University Registrar. Current and former students should request transcripts online using Student Services Online (SSOL). In-person requests may be made at the counter service area in Kent Hall after the completion of the first three weeks of each term.

Official transcripts will reflect grades earned in every course (Law and non-Law) taken within Columbia University. Grades earned in NYU Law courses (through the CLS-NYU exchange program) will not be reflected in the official Columbia transcript. Students needing an official report of grades earned in NYU courses should order an official NYU transcript from that institution. Visit registrar.columbia.edu/content/transcripts-and-certifications for additional information.

**Holds**

The University reserves the right to withhold the privilege of registration or any other University privilege from any person, and does so predominantly for the following reasons: an unpaid debt to the University (e.g., tuition, fees, housing), an academic issue, or a lack of immunization compliance with Columbia Health services. In such cases, a hold is placed on a student’s registration, transcript, records, and diploma.

Students on hold will not be able to pre-register, cannot receive a registration schedule, cannot be included in the class lottery, cannot participate in the Change of Program period, and thus may lose their place on the Waitlist for classes (for late holds—classes will be released to other students on the Waitlist), will not have access to financial aid funds, may lose the ability to defer repayment of student loans, and cannot have the Columbia ID card validated (which may prevent access to University buildings). Since registration for a subsequent term will not be permitted for students on hold, you may lose all rights and privileges as a Columbia University student.

Only the office that applies the hold may remove it. You may check your hold status on Student Services Online at ssol.columbia.edu. Contact the holding office to remove or dispute the hold, or to address any error you believe may have occurred. Once you have cleared a hold, it is important that you make sure the hold has been removed from your University records.

**Withdrawals and Leaves of Absence**

Students in the LL.M. and J.S.D. programs considering a leave of absence should consult with the Office of Graduate Legal Studies for the Law School’s policy on withdrawals and leaves of absence. A student in good academic standing who is not subject to disciplinary proceedings will always be given an honorable discharge if the student wishes to withdraw from the University. If the student is under 21 years of age, a parent or guardian must first give consent in writing.

Any student who has completed one term of residence in the Law School and who is in good academic standing may apply in writing to the Dean of Graduate Legal Studies, with a copy to the Dean of Students, for a leave of absence. In the case of a serious medical issue, students can apply for a leave of absence prior to completing one term of residence. The student should state the reason(s) for the leave of absence and the expected date of return to the Law School. Such applications will normally be granted for a period not to exceed two years. In the case of a student under disciplinary sanction or charged with a breach of discipline in a pending proceeding, the Dean shall attach such conditions to the leave of absence as may be appropriate to ensure that the student may not avoid such sanction or submission to such proceeding. Unless otherwise specified, a student who is granted a leave of absence may return to the Law School at or before the end of such leave without making formal application for readmission, though the student must notify the School of the student’s intention to return. The notification must be in writing and must be in advance of the start of pre-registration for the term the student wishes to return.
Any student may request permission to withdraw from the Law School by applying to the Dean in person. Upon approval by the Dean, the student must notify the Registrar of his or her withdrawal in writing. Any student who withdraws or fails to register without being granted a leave of absence may return to the Law School only upon a formal application for readmission.

Failure to attend classes or unofficial notification of instructors does not constitute formal withdrawal and will result in Failing grades in all courses.

See the University Registrar’s website (www.registrar.columbia.edu) for additional information on withdrawals and the adjustment of fees.
Petitions for Exceptions to Academic Rules

Students may petition the Rules Committee for exceptions to the rules governing a particular degree program, and for other reasons as specified in the requirements for the LL.M. and J.S.D. degrees. The Rules Committee consists of several full-time faculty members and three student members who are selected to serve for the given academic year, together with the Dean of Students and the Dean of Registration Services. Petitions should be in writing and should be submitted to the Dean of Registration Services along with supporting materials.

Many petitions dealing with routine matters can be decided on quickly, without formal committee deliberation. These include requests for permission to:

- cross-register for a non-Law course or seminar (make sure to read the rules regarding cross-registration);
- exceed the 15-point Law School maximum per semester (note that 16 points is the absolute semester maximum by ABA rules);
- reschedule an exam
- take a leave of absence.

Petitions relating to more significant matters will be referred to the Rules Committee for a final decision and students may choose to submit such petitions directly to the Chair of the Rules Committee. These include requests to:

- withdraw from a course after the expiration of the Law School's official Change of Program period without the entering of a W grade on their official transcript;
- withdraw from a course after October 15 in the Fall semester and February 15 in the Spring semester, but before the last day of classes in the semester and have the withdrawal recorded on the official transcript as a W instead of an F;
- add a course after the expiration of the Law School's official Change of Program period. Such a petition will be considered only in exceptional circumstances provided the student can demonstrate compliance with ABA attendance rules and has secured the permission of the instructor to be added to the course;
- take a reduced-load program because of special needs (e.g., disabilities, parental responsibilities); and
- obtain any other exception to the rules governing a degree program, aside from those listed above.

Some petitions can be decided within two to seven business days; others may require a meeting of the Rules Committee and will take longer. It is advisable to make your petition as early as possible and not to assume the results of a petition will automatically be in your favor.
Faculty Resolution on the Allocation of Scarce Instructional Resources

In May 1991, the Faculty of Law adopted the following procedures for a computerized scheduling system to provide students with a fair opportunity to register for Law courses and seminars. In May 2007, the faculty approved a modification to the Change of Program (Add/Drop) period that resulted in a 12-hour wait-list notification period (see Item 8, below).

1. **The General Plan:** All students are first assigned a random position within their category (LL.M., 3L, 2L). Based on the position in their group, student selections are considered in the following order:
   a. Each LL.M. student obtains two choices (limited only by the competition of other LL.M. students and by a percentage limit, described below).
   b. Each 3L student obtains two choices (limited only by the competition of other 3L students and the preceding LL.M. preference).
   c. Each 2L student obtains one choice (in competition with other 2L students).
   d. Each LL.M. obtains a third choice.
   e. Each 3L obtains a third choice.
   f. Each LL.M. obtains a fourth choice.
   g. Each 3L obtains a fourth choice.
   h. Each 2L obtains second, third and fourth choices.

2. **The Lottery:** Within any category, competitive positions will be determined by the computer randomization (separate groups will be formed for LL.M., 3L, and 2L students). Lottery positions will be reversed in the spring, so that persons with low numbers in the autumn will have high numbers in the spring, and vice-versa. The lottery positions are also reversed on succeeding rounds, so that students who picked early for first offerings will pick late for second offerings with further reversals in succeeding rounds.

3. **LL.M. Students:** LL.M. students get first priority, subject to a single limitation. No more than 33% of the openings in a class can be filled by LL.M.s during the early rounds of the lottery. If the instructor wishes to allow a larger percentage of LL.M.s in a particular offering, she or he may do so by notifying the Office of Registration Services.

4. **Upper-class J.D. Students:** Next preference goes to 3Ls. For the most part, 2L selections are subordinated to LL.M. and 3L selections. The exception is that 2Ls receive a single selection in the third pass.

5. **Alternatives:** For each selection, students may offer an alternative to be used if the first choice is unavailable. If the first choice cannot be scheduled, the student will be put on the Waitlist for it and scheduled into the alternate, if possible.

6. **Conflicts:** The computer will not schedule a student into two classes that meet at the same time. Students will be put into the first class that the computer schedules.

7. **Scope:** The allocation procedure will apply to all courses and seminars except: (a) clinical seminars (which are subject to allocation by clinicians); (b) other seminars to which admission is allocated by instructors (subject to prior faculty approval); (c) Foundation courses.

8. **Waitlist:** Students on waitlists will be promptly notified of openings for which they have priority. They will be given 12 hours after notification to register for the offering or the option will be automatically revoked and the class offered to the next student on the waitlist. Notification will be by email.
Faculty Resolution on Principles of Academic Honesty

In October 2003, the Faculty of Law adopted the following principles of academic honesty by which students are expected to abide. These principles are the cornerstone of educational integrity at the School of Law. They also reflect the legal profession’s special obligations of self-regulation. Students are expected to familiarize themselves with these principles during initial orientation and before taking an examination or submitting any work for credit toward a degree. Academic dishonesty—attempted or actual—will not be tolerated.

Academic dishonesty includes, but is not limited to:

1. **Plagiarism**: Failure to cite or otherwise acknowledge in any paper, exercise, or project submitted for credit ideas or phrases gained from another source such as published text, another person’s work, or materials on the Internet unless the source is obvious from the context given.

2. **Self-Plagiarism**: The submission of one piece of work in more than one offering or in any two exercises for credit without the explicit permission of the instructors involved.

3. **Preparation by another**: The submission of work as one’s own that has been prepared by or purchased from another.

4. **Cheating**: To give, receive, take assistance, or make unauthorized use of information from written material, another person, his or her paper, or from any other source (except as explicitly allowed by the instructor) before or during an examination or other written exercise.

5. **Violation of instructions**: Failure to abide by the explicit directions or instructions of an instructor with regard to a performance for credit.

6. **Falsification of work product**: Falsification or misrepresentation of data, evidence, or other reportable observations in any course or other exercise for credit.

7. **Impermissible collaboration**: The violation of the rules on acceptable collaboration on projects, papers, exercises, or examinations set by a faculty member or Law School committee.

8. **Tampering with materials**: Removing, hiding, or altering library materials or stealing another person’s materials.

9. **Facilitation of academic dishonesty**: Facilitating academic dishonesty by enabling another to engage in such behavior.

In further clarification and recognition of the standards of academic conduct to be met, students sign the following language of certification, Student Certification of Examination Performance, when submitting any exam, and Student Certification of Written Work when submitting work for credit.

**Student Certification of Examination Performance**

I certify that (a) I have not received any information (other than that provided by the instructor or the Law School generally) regarding the content of this examination, (b) since receiving the examination, I have not discussed it (verbally, electronically, or in writing) with any other student taking the examination, (c) I have not and will not share or communicate, directly or indirectly, any information relating to the nature or content of, or answers to, this examination to any student who has not yet taken this examination, (d) I have complied fully with all instructions given by the instructor relating to this examination, including any restrictions on access to materials or sources of information.

I understand that the relative autonomy of the legal profession carries with it special obligations of self-regulation as outlined in the Columbia Law School Bulletin/Handbook and that any violation of this certification will subject me to discipline, including possible suspension or expulsion by the Law School, declaration to certify for admission to the Bar, and sharing of information about discipline with Bar admissions committees. I further understand that the Law School is required to notify Bar admissions committees if a student has been the subject of disciplinary proceedings, regardless of the outcome of those proceedings.

**Student Certification of Written Work**

I certify that the attached written or electronically transmitted material is my own work. I further certify that (a) I have formally cited or otherwise fully acknowledged the quotations, ideas, and wording used here from other sources, whether published or unpublished, in written or electronic form, (b) I have engaged in no falsification or misrepresentation of data or experience in this submission, (c) I have disclosed any collaboration not specifically authorized by the instructor.

I understand that the relative autonomy of the legal profession carries with it special obligations of self-regulation as outlined in the Columbia Law School Bulletin/Handbook and that any violation of this certification will subject me to discipline, including possible suspension or expulsion by the Law School, declaration to certify for admission to the Bar, and sharing of information about discipline with Bar admissions committees. I further understand that the Law School is required to notify Bar admissions committees if a student has been the subject of disciplinary proceedings, regardless of the outcome of those proceedings.
Faculty Resolution on Grade Submission Dates

In 2012, the Faculty of Law adopted the following resolution for the submissions of grades, effective with start of the 2012–2013 academic year.

I. For fall semester courses:
   A. All grades shall be due on the Friday before the start of the spring semester, except that
   B. for any faculty member required to grade 150 examinations or more from all courses he or she has taught in the aggregate that semester
      1. the grades for one course, if it has fewer than 150 examinations, shall be due on the Friday before the start of the spring semester;
      2. the grades for all remaining courses, or for any course which by itself has 150 or more examinations, shall be due by the first Monday of the spring semester.

II. For spring semester courses:
   A. For graduating students, all grades shall be due no later than the Friday before Commencement or such later time as the Dean of Registration Services determines is consistent with enabling May degree candidates to graduate.
   B. For all other students, all grades shall be due by June 15 (or if a weekend day, the Monday thereafter) except that
   C. for any faculty member required to grade 150 examinations or more from all courses he or she has taught in the aggregate that semester
      1. the grades for one course, if it has fewer than 150 examinations, shall be due by June 15 (or if a weekend day, the Monday thereafter);
      2. the grades for all remaining courses, or for any course which by itself has 150 or more examinations, shall be due by June 25 (or if a weekend day, the Monday thereafter). Students must be in full-time residence at the Law School for the entire academic year in order to be eligible for Kent and Stone honors. Grades earned in courses taken outside Columbia Law School (e.g., other divisions of the University, NYU Law School as part of the CLS-NYU Exchange Program, other law schools while a visiting student, study abroad programs) will not be factored into honors calculations.
Academic Recognition

Students must be in full-time, on-site residence at the Law School for the entire academic year in order to be eligible for Kent and Stone honors. Grades earned in courses taken outside Columbia Law School (e.g., other divisions of the University, NYU Law School as part of the CLS-NYU Exchange Program, other law schools while a visiting student, study abroad programs) will not be factored into honors calculations.

For students graduating in May, honors determinations are made a week or two after Commencement. For continuing students, honors calculations are made between June and late July. Students cannot receive academic honors for a year that includes a grade of incomplete. Therefore, if you wish to be considered for Kent or Stone honors, you are advised to consult with your instructor about a submission date for your work that will allow him/her enough time to read your written work and to record your grade by not later than the last week of July.

James Kent Scholars
Established in 1923 by the Faculty of Law in memory of James Kent, who, in 1793, became the first Professor of Law at Columbia College and inspired the establishment of legal education at Columbia. Awarded in recognition of outstanding academic achievement by students in each of the three J.D. classes and in the LL.M. Program.

A student shall be named a Kent scholar if during an academic year the student has earned at least 15 graded law credits toward his or her degree and in that year either (1) has achieved a grade point average of 3.800, or (2) has received grades all or all but one of which are A+, A or A- (the exception being no lower than B), and, if the lowest grade is put aside, at least half of which are A or A+. Only law credits are used to calculate honors. No one will receive honors for a year that includes a grade of “Incomplete.”

Harlan Fiske Stone Scholars
Established in 1946 by the Faculty of Law in memory of Harlan Fiske Stone 1898 LAW; Lecturer-in-Law (1899–1903); Adjunct Professor of Law (1903–1905); Professor and Dean of the Faculty of Law (1910–1924); Associate Justice of the Supreme Court (1925–1941); and Chief Justice of the United States (1941–1946). Awarded in recognition of superior academic achievement by students in each of the three J.D. classes and in the LL.M. Program.

A student shall be named a Stone scholar if during an academic year the student has earned at least 15 graded law credits toward his or her degree, the student has received no grade lower than B-, and the student’s academic average for the year is at or above 3.410. Only law credits are used to calculate honors. No one will receive honors for a year that includes a grade of “Incomplete.”

Prizes

Charles Bathgate Beck Prize
Established in 1899 under the will of Charles Bathgate Beck, 1879 Law. Awarded annually to a first-year student submitting the best examination paper in the course relating to the law of real property.

David M. Berger Memorial Prize
Established in 1973 in memory of David M. Berger ’69. The Prize honors the memory of Wolfgang Friedmann, Professor of International Law from 1955 to 1972, and is awarded annually to a third-year student interested in international law and world peace.

Harold Brown Book Prize
Established in 1985 by family and friends of Harold Brown ’27, in his honor. Awarded annually, for the purchase of books, to two or more first-year students who attended Columbia College.

Class of 1912 Prize
Established in 1937 as the 25th anniversary gift of the Class of 1912. The Prize, which consists of books selected by the winner with the Dean’s approval, is awarded annually to the first-year student most proficient in the subject of contracts.

Milton B. Conford Book Prize in Jurisprudence
Established in 1984 in honor of the Hon. Milton B. Conford ’31, by his clerks. The Prize, which consists of books in the field of jurisprudence to be selected by the winner, is awarded annually to the student who writes the best examination paper or essay on jurisprudence.
E.B. Convers Prize
Established in 1906 by Alice and Clara B. Convers, in memory of their brother, E.B. Convers, 1866 Law. Awarded annually to the member of the graduating class who writes the best original essay on a legal subject.

Archie O. Dawson Prize
Established in 1965 in memory of the Hon. Archie O. Dawson ’23. Awarded annually for proficiency in advocacy. The recipient is afforded an opportunity to study for several weeks at various courts in the federal system, including the Supreme Court of the United States.

Wilfred Feinberg Prize Fund
Established in 1997 in honor of Judge Wilfred Feinberg ’40 Columbia College, ’43 Law, by his former clerks. Awarded annually to the law student who does the best work in an area related to the work of the federal courts.

Alfred S. Forsyth Prize
Established in 1986 in memory of Alfred S. Forsyth ’31. Awarded annually to an outstanding student in the field of environmental law who, in the judgment of the School, has demonstrated qualities of intellect and selfless dedication to the advancement of environmental law.

Andrew D. Fried Memorial Prize
Established in memory of Andrew D. Fried ’84. Awarded annually for the best student essay on a subject in the field of intellectual property and related law published in the Columbia Journal of Law & the Arts during the preceding year.

Walter Gellhorn Prize
Established in 1994. Awarded annually to the LL.M. candidate graduating with the highest academic average.

Ruth Bader Ginsburg Prize
Established in 2011. Awarded annually to J.D. degree candidates who earned James Kent academic honors for outstanding academic achievement for all three years (1L, 2L, and 3L years).

Lawrence S. Greenbaum Prize
Established in 1951 by family and friends, in memory of Lawrence S. Greenbaum 1912 LAW. Awarded annually to the student who has made the best oral presentation in the final argument of the Harlan Fiske Stone Moot Court Competition, a program made possible through the generous support of Paul, Weiss, Rifkind, Wharton & Garrison LLP.

Robert Stephen Haft Moot Court Prize
Established in 1962 and awarded to the first-year student who submits the best brief in The Paul, Weiss, Rifkind, Wharton & Garrison Moot Court Program at Columbia Law School.

Carroll G. Harper Prize
Established in 1983, in memory of Carroll G. Harper ’52. Awarded annually to the member of the graduating class who has attained the highest standards of achievement in intellectual property studies and writing.

Paul R. Hays Prize
Established in 1983 by family, friends, and associates, in memory of Paul R. Hays ’33, member of the Faculty of Law from 1936 to 1971 and United States Circuit Judge for the Second Circuit from 1961 to 1980. Awarded annually to an outstanding first-year student in civil procedure.

Pauline Berman Heller Prize Fund
Established in 1995 as a gift of Harry Heller ’29 Columbia College, ’33 Law and family in memory of wife and mother Pauline Berman Heller ’34 Law. Awarded annually based on academic merit and rank in class.

Irell and Manella Prize
Established in 2004 by Irell and Manella LLP. Awarded annually to a first-year law student who demonstrates outstanding leadership, academic excellence, and good citizenship within the community. In addition, the Prize equally funds a student organization at Columbia Law School, chosen by the Prize recipient, to support that organization’s activities as well as the Dean’s Discretionary Fund for purposes consistent with the objectives of the Prize, such as supporting special funding needs of student activities and organizations.
Richard J. Lipson and Paul S. Lipson
Prize in Contracts
Established in 1998 under the will of Richard J. Lipson ’73 in honor of Paul S. Lipson ’38. Awarded annually to two first-year law students showing the greatest proficiency in the subject of contracts.

Allan Morrow Sexuality and Gender Law Prize
Established in 2007 in memory of Allan Morrow, a successful entrepreneur who gave generously of his time and resources to secure justice and equality for gay men, lesbians, bisexual and transgender people, and for people with HIV/AIDS. The prize is awarded annually upon graduation from the Law School to a student or students who have demonstrated outstanding achievement in the furtherance of lesbian, gay, bisexual, and transgender rights.

Jane Marks Murphy Prize
Established in 1952, in memory of Jane Marks Murphy ’48. Awarded annually to students who display exceptional interest and proficiency in clinical offerings, and who give promise of a professional career applying the highest standards of the lawyer’s craft to service of the public interest.

John Ordronaux Prize
Established in 1908 by the bequest of John Ordronaux, Professor of Medical Jurisprudence from 1860 to 1897. Awarded annually to a J.D. degree candidate of at least one year’s standing for general proficiency in legal study. The prize usually recognizes the student who has achieved the highest academic average in each graduating class.

Outstanding Student Award
The Clinical Legal Education Association presents the Outstanding Student Award to a student nominated by the faculty of Columbia Law School for excellence in clinical fieldwork based on the high quality of representation provided clients and for outstanding participation in an accompanying clinical seminar as determined by exemplary thoughtfulness and self-reflection in exploring pertinent legal and lawyering issues.

Edwin Parker Prize
Established in 2011. Awarded annually to students who excelled in the study of international or comparative law, as nominated by members of the faculty and selected by the Columbia Law School professor who is director of the Parker School of Foreign and Comparative Law.

The Michael D. Remer Memorial Award
Established in 2012 as a gift by Cowan, Debaets, Abrahams & Sheppard, LLP. Awarded annually and presented by the Kernocho Center to a graduating student whose activities and academic achievements demonstrate an interest in and aptitude for the fields of arts and copyright law.

Simon H. Rifkind Prize Fund

Samuel I. Rosenman Prize
Established in 1978, in memory of Samuel I. Rosenman ’19, by his partners in the firm of Rosenman & Colin. Awarded annually to a student who has completed two years of study at the Law School, during which he or she has demonstrated academic excellence in public law courses and outstanding qualities of citizenship and leadership in the Law School, or activities related to the Law School in the University community.

Emil Schlesinger Labor Law Prize
Established in 1975 by the Schlesinger family, in honor of Emil Schlesinger ’24. Awarded annually to the student most proficient in the subject of labor law.

Whitney North Seymour Medal
Established in 1971 in honor of Whitney North Seymour ’23. Awarded annually to the student who shows greatest promise of becoming a distinguished trial advocate.
Young B. Smith Prize
Established in 1953 by R. C. Leffingwell 1902 LAW, in honor of Young B. Smith 1912 LAW, Dean of the Faculty of Law from 1927 to 1952 and Chancellor Kent Professor of Law from 1930 to 1958. Awarded annually to the first-year student most proficient in the law of torts.

Special Honors for Outstanding Performance in a Class Prize
Established in 2011 by the Faculty of Law, the prize is awarded to recognize the single best student in a class with enrollment of 30 or more students. The prize is awarded at the instructor’s discretion, and the instructor is free to choose whether to award the prize in a given course or a given semester.

Robert Noxon Toppan Prize
Established in 1878 by Robert Noxon Toppan, 1861 Law. Awarded annually to the student in the Law School who submits the best written examination to the professor of Constitutional law.

Valentin J.T. Wertheimer Prize in Labor Law
Established in 1980 by the family of Val Wertheimer ’50. Awarded annually to a Law School student whose work demonstrates the most creative, thoughtful approach to labor law, equal employment law, public or private sector collective bargaining, labor conflict resolution, or employment security.

Jeffrey Williams Memorial Prize for Critical Rights Analysis
Established in 2007 in memory of Jeffrey Williams ’02 Columbia College, ’05 Law. Awarded annually to the student who writes the best paper in critical theory.

Parker School of Foreign and Comparative Law
The Parker School supports the study of foreign, comparative and international law at Columbia Law School. At graduation time, it awards the Parker School Certificate of Achievement as well as the Edwin Parker Prize. To receive the Certificate, a student must have (1) earned the J.D. or LL.M. degree, (2) received at least 10 credits for academic work in the areas of foreign, comparative, or international law, and (3) completed the application by the deadline. For an application, contact Tatyana Gourov at 212-854-8246. More information is available at www.law.columbia.edu/parker-school.
Procedures for Student Discipline

1. Preamble

As future members of an honorable profession, and as students at a major institution of learning, students at Columbia Law School should conduct themselves with honesty, integrity and responsibility. An academic community cannot sustain itself on any other basis, and the legal profession’s relative autonomy carries with it special obligations of self-regulation.

Student conduct at Columbia, as at any school, is governed by a variety of standards, enforceable by a variety of institutions. Among these standards are: the law we study; the rules of professional discipline insofar as students engage in legal practice under the supervision of a lawyer or apply for membership in the bar; University rules of conduct and policies that, for example, establish standards prohibiting student conduct ranging from disruption of classes or assemblies to abusing or harming other members of the University community on the basis of race, religion, sex, national origin, handicap, sexual orientation, gender identity or gender expression, or veteran status; the Law School’s Rules for the J.D. Degree, which contain standards of particular relevance for the Law School community; the procedures set forth below, which impose and imply obligations of cooperation, truthfulness, the maintenance of confidentiality, and acceptance of final outcome; and the school’s and its instructors’ inherent traditional authority, which every educational institution enjoys, to assure the honesty, civility, decency, integrity and responsibility of its student body.

Not all alleged violations of the standards mentioned in the preceding paragraph will be appropriate for response by the Law School itself; some may be enforced by community institutions such as the courts, others within an individual instructor’s classroom. Where its own institutional interests are implicated, however, (e.g., where the alleged conduct of a student interferes with or impairs the functioning of the Law School or the rights of another student or gives reason to doubt fitness to practice law), the Law School may invoke internal disciplinary procedures. For cases involving allegations of gender-based misconduct, please see the Law School’s Gender-based Misconduct Policy.

The rules contained in this document specify the procedures ordinarily to be followed when Law School discipline is invoked. These rules do not, however, preclude instructors from resolving for themselves disciplinary matters traditionally regarded as within the instructors’ prerogative and which they do not refer to the Dean for possible Law School discipline; and these rules do not limit the authority of the Dean to exercise control over access to the Law School building by a student or students, as she may determine is required for safety or to avoid disruption.

In accordance with amendments to the Federal Family Educational Rights and Privacy Act (commonly known as FERPA or the “Buckley Law”) and University requirement, the following paragraph was drafted by a faculty committee June 1993 and approved by the full faculty at its stated meeting of 10/8/93:

In general, University policy and federal law make information about disciplinary proceedings confidential. Students should be aware, however, that the school may share official record information with bar admission committees, and that federal law makes limited exceptions to the confidentiality principle in cases involving sexual assaults and other crimes of violence. The conduct of proceedings involving a claim of “sexual assault” must afford to “the accuser and the accused... the same opportunities to have others present during a campus disciplinary proceeding,” and the outcome of such a proceeding MUST be disclosed both to the accuser and to the accused. For other crimes of violence, federal law permits disclosure of the results of any disciplinary proceeding to the alleged victim.

2. Definitions and Rules of Construction

Throughout these rules, the following words and phrases are to be applied as defined by this section.

2-1. “Student,” or “member of the student body,” is any person who has been offered entrance to any program or course administered or taught by the Faculty of Law of Columbia University. Ordinarily, this will be a person who has accepted that offer, and who has not completed the requirements of that program or course. In appropriate circumstances, however—such as the discovery that a student has applied to the school under false pretenses—these rules may be invoked with respect to conduct occurring prior to a person’s joining the Law School community; and graduation does not terminate the possibility of academic discipline for conduct violation of the Law School’s rules occurring prior to graduation if the seriousness of that conduct suggests the appropriateness of a sanction, such as transcript notation or withdrawal of the degree, that could have effect outside the Law School community. Unless otherwise described, a “student under review” or “the student,” or the “charged student” is a student who has been accused of a violation of these rules.

2-2. The “Dean” is the Dean or Acting Dean of the Faculty of Law of Columbia University School of Law, or, to the extent and in the circumstances authorized by these Rules, any
faculty member or senior administrator appointed by the Dean of the Faculty of Law for the purposes of acting as the Dean's surrogate.

2-3. “Faculty member” includes all persons holding appointments as full-time Assistant, Associate and full Professors and their respective Clinical counterparts.

2-4. The “instructor” is any person who is teaching, supervising, or editing, by appointment or approval of the Faculty of Law or by the Trustees of Columbia University in any University program; proctors are to be considered instructors during the administration of examinations; the senior administrator responsible for a program within which conduct violation of applicable rules may have occurred (for example, the head of the Placement Office or of the Admissions Office, in some cases concerning alleged misrepresentations) is also to be considered an instructor for these purposes; and student supervisors as hereinafter defined are to be considered instructors as to matters falling within their supervisory responsibilities.

2-5. The “Hearing Board” or Board is a committee of four members, two of whom are students elected by the Law School Student Senate from its membership at the beginning of each fall semester, one from each of the second and third year matriculated classes, to serve for the academic year; and two of whom are members of the faculty of the Columbia Law School selected annually by the Dean, in consultation with the faculty. The Dean shall designate the Chair of the disciplinary committee, who shall be a member of the Columbia Law School faculty, and may designate alternate faculty members as necessary. The Student Senate shall designate two alternates, one each from the first and second year classes, who shall hold office for the following calendar year; alternates shall sit in the absence or unavailability of the academic year regular student members. A quorum shall consist of three members.

2-6. A “senior administrator” is an employee of the Law School, holding a position equivalent or senior to Assistant Dean, who is not a member of the Law School faculty.

2-7. A “student supervisor” is a student performing responsibilities that entail the potential award of academic credit or writing credit or that are relevant to determination of another student's grade. Examples of student supervisors are members of the Student Moot Court Executive Committee, journal editors, and teaching fellows.

2-8. The “Proceeding Adviser” is the Dean of Students, or other senior administrator or faculty member annually designated by the Dean. The Dean may designate an alternate Proceeding Adviser as necessary.

2-9. The “Disciplinary Officer” is the Vice Dean, or another senior administrator or faculty member annually designated by the Dean. The Dean may designate an alternate Disciplinary Officer as necessary.

2-10. A “violation” is the breach of any applicable standard of conduct that is appropriate for Law School discipline.

2-11. The use of any word expressive of gender in these rules is arbitrary, and not restrictive in meaning to that gender.

3. Major Offenses and Minor Violations

3-1. Major Offenses. Where, in the opinion of the Dean, the alleged violation constitutes a major offense in that it either (a) involves gross deviation from the moral or ethical standards of the Law School community, or (b) manifests a serious lack of honesty, integrity, or responsibility such as to call in question the fitness of the student to practice law, the offense shall be subject to adjudication under the Hearing Board procedures set forth in section 7 and to severe sanction, including expulsion. In the absence of special circumstances, a finding that a student has committed a major offense shall be noted in a student's official record. See paragraphs 5-6, 5-7, 7-6.

3-2. Minor Violations. Where, in the opinion of the Dean, an alleged violation is less than a major offense, it shall be treated as a minor violation and may be adjudicated under the informal procedure set forth in section 6. No disposition of a minor violation shall become part of the student's official record, or be regarded by the Law School as falling within the scope of outside requests for information concerning the discipline of students.1

4. Reports of Violations

4-1. Reports by Students and Others who are not Instructors. Any person who believes in good faith that a student has engaged in conduct for which Law School discipline is appropriate is encouraged to communicate the name of the student suspected of the violation and the details of the grounds of the suspicion to the Dean or to an instructor. Anonymous complaints are disfavored, as not in keeping with the responsibility of members of the Law School community to conduct themselves with honesty, integrity and responsibility in relationship to the institution.

4-2. Reports by Instructors. Any instructor who believes in good faith that a student may have engaged in conduct for which Law School discipline is appropriate may make reasonable inquiry to determine the validity of the belief, including the informal questioning of the suspected stu-
dent or others. Instructors other than proctors and student supervisors may resolve disciplinary matters traditionally regarded as within the instructor's prerogative directly with the student concerned. If the instructor believes that a Law School sanction may be in order or that the matter is, for whatever reason, inappropriate for resolution directly with the student, he or she is encouraged to communicate the name of the student suspected of the violation and the details of the grounds of the suspicion to the Dean. However, if the instructor is a proctor or student supervisor, notification that a student may have engaged in conduct for which Law School discipline is appropriate is mandatory, and shall be made through the instructor in the course or in charge of the program, the chief proctor, or the Dean of Students.

5. Preliminary Inquiries and Proceedings

5-1. Investigation by the Disciplinary Officer. Upon being informed of an alleged violation, the Dean shall promptly request that the Disciplinary Officer make reasonable inquiry to determine whether a reasonable basis exists to believe that a violation warranting a proceeding may have occurred. If the Disciplinary Officer determines that a reasonable basis does exist, he shall prepare a written report setting forth his conclusion and the evidence supporting his conclusion and shall promptly submit it to the Dean.

5-2. Dean's Determination of Reasonable Basis and Characterization of Offense. The Dean may accept or reject the findings of the Disciplinary Officer, or may request that the Disciplinary Officer conduct additional inquiry. Upon the Dean's being satisfied that a reasonable basis does exist to believe that a violation warranting a proceeding may have occurred, she shall determine whether the violation alleged warrants treatment as a major offense or a minor violation only.

5-3. Notification of Student. In either event, the Dean shall send a confidential letter to the student concerned, who shall be informed of the violation he is thought to have committed, told of the characterization of the matter made by the Dean, given all available information concerning the alleged violation that, in the discretion of the Dean, would be relevant to the student’s response, and given a copy of these rules and any other applicable rules of conduct. The Dean shall further advise the student as follows:

5-3-1. Minor Violations. In the case of a minor violation, the Dean shall inform the student of the name(s) of the faculty member or committee charged with determining the matter pursuant to paragraph 6-1. The faculty member or Chair of the committee shall schedule with the student a meeting at the earliest mutually convenient time, unless the student waives such a meeting in writing or otherwise waives his right to be heard.

5-3-2. Major Offenses. To maximize the possibility that disciplinary matters can be resolved in a manner that is not adversarial and that is of educational benefit to the student, the Dean, in the case of major offenses, shall encourage (but not require) the student to meet with the Proceeding Adviser prior to the referral of the case for adjudication pursuant to section 7 to discuss the concerns of the student and the Law School and to see if an informal resolution of the matter is possible. The Dean shall inform the student that, should the student desire to meet with the Proceeding Adviser, he must request a meeting within five business days of receiving notice of the charges, and must schedule and attend such meeting, and any subsequent meetings, within a prompt period thereafter. The student shall be advised that he may choose to be accompanied at his meeting or meeting with the Proceeding Adviser, by a faculty member or fellow law student acting as counsel, or by outside counsel.

5-4. Meeting with Proceeding Adviser Concerning Major Offenses. Prior to any meeting between the Proceeding Adviser and a student charged with a major offense, the Disciplinary Officer shall discuss with the Proceeding Adviser the nature of the charges and any available information concerning the alleged violation that the Disciplinary Officer, in his discretion, deems relevant to the student's response. Upon meeting with a student charged with a major offense, the Proceeding Adviser shall discuss with the student the disciplinary procedures, the charges, information concerning the alleged offense, possible referral of the matter to the informal procedure described in section 6, and other options available for resolution of the matter.

5-5. Confidentiality Rules Regarding Meeting with Proceeding Adviser – Major Offenses. In the interest of promoting full and frank discussion, the Proceeding Adviser is obligated to treat statements made by the student during any meeting or meeting pursuant to paragraph 5-4 as confidential. However, such statements may be disclosed in the following circumstances: (1) when, upon discussion with the Proceeding Adviser, the student elects to ask the Dean, pursuant to paragraph 5-6, to consider an alternative to referring the matter for adjudication pursuant to section 7, the Proceeding Adviser shall disclose to the Dean statements relevant to the Dean's determination,
and these statements shall thereafter be disclosed to the Disciplinary Officer for possible use before the Hearing Board, should the matter be referred for adjudication pursuant to section 7; (2) when the Proceeding Adviser believes that testimony given by the student before the Hearing Board is materially inconsistent with statements made to her, she shall disclose the inconsistent statements to the Disciplinary Officer for possible use before the Hearing Board; (3) statement may be disclosed as required by law.

5-6. Proceeding Adviser’s Communication of Student Request to the Dean – Major Offenses. After meeting with a student charged with a major offense, the Proceeding Adviser shall advise the Dean of any request by the student that the Dean dismiss the charge, recharacterize the charge as a minor violation, refer the matter to the informal procedure described in section 6, or approve another disposition. In advising the Dean of any such request, the Proceeding Adviser shall disclose to the Dean, as provided in paragraph 5-5, any statements made by the student relevant to the Dean’s determination of the request. The Dean may accept or reject the student’s proposal and shall communicate her decision to the student, the Disciplinary officer and the Proceeding Adviser. If the Dean accepts a final disposition proposed by the charged student, that disposition is not appealable, in the absence of exceptional circumstances. Dispositions of major offenses that include a finding that the student has committed a major offense become part of the student’s official record in the absence of special circumstances. Such dispositions may be reflected on the transcript, in the student’s Law School file, or both, at the discretion of the Dean.

5-7. Use of the Informal Procedure by Students Charged with Major Offenses. Given the serious character of major offenses and the sanctions available for them, major offenses shall be referred for adjudication pursuant to the informal procedure described in section 6 only if the student does not wish to contest the facts of the alleged offense or in the presence of other special circumstances. All sanctions available under these rules for major offenses are available if a student charged with a major offense elects the informal procedure and is found to have committed a major offense. In addition, a finding that the student has committed a major offense becomes part of a student’s official record.

5-8. Scheduling of Hearing Board Proceeding for Major Offenses. If the review is to be by the Hearing Board pursuant to section 7, the Dean shall inform the Hearing Board Chair who, in turn, shall schedule a hearing and notify the student. Such a hearing normally shall be set seven to fourteen working days from the date on which the student receives notice from the Hearing Board Chair. However, where a charged student is under investigation or accused of a criminal offense involving the same conduct charged in the disciplinary proceeding, or for other good cause, the Law School proceeding may be temporarily suspended. The Chair shall decide all applications of any person appearing before the Hearing Board for the rescheduling of a hearing date, with the limitations that the hearing is to be conducted promptly and that conflicting commitments of counsel are not grounds for substantial delay.

6. Informal Procedure

6-1. Selection of Tribunal. An investigation shall be conducted by an individual or committee of three (both of which shall be referred to as “the tribunal”), selected by the Dean from members of the faculty and senior administrators, as she believes the circumstances to warrant. The Dean shall designate one member as Chair of a committee; in the case of an individual acting as the tribunal, the individual shall be a member of the faculty.

6-2. Conduct of the Investigation. Procedures before this tribunal shall be informal, and the student shall enjoy only the rights to be informed of the charges, to an unbiased tribunal, and to be heard. The tribunal may conduct such investigation as it finds appropriate, with or without the presence of the student involved. There is no right to counsel under informal procedures.

6-3. Report by the Tribunal. The tribunal shall file with the student charged and with the Dean a written report explaining its disposition, including dismissal of the matters referred to it. In the case of minor violations, neither the charges made, any sanctions imposed, nor reports to the Dean shall appear on the official record of the charged student, nor shall dispositions of minor violations be regarded by the Law School as falling within the scope of outside requests for information concerning the discipline of students.

6-4. Recharacterization of the Violation as a Major Offense. If the investigation of a matter charged as a minor violation develops information not likely to have been before the Dean, indicating that the charges are serious enough to be treated as major offenses, that information shall be reported to the Dean, who may then redetermine the matter. If she decides to treat the matter as a major offense, she shall begin the process anew, and any subsequent informal inquiry (if chosen) shall be assigned to a new tribunal. In the event of such a change, information developed during the initial
investigation may be used in proceedings pursuant to section 6 or section 7.

6-5. Appeals. An appeal to the Dean may be taken from the results of this process, as from the outcome of hearings on an alleged major offense.

7. Major Offense Before the Hearing Board

7-1. Representation. The Disciplinary Officer shall conduct the proceeding before the Hearing Board on behalf of the Law School unless the Dean appoints another faculty member or senior administrator, in which case that appointee shall receive the report prepared by the Disciplinary officer pursuant to paragraph 5-1. (References below to the Disciplinary Officer include such an appointee.) The student may choose to be assisted in his preparation and appearance before the Hearing Board by a faculty member or fellow law student acting as counsel; or by outside counsel.

7-2. Recommendations by the Disciplinary Officer. The Disciplinary Officer may, after completing his investigation, recommend to the Dean dismissal of the charge, recharacterization of the charge as a minor violation, or, upon the decision of the student not to contest the facts, referral of the matter to the informal procedure. The recommendation shall be in writing and shall set forth the reasons for it. The Dean may accept or reject the recommendation. The Disciplinary Officer may also present to the Hearing Board for its approval or rejection a proposed disposition agreed upon with the charged student. In the absence of exceptional circumstances, resolution of a charge by proposed disposition is not appealable.

7-3. Written Response by the Student. The student may offer a written response to the allegations in the Dean’s letter. A copy of the response must be provided to the hearing Board Chair and to the Disciplinary officer no later than three days prior to the hearing.

7-4. Conduct of the Hearing

7-4-1. Authority of the Hearing Board. Except with respect to procedures specifically set forth herein, the Hearing Board, by majority vote (with the vote of the Chair controlling in the event of a tie), shall have the authority to make rules for the conduct of the hearing. The Hearing Board is not bound by the precedent of prior decisions, but may consult those decisions for any purpose.

7-4-2. Tape Recording and Written Minutes. Both a tape recording and written minutes shall be made of all proceedings conducted before the Hearing Board. These records shall remain the property of the Law School and shall be promptly delivered to the Dean for safe storage upon completion of the proceedings.

7-4-3. Confidentiality. The actions and statements of any person present during proceedings of the Hearing Board are confidential, and no one may disclose them outside the proceedings, except as required by law. However, the tape recording and minutes of the hearing will be available on appeal, and actions and statements before the Hearing Board may be referred to in the written statement prepared by the hearing Board pursuant to paragraph 7-5.

7-4-4. Presence at the Hearing. The student charged and his representative have the right to be present during the presentation of any testimony or evidence. However, this paragraph does not preclude the conduct of a hearing in the student’s absence if the student refuses to participate in the hearing. The Proceeding Adviser, the instructor who reported the alleged offense, witnesses during their testimony and anyone else whose presence may be required by law, or whose presence the Hearing Board deems necessary, may also be present. Absent the agreement of the Hearing Board and the student charged, proceedings before the Hearing Board shall be closed to others.

7-4-5. Right to the Testimony of Witnesses. Subject to paragraph 7-4-6, both the Disciplinary Officer and the charged student or his representative have the right to present witnesses of their choice. However, witnesses presented exclusively for the purpose of attesting to good character may be limited in number and length of testimony. Except for the student charged, no student or employee of the Law School may refuse a request to testify by a charged student, the Disciplinary Officer or the Chair. Both the Disciplinary Officer and the charged student have the right to notice, two days in advance of the hearing, of the identity of adverse witnesses.

7-4-6. Evidence. In addition to the testimony of witnesses, the charged student and the Disciplinary Officer may offer such other evidence as may be relevant. The Hearing Board may receive, for such weight as it may merit, any evidence it believes to be relevant and may exclude other evidence.
7-4-7. **Questioning of Witnesses.** The Chair shall use reasonable care to ensure that witnesses are not able to see or hear any part of the hearing that is not based upon their individual testimony. Each witness may be asked by the Chair to make a statement prior to any question. Both the charged student or his representative and the Disciplinary Officer may question their own and adverse witnesses, as may members of the Hearing Board.

7-4-8. **Duty of Cooperation; Inferences.** As is the practice in attorney disciplinary proceedings, there is a duty of cooperation in Law School disciplinary proceedings. A charged student’s election not to testify may therefore be used as the basis for such reasonable inferences as the Hearing Board may, in its discretion, deem appropriate. Any person who testifies, including the charged student, has the duty to answer any question germane to the matter under review. If a witness chooses not to answer particular questions, his silence may be used as the basis for such reasonable inferences as the hearing Board may, in its discretion, deem appropriate.

7-4-9. **Closing Statements and Deliberations by the Hearing Board.** After the completion of testimony and the presentation of any other evidence, both the charged student or his representative and the Disciplinary Officer shall have the opportunity to make a statement. The subsequent deliberations of the Board shall be closed to observers and no record shall be made.

7-5. **Decision and Report of the Hearing Board.** The Hearing Board may find that a major offense has been committed by a charged student only upon clear and convincing evidence of violation, by affirmative vote of at least three members. The Hearing Board may conclude that charges have not been sustained by an affirmative vote of three members. The Hearing Board shall prepare a written statement of its reasons for disposition and shall, in the case of a finding that a major offense has been committed, impose a sanction consistent with section 8. Where the Hearing Board fails to reach a definitive conclusion, the student may elect to have the charges reconsidered, on the record, by an ad hoc faculty committee of three, to be appointed by the Dean. That committee may hold additional inquiries following the procedures of section 6, and shall either find that the student has committed a major offense or conclude that charges have not been sustained or terminate the proceedings, stating its reasons, by majority vote. If the student does not so elect, the matter shall be disposed of as provided in paragraph 7-6. A copy of the decision and statement of the Hearing Board shall be delivered to the student under review, the Dean, the Disciplinary Officer, the Proceeding Adviser, the instructor, and any other person as required by law.

7-6. **Reflection of Hearing Board Matters in the Student’s Records.** In the absence of a finding of special circumstances by the Hearing Board, convictions of major offenses and dispositions approved by the Hearing Board pursuant to paragraph 7-2 become part of a student’s official record. Notation on a student’s official record may include notation on the transcript, inclusion of the Hearing Board’s written statement pursuant to paragraph 7-5 in the student’s Law School file, other notation in the student’s Law School file, or some combination of these three, at the discretion of the Hearing Board. Charges resolved by a finding that the charges have not been sustained shall not appear on the charged student’s official record. Where proceedings concerning major offenses were held but did not reach a definitive conclusion because the student did not elect the option stated in paragraph 7-5, that fact shall become part of a student’s official record only upon a written, reasoned determination by the Dean that special circumstances warrant this step.

8. **Sanctions**

8-1. **Authorized Sanctions.** Sanctions shall be imposed that are appropriate to the nature and severity of the violations to which they attach and to the student’s general character and behavior as a member of the Law School community. A non-exhaustive list of authorized sanctions includes: warning; reprimand; probation, with or without conditions such as counseling; additional work such as writing extra papers, or accumulating extra credits in order to graduate; restitution when appropriate; service to the Law School community; grade or credit reduction; imposition of a failing grade; suspension with or without automatic reinstatement; declination to certify a student to the Bar; expulsion; and withdrawal of a degree. A combination of sanctions is also authorized.

8-2. **Sanctions for Minor Violations.** For minor violations, the tribunal is authorized to impose any sanction short of suspension, declination to certify a student to the Bar, expulsion or withdrawal of a degree. Notation on a student’s official record is not authorized.

8-3. **Sanctions for Major Offenses.** For major offenses, the Hearing Board is authorized to impose any appropriate sanction.
9. Appeals

9-1. Except as otherwise provided, the student may appeal the verdict, the sanction, and the decision of the Hearing Board as to whether and how to reflect these matters in the student's official record. The Disciplinary Officer may appeal in the case of a major offense, but only for the purpose of redressing a procedural irregularity at the hearing of such magnitude as to preclude a full and impartial resolution of the charges brought, to permit a sanction more appropriate to the gravity of the violations found, or to require notation on the student's official record, and relief in such cases shall be limited to directing a new hearing to be held, providing for modification of sanction, or requiring notation in the student's official record.

9-2. Any appeal shall be taken by a letter to the Dean, which must be received by her within four business days of receipt, by the party seeking the appeal, of the required findings accompanying the determination appealed from.

9-3. The Dean shall permit a reasonable time for the filing of written briefs on appeal and may permit oral argument. The Dean's decision on appeal is the final Law School act, and there is no appeal from that decision, unless specifically authorized by the trustees of Columbia University.

9-4. The Dean may affirm, reverse, or modify any determination appealed to her. However, the Dean may not increase the severity of the sanction imposed in any appealed proceeding, unless and to the extent that such increase has been sought by the Disciplinary Officer. The Dean is not bound by the precedent of prior decisions, but may consult those decisions for any purpose.

9-5. The decision of the appeal shall be communicated by letter to the student concerned, the Chair, the Disciplinary Officer, the Proceeding Adviser, the instructor, and any other person as required by law.

9-6. Unless the student objects for reasons of confidentiality, the Dean may, at any time a case is pending before her for review or appeal, refer the matter to the faculty members of the Advisory Committee for their non-binding recommendation concerning appropriate disposition of the appeal.

Footnotes

1 The Law School does not have complete control over what information will be called for by various bars and others outside the institution. It will, however, consistent with its obligation of candor, seek to prevent minor violations from becoming a permanent stain on a student's records.

2 During the period of any temporary suspension of disciplinary proceedings, the Dean may take whatever action she deems necessary to protect the safety and well being of the Law School community. Such action may include suspension of the charged student, without prejudice, pending the outcome of disciplinary proceeding.

3 See footnote 1.

4 The Law School does not have complete control over what information will be called for by various bars and others outside the institution and may be required to disclose information concerning a disciplinary hearing that resulted in the finding that charges had not been sustained. It will, however, consistent with its obligation of candor, seek to prevent charges so resolved from becoming a permanent stain on a student's records.

As Approved by the Faculty of Law at its Stated Meeting of December 8, 1989

As amended June 1993 and November 17, 1995
Grievance Procedure

Two basic kinds of incidents may require review and, in some cases, discipline. There are, first, complaints by an individual student against a questionable form of academic treatment or involvement by a faculty member, and second, behavior or uses of language that appear to step beyond the established bounds of academic decorum and appear to threaten or arbitrarily dismiss either a collective group in our midst or seriously undermine basic understandings and recognized standards of conduct within our community.

Responsibility in the discipline of a faculty member will always be a decanal matter (with the ultimate right of review vested in the Provost, as Dean of all faculties), although we allow for situations in which the Dean would seek faculty advice and input. At the same time, we value the regular channels of communication and review that might lead to such action. Prior channels for receiving a complaint check the reliability and gauge the gravity of a given charge and, in many cases, supply a forum of mediation and resolution at initial stages in the process of articulation.

All complaints deserve serious attention as a basic protection of the values for which we stand. Every review must take into account and balance basic understandings of academic freedom and academic obligation. With these high standards of review in place, we also reaffirm our belief that the peculiar nature and advanced stage of the education that we supply require that the Law School address its disciplinary problems within its own sphere of review processes. The sharp give-and-take of the Socratic method in study of the law and the adversarial procedures allowed in professional engagement might be misconstrued in any other context.

The following enumeration of our current guidelines should be understood with these preliminary thoughts in mind:

1. Although a complaint might surface through any faculty member or administrative official that a student chooses to approach, the Dean of Students or other proper designated administrative official has responsibility for reviewing the first line of complaint. Some complaints stop here through a process of counseling and evaluation if both parties feel that the matter can be addressed at this level.

2. Some individual complaints on academic behavior turn on grading concerns in which a student fears some form of evaluative retaliation. The Dean of Students or designated official frequently consults here with the Vice Dean of Curriculum, always a tenured faculty member of stature within the faculty at large. Again, accurate assessment and mutual solution are the goals at this stage of proceeding. A failure to resolve the issue at this level results in a report to the Dean for his consideration and action.

3. In the case of a charge of unfair discrimination against a group or collectivity in the Law School or a charge of breach in behavior that threatens standards of conduct in our midst, the process of deliberation from the Dean of Students to the Vice Dean of Curriculum may lead the Dean to exercise the option of establishing an ad hoc committee of investigation that operates as a fact-finding body and reports to the Dean for his consideration and action. If so directed, such a committee may make recommendations to the Dean and/or report to the Faculty.

4. The specific nature of such an ad-hoc committee cannot be determined before the event. It is selected by the Dean for its expertise in meeting the issues raised. The membership will normally consist of faculty members who are trusted and respected throughout the community.
Columbia University’s Sexual Respect and Community Citizenship Initiative

sexualrespect.columbia.edu

All students are required to read the University’s Gender-Based Misconduct Policy, which can be found in the Appendix at the back of this handbook.

A Message from Professor Suzanne Goldberg, Executive Vice President for University Life

Sexual respect is a commitment.

It is a commitment to communicating and acting with integrity and respect for others.

It is also a commitment to each of us doing what we can to create an environment where sexual and gender-based misconduct is not tolerated. As members of this University community, we have the ability—and the responsibility—to create and support an ethic of care and mutual respect, even amidst our robust differences.

It starts with us.

The Sexual Respect and Community Citizenship Initiative, created by students, faculty and administrators, asks students to examine the link between sexual respect and membership in the Columbia community. Its goal? To reinforce, for all Columbia students, that sexual respect is integral to being a member of this University community.

All new Columbia University students are required to participate.

What are the Initiative’s goals and objectives?

Goals:

1. Enhance student engagement with information, concepts, and ideas related to sexual respect and Columbia University community membership.

2. Create an environment in which all students and community members can learn and participate free from sexual and gender-based misconduct.

Objectives:

Students are expected to achieve one or more among the following:

1. Develop new skills related to consent, healthy relationships, and/or bystander intervention.

2. Gain new knowledge about sexual respect, healthy relationships, the ways in which gender bias can affect both safety and participation in academic opportunities and other aspects of student life.

3. Engage in discussions with other students about sexual respect, healthy relationships, and gender-based misconduct issues, and about the link between these issues and University community membership.

4. Generate new ideas, reflective writing, and creative works related to the link between sexual respect and University community membership.

5. Learn where to find campus resources for support, help, and reporting related to gender-based misconduct.

As a new Columbia University student, what must I do to comply with the Initiative?

All new Columbia University students must complete a series of trainings and/or workshops in order to comply with the initiative’s requirements. A hold will be placed on your account and you will not receive your official diploma until you have completed all of the following steps:

1. Complete the online sexual respect tutorial prior to your arrival at Columbia (you received an email about this from Student Services and GLS over the summer).

2. Attend the Creating Community: Respect and Inclusion panel during your Orientation Program (dates and times to be announced at Orientation on August 16).

3. Complete at least one option from the many offerings through the Sexual Respect Initiative Office or through the Law School’s peer facilitators. You will receive information on these offerings beginning in September and throughout the year; they include workshops and events, film screenings, online options, and independent projects.

I have experienced sexual violence and would prefer to not participate. What can I do?

Students who would prefer to not participate because they have experienced sexual violence can opt out by emailing Ashley Delphia, Sexual Violence Response operations manager (ald2209@columbia.edu). (Note: this year’s Initiative includes many Resources for Healing and Resilience, which you also can review and select from at sexualrespect.columbia.edu/sexual-respect-initiative/healing-resilience.)
University Regulations and Policies

Essential Policies for the Columbia Community

Valuable information to help students, faculty, and staff understand some of the policies and regulations of the University can now be found in Essential Policies for the Columbia Community, on the following website: www.essential-policies.columbia.edu, including:

- Policy on Access to Student Records under the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended
- Social Security Number Reporting
- University Regulations/Rules of University Conduct
- Policies on Alcohol and Drugs
- Equal Opportunity and Nondiscrimination Policies
- Sexual Assault Policy and Disciplinary Procedure
- Columbia University Event Management Policies
- Policy on Partisan Political Activity
- Crime Definitions in Accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program
- Morningside Campus: Required Medical Leave for Students with Eating Disorders
- Voluntary Leave of Absence Policy
- Involuntary Leave of Absence Policy
- Military Leave of Absence Policy
- Campus Safety and Security
- Disability Services
- Ombuds Office
- Transcripts and Certifications
- Additional Policy Sources for the Columbia Community
- Student Email Communication Policy
- CUIT Computer and Network Use Policy
- Consumer Information

Columbia University admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, sex, gender (including identity and expression), pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs.

The Office of Equal Opportunity and Affirmative Action (EOAA) has been designated as the University’s Compliance Office for Title IX, Section 504 of the Rehabilitation Act, and other equal opportunity, nondiscrimination, and affirmative action laws. Students, faculty, and staff may contact the Equal Opportunity and Affirmative Action (“EOAA”) Office (contact information below) to inquire about their rights under University policies, request assistance, seek information about filing a complaint, or report conduct or behavior that may violate these policies.

Equal Opportunity and Affirmative Action Office (EOAA)

103 Low Memorial Library
535 W 116th Street
New York, NY 10027
212-854-5511
For more information, visit: http://eoaa.columbia.edu.

Reservation of University Rights

Essential Policies for the Columbia Community 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 document sets forth in general the manner in which the University intends to proceed with respect to the matters set forth therein, but the University reserves the right to depart without notice from the terms of the document. Essential Policies is not intended to be and should not be regarded as a contract between the University and any student or other person.
# Standard Cost of Attendance and Budgeting

The following fees, prescribed by University Statute, are for the 2016-17 academic year and are subject to change at the discretion of the Trustees. For the latest information, visit [sfs.columbia.edu](http://sfs.columbia.edu).

University charges such as tuition, fees, housing (residence halls and some apartments) and board plans are due and payable in full by September 16, 2016, for the fall term and January 27, 2017, for the spring term. In addition, the $750 tuition deposit you paid will be credited toward tuition when you register.

It is the policy of the University to withhold diplomas, certificates and transcripts and to withhold registration until all financial obligations have been met.

In the event a diploma, certificate, or transcript is withheld because of an unpaid bill, a student will be required to arrange for online payment or use a certified check, money order or cash to release any of the aforementioned documents.

### 2016–17 Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$63,048</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>270</td>
</tr>
<tr>
<td>University Facilities Fee</td>
<td>922</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>1,020</td>
</tr>
<tr>
<td><strong>Total Tuition and Mandatory Fees</strong></td>
<td><strong>$65,260</strong></td>
</tr>
<tr>
<td>Student Health Insurance (Gold Level)</td>
<td>2,862</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>105</td>
</tr>
<tr>
<td><strong>Total University Charges</strong></td>
<td><strong>$68,227</strong></td>
</tr>
</tbody>
</table>

International Students and Scholars Office (ISSO) Fees:
- International Services Fee: $70 per term; $140 per academic year
  - This fee supports the University’s services to international students (those holding a nonresident visa).
- Administrative Processing Fee: $100 fee
  - A one-time fee for newly admitted international students for Columbia University visa supervision

### Estimated Living Costs for the 9-Month Academic Year

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room*</td>
<td>$12,538</td>
</tr>
<tr>
<td>Board</td>
<td>5,200</td>
</tr>
<tr>
<td>Personal</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Total Living Costs</strong></td>
<td><strong>$21,738</strong></td>
</tr>
<tr>
<td>Books</td>
<td>$1,575</td>
</tr>
<tr>
<td><strong>Total Academic Year Budget</strong></td>
<td><strong>$91,540</strong></td>
</tr>
</tbody>
</table>

- The estimated room expense anticipates a budget for rent/utilities of $1,393/month for a student.

Living expenses provide for a moderate standard of living for the New York area during the nine-month academic year. It is very important to plan carefully so that your funds will be sufficient for the entire academic year. Students needing to finance their entire cost of education must keep in mind that they will be living on a fixed income, and must establish their spending priorities accordingly. If you choose to spend more in one area, you will need to reduce your expenses in other areas. Additionally, most grant and loan funds are divided equally and disbursed at the beginning of each term but must cover educational expenses for several months. It is recommended that you prepay your major non-discretionary expenses for the term, such as tuition, fees, rent, or set aside adequate funds in a separate account to cover these costs for the entire term.

Students may encounter some expenses that are not covered by the standard cost of attendance—for example, the purchase of a personal computer or unreimbursed costs for medical services which occur within the School's academic year. To cover such expenses, students can request a review of their individual budget for possible adjustments to their cost of attendance to allow for additional borrowing through credit-based educational loan programs. To request a budget adjustment, students must complete the 2016-2017 Budget Adjustment Request Application (available from the Financial Aid Office) and submit it to the Financial Aid Office, along with receipts and supporting documentation, where applicable (e.g., a letter from an impartial third party provider). Requests for budget adjustments are considered on a case-by-case basis. Statements and explanations provided by the student, family, other relatives/friends, etc. do...
not constitute supporting documentation for budget adjustments. Depending on the reason for the requested increase, and in order for the Financial Aid Office to determine if an increase is allowable, students may be asked to submit additional supporting documents beyond those originally submitted.

**The following expenses will not be considered for budget increases:** Payments for prior debts (credit card bills or other); summer expenses or expenses incurred during periods of non-enrollment; other discretionary expenditures (e.g., car, entertainment, other lifestyle expenses). Therefore, students who have high consumer debt or other financial obligations that cannot be deferred while they are in law school must carefully examine their ability to accommodate their needs to the student budget. It is strongly recommend that students take all measures to reduce their consumer debt prior to beginning their studies.

Most grant and loan funds are divided equally and disbursed at the beginning of each term, and must cover educational expenses for several months. Again, it is very important to budget carefully so that your funds will last until the next disbursement. The expected grant and loan disbursement dates are **mid-August for the fall 2016 term and mid-January for the spring 2017 term**. Generally, one-half of the total award amount (minus any applicable origination fees for loans) will be credited directly to your student account each term. Please plan accordingly for your living expenses (rent/utilities/food/etc.).

Finally, please be aware that financial aid documents that are missing from your financial aid file will prevent the disbursement of your aid. The Financial Aid Office will notify you regarding necessary documents that are still outstanding. Please make certain to arrange for their prompt submission in order to avoid delays in the disbursement of your aid.

**Billing and Payment**

**Payment for the fall term is due on September 16, 2016, and for the spring term on January 27, 2017.**

Columbia University has created a student account for you, and all tuition and fee charges and payments are processed through this account. Charges paid to your student account include:

- Tuition
- Health Services Fee
- Medical Insurance Fee
- Student Activities Fee
- University Facilities Fee
- Document Fee (a one-time fee for new students)
- Dining Dollars (if elected through Dining Services)
- International Student Fees
- Some University Housing

Apartments rented through University Apartment Housing (UAH) usually are NOT charged to your student account. Instead, rent is paid each month in accordance with a lease. If you are paying rent for a University apartment with loan proceeds, paying for one term at a time instead of on a monthly basis will make budgeting easier. You are responsible for working out the exact payment terms with UAH or your landlord.

Student Financial Services (SFS) in Kent Hall manages student accounts ([sfs.columbia.edu](http://sfs.columbia.edu)). You will receive an email at your official Columbia University email address in August and December announcing that your Student Account Statement is ready to be viewed/paid. These email statements are known as E-Bills. The Student Account Statement will include estimated term charges and anticipated credits (including Graduate Legal Studies grant credits).

After registration each term, you will be notified of monthly E-Bills by email whenever there is activity on your account, including charges, payments, or any balances or credits. You must contact Student Financial Services directly with any billing questions at 212-854-4400, or visit [sfs.columbia.edu](http://sfs.columbia.edu) for more information.

**Payment Options**

For details on options for paying your bill, see [sfs.columbia.edu/content/bills-and-payments-overview](http://sfs.columbia.edu/content/bills-and-payments-overview).

**Sponsored Students and Third Party Billing**

Sponsored students are those whose educations at Columbia University are funded directly by a third party, called a sponsor. Examples of sponsors are an employer, educational institution, government agency, foundation, grant, or other institutional source. For sponsors that require Columbia to send an invoice for educational costs directly to them, the process is handled by the Third Party Billing staff in Student Financial Services.

For complete details on setting up third party billing, see [sfs.columbia.edu/content/sponsored-students](http://sfs.columbia.edu/content/sponsored-students).

**Late Payment Charges**

If Columbia University does not receive the total amount due for the term on or before the payment due date, you will be subject to late payment charges. A one-time charge, $150 per term, will be imposed on your student account if your payment is not received by the payment due date for the term. In addition, a charge of 1.5 percent per billing cycle will be imposed on any amount past due thereafter. For more information, visit [sfs.columbia.edu/content/missing-payments](http://sfs.columbia.edu/content/missing-payments).
**Late Registration Fee**

You will be assessed a $50 fee if you register during the University’s late registration period. You may be permitted to register after the late registration period in certain schools; a $100 fee will be assessed.

**Withdrawal and Adjustment of Fees**

LL.M. and J.S.D. students should speak to either Dean Sylvia Polo, Jill Casal, or Marissa Zalk for the Law School’s policy on withdrawals and leaves of absence. A student in good academic standing who is not subject to discipline will always be given an honorable discharge if the student wishes to withdraw from the University.

Any student withdrawing must notify the Office of the Dean of Registration Services in writing. The Dean’s Office then notifies the Office of Financial Aid and the University Registrar. Students who withdraw, take a leave of absence, leave the University without formal notification, or are requested to leave are subject to a refund of all or a portion of their tuition, fees, and room and board based on the earlier date of their formal withdrawal or the documented date of last attendance.

**Definition of Withdrawal**

- Withdrawal is defined as the dropping of the entire academic program in a given term, not a portion of the program.
- The Dean of Registration Services determines the formal withdrawal or date of last attendance. The withdrawal date can be one of the following:
  - The date the student began the institution’s withdrawal process or officially notified the institution of the intent to withdraw.
  - The date of last documented academic activity.
  - The midpoint of the term for those students who do not formally withdraw.
- Since the University has no time frame associated with a leave of absence, students granted a leave of absence will be treated as though they have withdrawn, and will be subject to a Return and Refund of Financial Aid calculation.

Student Financial Services has developed a University withdrawal form to assist students and schools in determining the formal withdrawal date.

**Return of Financial Aid Funds**

Students who received financial aid while at the Law School (grants and loans) must consult with a financial aid officer so that their financial aid eligibility can be recalculated and so that a determination can be made on the return or cancellation of any financial aid funds. Students receiving Title IV funds (Federal Direct Stafford, Federal Direct Graduate PLUS, Federal Perkins loans, and Federal Work-Study) should contact the Financial Aid Office within three (3) business days from the official date of withdrawal to ensure the School’s compliance with federal regulations specifying the timely return of federal funds.

**University Refund Policy**

Columbia University’s refund of tuition policy follows. This schedule is subject to review by the Board of Trustees of Columbia University. For the approved 2016-17 schedule, please visit: registrar.columbia.edu/content/refund-rate-withdrawals.

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Registration</td>
<td>$0</td>
</tr>
<tr>
<td>Through Change of Program Period plus weekend—100% (Week 1 and 2)</td>
<td>Transcript Fee for new students only, plus $75 withdrawal fee. See Note 1 below.</td>
</tr>
<tr>
<td>Third week—Monday</td>
<td>10% tuition, fees, plus $75 withdrawal fee</td>
</tr>
<tr>
<td>Fourth week—Monday</td>
<td>20% tuition, fees, plus $75 withdrawal fee</td>
</tr>
<tr>
<td>Fifth week—Monday</td>
<td>30% tuition, fees, plus $75 withdrawal fee</td>
</tr>
<tr>
<td>Sixth week—Monday</td>
<td>40% tuition, fees, plus $75 withdrawal fee</td>
</tr>
<tr>
<td>Seventh week—Monday</td>
<td>50% tuition, fees, plus $75 withdrawal fee</td>
</tr>
<tr>
<td>Eighth week—Monday</td>
<td>60% tuition, fees, plus $75 withdrawal fee</td>
</tr>
<tr>
<td>Ninth week and onwards</td>
<td>100% tuition, fees, plus $75 withdrawal fee</td>
</tr>
</tbody>
</table>

**Notes:**

1. For programs that begin before or after the official Change of Program period, Week 1 and Week 2 refer to the first two weeks of the specific program (i.e., for the LL.M. Program, weeks 1 and 2 in August of Introduction to American Law and Legal Research and Writing), not the weeks during the official Change of Program period.
2. Official dates per term are determined by the University’s Student Financial Services and distributed to University offices.
3. School fees are charged at 100 percent.

4. University health fees and insurance premiums are charged at 100 percent after the change of program period.

5. The University adds a $75 administrative fee to the student’s account for withdrawal during the term.

Personal Finances

Students are advised to open an account in one of the local banks as soon as they arrive in New York City, or, if possible, prior to arriving. Since it may take two weeks or more for such arrangements to be made, as well as for financial funds to be cleared, students should plan accordingly for their initial expenses.
What You Should Know about Receiving Your Financial Aid 2016–17 Academic Year

Some of you have asked us how you will receive your financial aid, exactly what you need to do to ensure that your money is credited to your student account, and how you can gain access to it. We hope that the information below will be helpful to you. For information on the various student services provided by the University, visit the Columbia University Student and Administrative Services homepage at [www.columbia.edu/content/students.html](http://www.columbia.edu/content/students.html).

Loan Application Materials

If you have not submitted your loan application materials to the Law School Financial Aid Office, please do so immediately to ensure the availability of funds at the beginning of the fall term.

**Federal Direct Loan Information**

If you are applying for Federal Direct Loans, please remember that you need to submit at least the following in order for your federal loan(s) to be certified:

- **Law School Financial Aid Questionnaire**: Please call the Financial Aid Office at 212-854-6522 or email the office at Financial_Aid@law.columbia.edu to request this form.

- **2016–2017 Student Aid Report (SAR)**: All applicants for federal aid must complete a 2016–2017 FAFSA (Free Application for Federal Student Aid). If you have not done so already, immediately apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list Columbia University as a school to receive your data. We cannot determine your eligibility for federal loans and certify your federal loan applications without this information.

- **Request Your Loan Amount(s)**: In order for us to process your request for Federal Direct Loans (Federal Direct Stafford, Graduate PLUS), you must complete the requested loan amounts on page 3 of the Financial Aid Questionnaire or the Federal Direct Loan Request Form. For Federal Direct Graduate PLUS Loan borrowers, either of these forms will authorize the credit check on your loan. You must apply each year for a Federal Direct Graduate PLUS Loan since a credit check is required for approval.

- **Complete Your Master Promissory Note (MPN)**: Graduate student borrowers must complete separate MPN forms based on the loan type (one for Federal Direct Stafford Loans and another for Federal Direct Graduate PLUS Loans) at the U.S. Department of Education website (studentloans.gov). You will need your Federal Student Aid User ID to submit the MPN electronically.

**Note to Graduate PLUS Loan Borrowers**: You MUST use the Master Promissory Note—Complete MPN tab when applying for the Federal Direct Graduate PLUS Loan MPN.

Please note that when you complete the MPN online, the Department of Education may still mail a paper MPN to your address. Please disregard this paper MPN if you have thoroughly completed the form online.

Private Educational Loan Information

For private educational loans, some lenders have a quick, almost immediate, credit approval process for loans when the application is initiated by telephone or by the Internet. If your credit application is approved, you can print out your loan application from the lender’s website, the lender will mail you a preprinted loan application, or, if available, you can electronically sign the application online. You must then forward your signed application to the Financial Aid Office for certification of your enrollment status and eligibility to borrow the amount you requested. In some cases, you will submit your signed promissory note to the lender, and the Financial Aid Office will be contacted for an electronic certification.

We begin certifying loan applications in June, and continue throughout the summer and the academic year. Beginning in mid-July, you may check a loan’s status directly, either by calling your lender or by checking your lender’s website. Once your loan is approved and scheduled for disbursement, your lender will send you a disclosure statement. In the event that a private loan is not approved, your lender will communicate directly with you, outlining the procedures for appealing the credit decision.

For students applying for private educational loans, please be aware that the College Cost Reduction and Access Act of 2007 contains a section (401) pertaining to Federal Loan Forgiveness for Public Service Employees. The federal loan forgiveness provisions require borrowers to have borrowed Direct Loans or to have consolidated their federal loans through the Federal Direct Consolidation Program. As such, we advise that borrowers carefully consider the available educational loan programs (private versus Federal Direct Graduate PLUS) to ensure that their individual loan borrowing fits into their long-term financial planning. While borrowing through private educational loan programs may provide better loan terms in the short term, it also may limit your options should you decide one day to use the Federal Loan Forgiveness for Public Service Employees program. While we encourage loan borrowers to refer to the detail of the Federal Program in determining all relevant issues, the Financial Aid Office is available to address individual concerns.
Loan Entrance Counseling

All students borrowing any type of federal loan (Direct Stafford, Direct Graduate PLUS) or Columbia University loan must complete the appropriate online data as follows:

- **Federal Direct Stafford and/or Graduate PLUS Loan Entrance Counseling.** All new students that are borrowing through the Federal Direct Loan Program must complete online Entrance Counseling for the Federal Direct Loan Programs (Federal Direct Stafford, Graduate PLUS) at the U.S. Department of Education website (studentloans.gov). The Entrance Counseling explains your rights and responsibilities as a federal student loan borrower for these loan programs. Please note that your Direct Loan funds cannot be released without the completion of the online Entrance Counseling.

- **Columbia University Loan Entrance Interview.** If you were awarded a Columbia University Loan, the instructions for completing the Entrance Interview for this loan program is available on Student Services Online (ssol.columbia.edu) for you to submit to the University. Please note that the University’s Student Financial Services (SFS) area cannot disburse University Loan funds to your student account until your Entrance Interview is received.

**Very Important:** You must complete your online Entrance Counseling and/or Entrance Interview in order to comply with this federal/institutional requirement. For your convenience, and to ensure that available loan funds can be disbursed by your first day of classes, you can complete the requirement(s) online as directed above. Please complete this requirement by August 1 to allow enough time for your records to be updated.

Your Federal Direct Stafford, Federal Direct Graduate Plus, and/or Columbia University Loans will not be disbursed until you have completed the appropriate entrance data online.

**So please complete the online form(s) by August 1!**

Disbursement of Funds

Most grant and loan funds are divided equally and disbursed at the beginning of each term but must cover educational expenses for several months. As such, it is very important to plan carefully so that your funds will be sufficient for the entire time period between disbursement dates.

The expected grant and loan disbursement dates are **mid-to late August for the fall 2016 term and mid-January for the spring 2017 term.**

Generally, one-half of the total award amount (minus any applicable origination fees for loans) will be credited directly to your student account each term. Please plan accordingly for your living cost needs (rent/utilities/food/etc.).

Finally, please be aware that financial aid documents that are missing from your financial aid file will prevent the disbursement of your aid. We will notify you regarding necessary documents that are still outstanding. Please make certain to arrange for their prompt submission in order to avoid delays in the disbursement of your aid.

Listed below is more detailed disbursement information by fund type:

- **Law School Graduate Legal Studies Grants:** Law School grants are divided equally between the Fall and Spring terms, and are credited directly to your student account at the beginning of each term.

- **Federal Direct Stafford and Graduate PLUS Loan Funds:** Federal Direct Stafford and Federal Direct Graduate PLUS Loan funds are routed through your student account, and must first be used to pay tuition, fees, and other University charges. One-half of the total loan amount, minus any loan origination fees, will be credited directly to your student account each term.

  It is your responsibility to ensure that Federal Direct Stafford and Graduate PLUS Loan funds are credited to your account, so please monitor your student account online (ssol.columbia.edu) and be responsive to correspondence from our office. You will be responsible for any late charges assessed on your student account because of a late loan disbursement.

- **Private Educational Loan Funds:** Private educational loan funds are disbursed in a variety of ways. Many lenders transmit funds electronically directly into the student’s University account. Other lenders send checks made co-payable to the student and the University, so you must endorse them at the Cashier’s Office before they can be credited to your student account. Paper checks are usually mailed to the Law School Financial Aid Office, and we will notify you via e-mail once it is available to be endorsed. Typically, one-half

Student ID Cards

You must present your student ID card for matters involving student loan checks, and to conduct other business at the University. ID cards will be issued during Orientation once you are registered, and must be validated by the Law School’s Registration Services area each term. If you did not submit your photograph for your University ID card during the summer or do not receive your card in your Orientation package, you will need to go to the University ID Center at 204 Kent Hall. You will need a valid passport (or state ID, if you are a U.S. citizen) to obtain your Columbia ID card.
of the total loan amount borrowed, minus any origina-
tion fees, is disbursed at the beginning of each term. You
may contact your lender or our office with regard to your
lender’s specific private loan disbursement method.

- **Columbia University Loan Funds:** Columbia University loans
that were awarded as part of your financial aid package are
credited to your student account (one-half each term) once
you have done all of the following:
  - Completed the Columbia University Loan Entrance Inter-
    view online (ssol.columbia.edu)
  - Signed the appropriate Promissory Note(s) for your
    loan(s). Although there is no separate application for a
    Columbia University loan, the University’s Student Finan-
cial Services (SFS) area cannot disburse your loan funds
to your student account until it has received your signed
Promissory Note(s). If you were awarded a Columbia
University Loan, you will need to go to SFS to complete
the promissory note once you arrive on campus.

### University Refunds

Refunds are made by Student Financial Services (SFS) whenever
the funds deposited to a student’s account exceed the student’s
University charges for tuition, fees, dining dollars, etc. Refunds
are not automatically generated, and students may request their
refund through the Student Services Online (SSOL) website
(ssol.columbia.edu) or by visiting the Student Services Center in
205 Kent Hall.

- **Automatic Refunds.** Refunds may be processed automati-
cally, generally within 48 hours of a valid credit appear-
ing on the student account. **Please note, however, that**
**Law School students must elect to participate to receive**
**automatic refunds at the start of each academic year.** To
opt in or out of automatic refunds, students should log in to SSOL (ssol.columbia.edu) and under the Account
section select “Automatic Refund Options” from the menu
and follow the instructions. To check their student account
balance, students can log into SSOL and under the Account
section click on “Account Detail and E-Billing.” If there is a
valid credit on the account that is not based on anticipated
credits, the refund will generally be processed within 48
hours of the credit appearing. If the credit is based on antici-
pated credits for financial aid, scholarships, or the payment
plan, a refund will not be processed until the funds have
actually arrived and been posted to the student account.

- **Receiving a Refund.** SFS has a direct deposit process
for refunds so that students can arrange to have refunds
from their student account deposited directly to a design-
nated U.S. savings or checking account. Direct deposit is
the fastest and most convenient way to receive a refund.

Students can log into SSOL (ssol.columbia.edu) and under
the Account section click on “Direct Deposit” to establish
an account. If you expect to receive a refund each term,
you may wish to explore this option by visiting the SSOL
website. You will need to have a University Network ID (UNI)
and password to access the direct deposit site. You can
apply for your UNI online (uni.columbia.edu). Refund checks
for students who have not signed up for direct deposit are
sent to the student’s local address. You should receive your
refund check by mail within 7 to 10 business days. Since
checks are mailed, please make certain that SFS has a cur-
rent LOCAL mailing address for you as soon as possible. To
confirm your local address, you should log in to SSOL (ssol.
columbia.edu) and click on “Addresses.”

- **Note Regarding Federal Financial Aid (Title IV).** If a credit
balance is due to an excess of federal financial aid such
as Federal Stafford and Graduate PLUS loans, the opt-out
process described above does not apply. In accordance
with federal law, all excess Title IV funds will be returned to
the student within 14 days. If the student wants any excess
Title IV aid to remain on the student account, the student
must provide written authorization to the University. Please
send an email to the Student Service Center (sfs@columbia.
edu) clearly stating that any excess Title IV funding should
remain on the student account. This request will be granted
for any current or future Title IV excess at the time of the
request and will be good for the remainder of the academic
year in which the request was made. The authorization to
retain Title IV funding on the student account is voluntary,
and a student has the right to rescind the authorization at
any time and request the credit balance be refunded.

### Cash Advances

Cash advances against an expected refund are available in
exceptional cases to students for whom the 7 to 10 day wait for
a refund check would pose an extreme hardship. Please see a
Law School Financial Aid Officer to receive approval for a Cash
Advance, which is then processed by the Student Services
Center (205 Kent Hall). Cash Advances cannot exceed $500, are
charged to your student account, and will reduce the amount of
the refund you are entitled to for the term.

### Financial Aid Documents

Financial aid documents that are missing from your financial aid
file will prevent the disbursement of your aid. We will notify you
by email regarding necessary documents that are still outstand-
ing. Please make certain to arrange for their prompt submission
in order to avoid delays in accessing your aid.
Deferment Forms for Prior Educational Loans

Once the University records you as officially registered (mid-September for the fall term), you may be eligible to defer repayment of educational loans you received for your prior studies. The University electronically submits enrollment data several times each term to the National Student Loan Clearinghouse to process deferments requiring academic certification. Eventually students will stop receiving requests from lenders/servicers for deferments on FFELP loans (Stafford, PLUS) and Direct Loans.

However, for deferment of Federal Perkins loans and some other loans, lenders may require you to have paper deferment forms submitted as frequently as each term. The Student Services Center (205 Kent Hall) certifies student enrollment status and processes deferment forms, beginning in mid-September for the term and in late January for the spring term. Therefore, if you are currently in repayment on prior educational loans, you will need to make arrangements to pay your September loan installment, or to request a forbearance. Contact the lender(s) or loan servicer(s) of your prior educational loans for information on their deferment procedures.

Please Note that failure to file the necessary deferment forms on time may result in loan delinquency or default, and may result in your becoming ineligible to borrow educational loans from both federal and private loan programs.

If you have any questions regarding financial aid that are not answered on our website (www.law.columbia.edu/finaid) or in the information included in this document, please give us a call (212-854-6522), email us (Financial_Aid@law.columbia.edu), or visit our office in Room 509 of William and June Warren Hall.

June 2016
## UNIVERSITY CHARGES FOR 2016-2017

<table>
<thead>
<tr>
<th></th>
<th>FALL 2016</th>
<th>SPRING 2017</th>
<th>TOTAL 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$31,524</td>
<td>$31,524</td>
<td>$63,048</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>135</td>
<td>135</td>
<td>270</td>
</tr>
<tr>
<td>University Facilities Fee</td>
<td>461</td>
<td>461</td>
<td>922</td>
</tr>
<tr>
<td>Health Service Fees</td>
<td>510</td>
<td>510</td>
<td>1,020</td>
</tr>
<tr>
<td><strong>TUITION &amp; MANDATORY FEES</strong></td>
<td><strong>$32,630</strong></td>
<td><strong>$32,630</strong></td>
<td><strong>$65,260</strong></td>
</tr>
<tr>
<td>Student Health Insurance –Gold Level</td>
<td>1,090</td>
<td>1,772</td>
<td>2,862</td>
</tr>
<tr>
<td><strong>TOTAL TUITION &amp; FEES</strong></td>
<td><strong>$33,720</strong></td>
<td><strong>$34,402</strong></td>
<td><strong>$68,122</strong></td>
</tr>
<tr>
<td>Document Fee (new CU students only)</td>
<td>105</td>
<td></td>
<td>105</td>
</tr>
<tr>
<td><strong>TOTAL TUITION &amp; FEES (new CU Students)</strong></td>
<td><strong>$33,825</strong></td>
<td><strong>$34,402</strong></td>
<td><strong>$68,227</strong></td>
</tr>
<tr>
<td>ISSO Fees (international students only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Services Fee (per term fee)</td>
<td>70</td>
<td>70</td>
<td>140</td>
</tr>
<tr>
<td>Administrative Processing Fee (one-time fee)</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>University Housing (if charged to Account)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other (e.g., Dining Dollars)</td>
<td></td>
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<tr>
<td><strong>TOTAL UNIVERSITY CHARGES (A)</strong></td>
<td></td>
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<td></td>
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</tbody>
</table>

## RESOURCES

### DEPOSITS TO UNIVERSITY STUDENT ACCOUNT:

<table>
<thead>
<tr>
<th></th>
<th>FALL 2016</th>
<th>SPRING 2017</th>
<th>TOTAL 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia Law School Grant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Columbia University Loan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Stafford Loan (Deduct Fees)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Graduate PLUS Loan (Deduct Fees)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Deposits to University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Account (e.g., private loan funds)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DEPOSITED TO UNIVERSITY ACCOUNT (B)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**I owe Columbia (C)**

\[ (A) \quad (B) = (C) \]

**Columbia owes me (REFUND) (D)**

\[ (B) \quad (A) = (D) \]

### OTHER FUNDS AVAILABLE TO ME:

<table>
<thead>
<tr>
<th></th>
<th>FALL 2016</th>
<th>SPRING 2017</th>
<th>TOTAL 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Loan Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OTHER FUNDS (E)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Minus what "I owe Columbia" (C)**

\[ -(C) \quad - \quad - \quad - \]

**Remaining Other Funds**

\[ = (F) \quad = \quad = \]

**DISPOSABLE INCOME**

\[ (D+F) \quad * \quad * \quad * \quad * \quad * \quad * \]

(Food, Books, Rent, Bills, Fun)
Health Services at Columbia

Columbia Health is part of the University’s Student Services division on the Morningside Campus. Columbia Health provides integrated and accessible services and programs that support the well-being of the campus community, and the personal and academic development of students. They are comprised of more than 140 individuals, including medical providers, nutritionists, disability specialists, health educators, therapists, psychiatrists, peer counselors, student personnel, support staff, and administrative professionals.

Columbia Health is committed to students’ well-being. They are there to help you cope with colds and immunizations, manage stress and eating well, provide you with information and services so that you can take charge of your health care needs, make healthy choices, learn new skills, and focus on your academic, extracurricular, and personal goals while you are at Columbia.

For complete information on the services they provide, please visit their website at health.columbia.edu.

In the event of a medical emergency, dial 911 for immediate assistance from the nearest medical provider.

Important Health Services Contact Information:

**Columbia Health**
General Information: 212-854-2284
After-hours urgent health concerns: 212-854-7426
CU EMS (Ambulance): 212-854-5555
Rape Crisis/Sexual Violence Response 24-hour Support Center: 212-854-HELP (4357)

**Counseling and Psychological Services**
2920 Broadway, Lerner Hall, 8th Floor
Appointments: 212-854-2878
After-hours clinician: 212-854-9797

**Medical Services**
519 West 114th Street
John Jay Hall, 3rd and 4th Floors
Appointments: 212-854-7426
After-hours clinician: 212-854-9797

**Alice! Health Promotion Program**
John Jay Hall, 3rd Floor
519 West 114th Street
General Information: 212-854-5453
Email: alice@columbia.edu
www.goaskalice.columbia.edu

**Disability Services**
Wien Hall, Main Floor, Suite 108A
411 West 116th Street
Tel.: 212-854-2388 (Voice/TTY)
Email: disability@columbia.edu

**Medical Services**
Columbia University’s Medical Services, located in John Jay Hall (519 West 114th Street, 3rd and 4th floors), provides routine and urgent medical care. Students are encouraged to make appointments online with their health care provider (bios and photos are available online at health.columbia.edu).

Medical Services is organized into three practice groups—Amsterdam, Broadway, and Morningside (all three are located within the same facility)—to provide high quality, accessible, well-coordinated care. Each practice group is comprised of doctors, nurse practitioners, nurses, and support staff. This model of care helps simplify and streamline more routine administrative needs and processes, including obtaining a referral, ordering lab tests, or receiving a prescription refills for our student patients.

That’s why appointments made with your designated group practice are strongly encouraged.

For more serious acute illness or injury, students can also be seen in Urgent Care during Medical Services’ scheduled clinical hours (posted on the Columbia Health website, health.columbia.edu). All follow up will be conducted within the group practice.

**Select Services Provided by Columbia’s Medical Services:**
- Emergency Contraception
- HIV Testing (Confidential)
- LGBTQ Health Care
- Laboratory Tests
- Osteopathic Manipulation Therapy (OMT)
- Prescription Medications
- Primary Medical Care
- Reproductive and Gynecological Services
- Sexually Transmitted Infections (STI) Testing
- Tobacco Cessation
- Travel Medicine
- Urgent Care
- Vaccinations (Flu, Whooping Cough, HPV)
Counseling and Psychological Services (CPS)

From: Vicky Grosso, Maggi Walker, and Patty Yoon (CPS)

Welcome LL.M. Class of 2017

Hello! We are psychologists from Counseling and Psychological Services (CPS) with a dedicated office for law school students. We wanted to introduce ourselves to you as you embark on this year-long journey in New York City. We each spend a few hours a week in Jerome Greene Hall, room 649, where you can come chat with us about anything at all. It’s a year full of transitions, opportunities, and challenges. Please feel free to pop in and find us before you get too busy!

The CPS main office is on the 8th floor of Lerner Hall. CPS provides an array of services that you can find on our website and by visiting the link here: health.columbia.edu/counseling-and-psychological-services. Some students prefer to set up an appointment in advance. In that case, it is best to call our main office at Lerner at 212-854-2878.

Our office at the law school affords a more casual opportunity to drop in and discuss any of the issues that may arise for you as you find your place in the Columbia community. You don’t need an appointment to come visit us anytime we are there.

Our hours at Jerome Greene Hall, room 649 are:
- Mondays 5:30–8:30 p.m. (Vicky Grosso, Ph.D.)
- Wednesdays 4:15–7:30 p.m. (Patty Yoon, Ph.D.)
- Fridays 1–3:30 p.m. (Maggi Walker, Ph.D)

Counseling and Psychological Services offers free, confidential psychological counseling to all undergraduate and graduate students who have paid the Health Service Fee.

Counseling and Psychological Services offers short-term individual counseling, couples counseling for students and their partners, student life support groups, medication consultation, training, and emergency consultation. When the office is closed, a clinician-on-call can provide telephone advice about urgent mental health concerns.

The Law School has dedicated counselors from Counseling and Psychological Services who hold office hours for students. Hours and location for the 2015–2016 academic year will be posted on the Law School Calendar. Visit: www.law.columbia.edu/calendar. To ensure availability, please make an appointment by calling 212-854-2878.

Disability Services

Disability Services empowers students with disabilities to realize their academic and personal potential by facilitating equal access and coordinating reasonable accommodations and support services for eligible students. This approach is consistent with the spirit of the Americans with Disabilities Act and emphasizes student ability and independence. Students seeking reasonable accommodations or support services from Disability Services are required to register with the office.

Reasonable Accommodations are adjustments to policy, practice, and programs that “level the playing field” for students with disabilities, as long as such adjustments do not lessen academic or programmatic requirements. Examples include the administration of exams, services such as note-taking, sign language interpreters, assistive technology, and coordination of accessible housing needs. Accommodation plans and services are custom designed to match the disability-related needs of each student and are determined according to documentation and the student’s program requirements.

Accommodations are determined on a case-by-case basis after Disability Services considers both the student’s needs as described in their disability documentation and the technical academic standards of their course or program. Faculty may also consult with Disability Services on the final determination of accommodations for each of their courses and for each student. Some accommodations may be appropriate in one course or program, but not in another.

Admitted students with a disability are encouraged to contact Disability Services as early as possible to discuss potential accommodations.

For more information, visit the Disability Services’ website at www.health.columbia.edu/disability-services.
Wellness Events and Fitness at Columbia Law School

Wellness Events
Columbia University provides students with many varied resources to help keep you healthy and well. For more information on Columbia resources, feel free to visit the Columbia University Student Services webpage: www.columbia.edu/students.

For the convenience of students, the Law School has a dedicated team of counseling professionals who hold drop-in/open office hours on Mondays, Wednesdays, and Fridays throughout the fall and spring terms. In addition to office hours, they host numerous workshops and discussion groups throughout the term. Hours and events for the 2016–2017 academic year will be posted on the Law School Calendar. Visit: www.law.columbia.edu/calendar.

In addition to the resources available to all Columbia University students, the Law School coordinates many health and wellness events every year. The largest event, a fall wellness fair, highlights student organizations, service opportunities, exercise and sports options, and free programs and resources on campus. The fair takes place in early September. Additionally, the fall flu shot fair provides free flu vaccines. Ongoing events include Go Green! activities aimed at campus sustainability, intramural and student group events, and personal assistance with on-campus health services resources.

If you have a general question or would like assistance locating a resource please contact wellness@law.columbia.edu.

For a list of upcoming Health and Wellness events, please visit: www.law.columbia.edu/health-wellness.

Dodge Fitness Center
Whatever your fitness or recreational goals may be, the Dodge Fitness Center staff welcomes you to explore their diverse programs and comprehensive facilities. Whether your interests guide you toward fitness improvement, lifetime sports, or wellness and recreation, the Dodge Fitness Center community has an offering that is right for you.

Instructional classes offer a wide range of activities including yoga, kickboxing, kayaking, and squash. If you are interested in a highly personalized approach to fitness our qualified staff of personal trainers will tailor a program to help you achieve your wellness goals. Dodge Fitness Center’s amenities include an indoor running track, 25-yard pool, multi-sport gymnasium, and a tri-level fitness center with a wide array of cardiovascular and strength training equipment. You must have a valid Columbia University ID, with the correct term sticker to take advantage of the facility. Building hours and further information: 212-854-3439. For more details, visit www.dodgefitnesscenter.com.

Intramural and Club Sports
The Columbia University Intramural Sports Program is designed to complement the academic goals of the university by encouraging the physical, social, and emotional growth of individuals. Columbia Intramurals strive to provide a healthy outlet from everyday stress through competitive activities conducted in a safe environment.

Intramural Sports offer team, dual, and individual sports in tournament or league play for Men’s, Women’s, and Co-Rec divisions. Club Sports are formed by groups of individuals sharing a common athletic interest, who organize and collectively pursue activities. Club Sports are open to all university students, faculty, staff, and alumni. Clubs are organized on recreational, instructional, and competitive levels, and their activities range from informal play to regular practice or instruction, to intercollegiate and tournament competition.

Campus Safety and Security

Columbia University’s Office of Public Safety is responsible for maintaining campus security. Their mission is to enhance the quality of life for the entire Columbia community by maintaining a secure and open environment in which the safety of all is balanced with the rights of the individual. Working closely with the local police, Public Safety strives to continually improve upon the ways in which it serves the community. This collaboration has been integral in ensuring that Columbia University and the surrounding neighborhoods remain one of the safest of the City’s 76 police precincts.

Public Safety is a very active part of the Columbia Law School community, from orientation through graduation. For further information, you are welcome to contact the Office of Public Safety.

Office of Public Safety: 212-854-2797
publicsafety.columbia.edu

Building Access

Your Columbia University ID card provides swipe access to Law School buildings during off-hours as well as to secured Columbia University locations throughout campus. See the schedule that follows on page 63 for Law School facilities and card reader hours.

Walking alone?
Call for University Security Escort Service

During the school year, Columbia University Security Escort Service will send two specially trained students to accompany students to their door any time from 7 p.m. to 3 a.m., seven nights a week. Escorts carry two-way Columbia Public Safety radios. This service is available from West 108th Street to West 110th Street between Amsterdam Avenue and Riverside Drive, and from West 111th Street to West 122nd Street between Morningside Drive and Riverside Drive. Please allow 5 to 15 minutes to arrive and ask them to show a Columbia University ID.

For escort service between 7 p.m. and 3 a.m., call:
212-854-SAFE (7233),
For escort before 7 p.m. or after 3 a.m., call Public Safety:
212-854-2797

Columbia University Safe Haven Program

Occasionally, Columbia students, faculty, and staff may feel uneasy about walking home, waiting for a bus or walking to a car. If that ever happens to you, just look for the Red Lion at participating neighborhood merchants. The Red Lion is the logo for the “Lion’s Watching” Safe Haven program organized by Columbia University Department of Public Safety, which has screened more than fifty businesses near the Morningside and Medical Center campuses. At businesses featuring the Red Lion in their windows, you can ask the merchant to phone Columbia University’s Department of Public Safety or the police and wait for security personnel to respond.
Columbia Law School Building Hours and Card Access

Please note: The hours below indicate when an entrance/elevator is open and does not require a card swipe with your CUID. All other times and those indicated below as “CUID Only” require card swipe.

Jerome Greene Hall

116th Street Entrance
- Monday–Friday: 7 a.m.–10 p.m.
- Saturday–Sunday: CUID Only

Law Library
- Monday–Friday: 8 a.m.–12 a.m.
- Saturday: 10 a.m.–8 p.m.
- Sunday: 10 a.m.–12 a.m.

West Plaza (Revsion)
- Monday–Sunday: CUID only

East Plaza (Ancel)
- Monday–Sunday: CUID Only

Elevator Floors (5–9)
- Monday–Friday: 6 a.m.–8 p.m.
- Saturday–Sunday: CUID Only (upper floors)

Wien Courtyard (East Entrance)
- Monday–Sunday: CUID Only

Law/SIPA (ADA door)
- Monday–Friday: 7 a.m.–7 p.m.
- Saturday–Sunday: CUID Only

Jerome Greene Annex/Lounge
- Monday–Friday: 8:30 a.m.–9 p.m.
- Saturday–Sunday: CUID Only

William C. Warren Hall (Little Warren)

Entrance
- Monday–Friday: CUID Only
- Stairs at First Floor: CUID Only
- Stairs at Second Floor: CUID Only*
- Stairs at Third Floor: CUID Only

* Second Floor Occupants

Elevator Floors (Basement–10)

BASEMENT
- Monday–Friday: 9 a.m.–6 p.m.
- Saturday–Sunday: CUID Only

SECOND FLOOR
- Monday–Friday: 9 a.m.–6 p.m.
- Saturday–Sunday: CUID Only

THIRD FLOOR
- Monday–Friday: 9 a.m.–6 p.m.
- Saturday–Sunday: CUID Only

FOURTH–EIGHTH FLOORS
- Monday–Sunday: CUID Only (Law Review)

NINTH FLOOR
- Monday–Friday: 9 a.m.–6 p.m.
- Saturday–Sunday: CUID Only

TENTH FLOOR
- Monday–Thursday: 9 a.m.–8 p.m.
- Friday: 8 a.m.–5 p.m.
- Saturday–Sunday: CUID Only

William and June Warren Hall (Big Warren)

Entrance
- Monday–Friday: 7 a.m.–8 p.m. (swipe access until 10 p.m.)
- Saturday–Sunday: 7 a.m.–8 p.m. (swipe access until 10 p.m.)

Elevator Floors (5–8)
- Saturday–Sunday: CUID Only (upper floors)

FIFTH FLOOR
- Monday–Friday: 8:30 a.m.–6 p.m.

SIXTH FLOOR
- Monday–Friday: 8:30 a.m.–8 p.m.

SEVENTH AND EIGHTH FLOORS
- Monday–Friday: 8:30 a.m.–5 p.m.

School of International and Public Affairs (SIPA)

- Monday–Thursday: 7:30 a.m.–8 p.m.
- Friday: 7:30 a.m.–7 p.m.
- Saturday: 8 a.m.–6 p.m.
- Sunday: 11 a.m.–6 p.m.

Greenhouse

Entrance
- Monday–Sunday: CUID Only

As of July 11, 2016.

For updates, visit: www.law.columbia.edu/law_school/buildingservice/cardaccess
University Shuttle Service

Columbia University provides a network of shuttle buses that travel among the Morningside campus, Lamont-Doherty Earth Observatory, the Studebaker building, the Columbia University Medical Center, Harlem Hospital, and the George Washington Bridge Bus Terminal. Shuttle service is available to all Columbia University affiliates with a valid University ID, free of charge. Shuttles are ADA compliant.

For information about the University Shuttle Service, including maps and updated schedules, visit: www.transportation.columbia.edu.

Intercampus Shuttle

The Intercampus Shuttle connects the Morningside campus, the Medical Center, Manhattanville locations, and Harlem Hospital.

On the go? Columbia Transportation provides several ways for you to get the real-time location of all University shuttles, including apps for iPhone, Android, and BlackBerry users; mobile web; and SMS text messaging. Visit: www.transportation.columbia.edu.

The Morningside Evening Shuttle

The Evening Shuttle Service utilizes two shuttle buses traveling on different routes, in thirty minute loops across the Morningside and Manhattanville areas. The Evening Shuttle operates seven days a week from 6 p.m. every evening until 4 a.m. the following morning, excluding University holidays. All riders must present a valid University ID upon boarding the shuttle. Detailed route information, schedules, and a route estimator may be found online at www.transportation.columbia.edu.
Columbia University wishes to promote a bicycle-friendly environment. For your convenience, the University has provided a number of short-term bicycle storage racks at various high use points on campus. Please only lock your bicycle to labeled/sanctioned bicycle racks. Any bicycles illegally locked to stair rails or fences will be removed by the Department of Public Safety. Any bicycles located at a rack for an extended amount of time will also be removed and impounded by Public Safety. All bicycles are stored at your own risk. For more information on the Bicycle Parking Policy, visit the University’s policy library at [www.policylibrary.columbia.edu/bicycle-parking-protocols](http://www.policylibrary.columbia.edu/bicycle-parking-protocols) or contact Public Safety at [publicsafety@columbia.edu](mailto:publicsafety@columbia.edu). For information on Bike Services at Columbia, visit [transportation.columbia.edu/bike-services-columbia](http://transportation.columbia.edu/bike-services-columbia).
Appendix

Gender-Based Misconduct Policy for Students (Policy)

Procedures for Responding to Student Gender-Based Misconduct (Procedures)

Revised September 1, 2015

Gender-Based Misconduct Office
612 West 115th Street, 800 Watson Hall
New York, NY 10027
(212) 854-1717
studentconduct@columbia.edu
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This Policy and the accompanying Procedures are intended to comply with Title IX guidance issued by the White House Task Force to Protect Students from Sexual Assault and the Department of Education's Office for Civil Rights and the requirements of the Campus SaVE Act. The Policy and Procedures have been prepared by University administration and reviewed by the President's Advisory Committee on Sexual Assault (PACSA), and with extensive input from students, faculty, and administrators. The policy was updated on October 15, 2015 with minor corrections and clarifications. Comments and questions, which are always welcome, may be directed to studentconduct@columbia.edu.
INTRODUCTION

Columbia University, Barnard College, and Teachers College\(^1\) are committed to fostering an environment that is free from gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct. The University recognizes its responsibility to increase awareness of such misconduct, prevent its occurrence, diligently investigate reports of misconduct, support victims, and deal fairly and firmly with students who violate University policy. In addressing issues of gender-based misconduct, all members of the University must come together to respect and care for one another in a manner consistent with our deeply held academic and community values.

Through this Gender-Based Misconduct Policy and accompanying Procedures, the University defines gender-based misconduct and sets forth its procedures for addressing gender-based misconduct involving students. The Policy and Procedures are designed to reflect the University's commitment to a safe and non-discriminatory educational environment, consistent with Title IX, the Violence Against Women Act, and the New York Education Law.

Here are several important points about gender-based misconduct that the Policy addresses:

- Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature.
- Sexual harassment, sexual assault, sexual exploitation, gender-based harassment, stalking, domestic violence, and dating violence are all forms of gender-based misconduct.
- Gender-based misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship.
- Gender-based misconduct can be committed by anyone regardless of gender identity, and it can occur between people of the same or different sex or gender.

Most fundamentally, the University does not tolerate any form of gender-based misconduct. Students who experience gender-based misconduct can bring claims in the process set out below. Those found responsible will be sanctioned in accordance with this Policy. Students who experience gender-based misconduct can also pursue criminal and civil processes, in addition to or instead of the University's process under this Policy.

This Policy and accompanying Procedures are part of the University's multifaceted approach toward eliminating gender-based misconduct from our community, which includes: (1) educational programs; (2) services and resources for those affected by gender-based misconduct; (3) accessible, prompt, and fair methods of investigation and resolution of reports of misconduct; and (4) protections designed to prevent against recurrence.

The Policy first specifies prohibited conduct and provides illustrative scenarios, which may be helpful in understanding the Policy's scope. It then describes available resources and reporting options, and explains whether and to what extent interactions with various resources are confidential. Finally, the Policy discusses measures and accommodations that may be available in particular cases to support and assist students. The Procedures spell out the investigation, hearing, and sanc-

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\(^1\) For the purposes of this Policy and the Procedures, the term "University" includes Columbia University and Teachers College. As indicated in the Scope of Policies and Procedures below, when a Barnard student is a Respondent, Barnard Policies and Procedures apply. In cases where a Barnard student is the Complainant and a Columbia or Teachers College student is the Respondent, Columbia’s Gender-Based Misconduct Policy and Procedures apply. Barnard College’s Policy and Procedures can be found at http://barnard.edu/doc/titleix.

\(^2\) When describing just one of the institutions, the names Columbia, Barnard, and Teachers College are used.
tioning process for matters in which students are accused of misconduct, as well as the rights of students in connection with the process. The very last section includes the New York State Students’ Bill of Rights and a comprehensive listing of resources available to students affected by gender-based misconduct, including phone numbers, campus locations and websites.

Nothing in the Policy or the Procedures shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University’s educational mission.

Scope of the Policy and Procedures

This Policy governs gender-based misconduct involving students that: (1) occurs on any University campus or in connection with University programs or activities; (2) creates a hostile environment for University students; or (3) involves a Respondent (a person accused of gender-based misconduct) who is a current undergraduate, graduate, or professional student at the University. The Policy applies regardless of a person’s gender, gender identity, gender expression, sexual orientation, age, race, nationality, class status, religion, pregnancy, predisposing genetic characteristics, military status, criminal convictions, domestic violence status, familial status, or other protected status.

The accompanying Procedures describe the investigation and disciplinary process that applies when the Respondent is a current undergraduate, graduate, or professional student at the University, including students on leave. If the Respondent is affiliated with the University, but is not a University student, different procedures apply to the investigation and disciplinary process as described here:

• If the Respondent is a Barnard student, Barnard employee, or other person doing business with Barnard College, the investigation and disciplinary processes described in the Barnard College Title IX Grievance Procedures for Sexual and Gender-based Misconduct (http://barnard.edu/doc/titleix) apply.

• If the Respondent is a Teachers College employee or other person doing business with Teachers College, the investigation and disciplinary processes described in the Teachers College Policy on the Protection from Harassment (www.tc.edu/titleix) apply.

The University’s Gender-Based Misconduct Office (“the Office”) serves as the central point of contact for all University students affected by gender-based misconduct. Students of Barnard and Teachers College may contact the Office directly or through the Title IX Coordinator at their school.

Note: While this Policy and the Procedures identify the University office or employee who will typically perform certain roles or duties, the University may designate other University offices or employees to perform any roles or duties described in the Policy or Procedures.

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3 While gender-based misconduct is prohibited in all University programs and activities, this Policy does not cover elementary or secondary school students in University programs.

4 For the purposes of this policy, references to he/she also include they and any other preferred pronouns. This policy pertains to any reports made after September 1, 2015, regardless of when the incident occurred.

5 The University’s Gender-Based Misconduct Office is part of the University’s Student Conduct and Community Standards Office.
GENDER-BASED MISCONDUCT POLICY
FOR STUDENTS (“POLICY”)

PROHIBITED CONDUCT

Gender-based misconduct includes a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature. This misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. One form of prohibited conduct can occur separately from or simultaneously with another form of prohibited conduct.

Before turning to the definitions of prohibited conduct, here is important information about consent, non-consensual activity, and gender-based misconduct.

**Consensual sexual activity requires a knowing, voluntary and mutual decision among all participants involved. Any non-consensual sexual activity is gender-based misconduct.**

More specifically:

- Sexual activity that is coerced or forced is not consensual.
- A person cannot give consent if he or she lacks the ability to make or understand the decision because of disability, lack of sleep, consumption of alcohol or drugs, or if he or she is unwillingly restrained.
- A sleeping or unconscious person cannot give consent.
- The use of alcohol or drugs does not justify or excuse gender-based misconduct and never makes someone at fault for experiencing gender-based misconduct.

DEFINITIONS OF GENDER-BASED MISCONDUCT

- **Sexual Assault: Intercourse.** Any form of vaginal, anal, or oral penetration, however slight, by a penis, object, tongue, or finger without a person’s affirmative consent; and oral copulation (mouth to genital contact or genital to mouth contact) without a person’s affirmative consent.

- **Sexual Assault: Contact.** Any intentional sexual touching, without a person’s affirmative consent. Intentional sexual touching includes contact, under or over clothing, with the breasts, buttocks, or groin, or touching another with any of these body parts; making another person touch any of these body parts under or over clothing; and the emission of ejaculate on the clothing or body of another person without that person’s consent.

- **Domestic Violence.** The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, psychological, sexual, technological, or economic abuse directed toward (1) a current or former spouse or intimate partner; (2) a person with whom one shares a child; or (3) anyone who is protected from the Respondent’s acts under the domestic or family violence laws of New York. This includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, or physically injure someone. Domestic violence can be a single act or a pattern of behavior in relationships.

- **Dating Violence.** The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, psychological, sexual, technological, or economic abuse directed toward a person who is or has been in a social relationship of a romantic or sexually intimate nature with the victim. This includes behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize,
coerce, threaten, or physically injure someone. Dating violence can be a single act or a pattern of behavior in relationships.

• **Sexual Exploitation.** Non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other illicit purpose. Examples of sexual exploitation may include, but are not limited to: observing another individual's nudity or sexual activity or allowing another to observe nudity or sexual activity without the knowledge and affirmative consent of all participants; non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and affirmative consent of all participants; exposing one's genitals in non-consensual circumstances; and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

• **Stalking.** A course of unwanted attention that is repeated or obsessive, directed toward an individual or a group and that is reasonably likely to cause alarm, fear or substantial emotional distress. Stalking may take many forms, including lying in wait for, monitoring, and/or pursuing contact. Stalking may occur in person or through communications such as telephone calls, text messages, unwanted gifts, letters, e-mails, surveillance, or other types of observation.

• **Sexual Harassment.** Unwelcome sexual advances, requests for sexual contact, and other verbal, physical, or visual conduct of a sexual nature constitutes sexual harassment when:
  o Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic, co-curricular, or campus life activities
  o Submission to or rejection of such conduct by an individual is used as the basis for academic or student life decisions affecting that individual
  o Such conduct is intentional, serves no legitimate purpose, and involves contact with parts of another individual's body that may cause that person to feel degraded or abused
  o When the behavior is for the purpose of gratifying the actor's sexual desire
  o Such conduct has the effect of unreasonably interfering with another person's academic performance or creating an intimidating, hostile, demeaning, or offensive campus or living environment

• **Gender-based Harassment.** Acts of aggression, intimidation, stalking, or hostility based on gender or gender stereotyping constitute gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex or for failing to conform to stereotypical notions of masculinity or femininity. To constitute harassment, the conduct must unreasonably interfere with another person's education or participation in educational programs or activities or create an intimidating, hostile, demeaning, or offensive academic or living environment.

• **Retaliation.** Any adverse action or threatened action, taken or made, personally or through a third party, against someone who has filed a gender-based misconduct complaint (a Complainant) or has been the subject of a gender-based misconduct complaint (a Respondent) or any other individual who engages with the Office.
  o All individuals and groups of individuals, not just a Respondent or Complainant, are prohibited from engaging in retaliation.
  o Retaliation includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy, such as seeking services; receiving protective measures and accommodations; reporting gender-based misconduct; and/or participating in an investigation or adjudication.
  o Retaliation includes maliciously and purposefully interfering with, threatening, or damaging the academic or professional career of another individual, before, during or after the investigation and resolution of a report of gender-based misconduct under this Policy.
  o This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate.
Here are some examples of conduct that could constitute gender-based misconduct under the definitions just discussed:

• Coercion for a date or a romantic or intimate relationship
• Unwelcome touching, kissing, hugging, or massaging
• Use of unwanted force in connection with sexual activity or attempted sexual activity
• Sexual contact with a person who has not clearly consented
• Unwelcome remarks about a person’s genitals, including breasts
• Belittling remarks about a person’s gender or sexual orientation based on gender stereotypes
• Videotaping or photographing of activity of a sexual or private nature without the consent of the person(s) being videotaped or photographed
• Graffiti concerning the sexual activity of another person
• Use of e-mail, the Internet, or other forms of digital media to facilitate any of the conduct listed above

Important Related Concepts
The definitions that follow provide additional guidance regarding the conduct this Policy prohibits:

• **Affirmative Consent.** Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity.

  o Consent can be given by words or actions, as long as those words or actions express willingness to engage in the sexual contact or activity. It is important not to make assumptions. If there is confusion or ambiguity, participants in sexual activity need to stop and verbally clarify each person’s willingness to continue.

  o Consent cannot be procured by the use of physical force, compulsion, threats, intimidating behavior, coercion, or from a person who is incapacitated.

  o Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

  o Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.

  o Silence or the lack of resistance, in and of itself, does not demonstrate consent. Again, it is important not to make assumptions; if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and verbally clarifies the other’s willingness to continue engaging in the sexual contact or activity.

  o Consent may be initially given, but can be withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.

  o Previous relationships or previous consent for sexual activity is not consent to sexual activity on a different occasion.

  o The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, gender expression or relationship status.

• **Force.** Force refers to the use of physical violence and/or imposing on someone physically to gain sexual access. Force can also include threats, intimidation (implied threats), or coercion used to overcome resistance.

  o **Intimidation.** Any threat of violence or other threatening behavior directed toward another person or group that reasonably leads the target(s) to fear for their physical well-being or to engage in sexual conduct for self-protection.

  o **Coercion.** Coercion is verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is used to compel someone to engage in sexual contact.

• **Incapacitation.** Incapacitation occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. A person who is incapacitated cannot make a rational, reasonable decision because the person lacks the ability to understand his or her decision.

  o Incapacitation may be associated with a person’s lack of consciousness; being asleep; being involuntarily restrained; having a disability that impedes consent; or if an individual otherwise cannot consent due to other forms of helplessness.

  o Under New York State law, a person under the age of 17 lacks the capacity to give consent.
Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- **How drugs and alcohol affect consent:**
  - The impact of alcohol and other drugs varies from person to person. Warning signs that a person may be incapacitated or approaching incapacitation as a result of alcohol or drug use may include, but are not limited to slurred or incomprehensible speech, vomiting, unsteady gait, combativeness, or emotional volatility.
  - Individuals should be aware of, and carefully consider, the potential consequences of the use of alcohol or drugs. Alcohol and drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given.

- Whether sexual activity with an incapacitated person constitutes gender-based misconduct may depend on whether the Respondent knew or should have known of the Complainant’s incapacitation, based on objectively and reasonably apparent indications when viewed from the perspective of a sober, reasonable person in the Respondent’s position.

- Being intoxicated, impaired, or incapacitated by alcohol or other drugs is never an excuse for committing a policy violation and does not diminish anyone’s responsibility to obtain informed and freely given consent.

- The use of alcohol or other drugs never makes someone at fault for experiencing gender-based misconduct.

- **Hostile Environment.** A hostile environment may arise when unwelcome conduct of a sexual or gender-based nature affects a student’s ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening, or abusive educational and/or living environment. A single, isolated incident of sexual or gender-based harassment may, based on the facts and circumstances, create a hostile environment.

- In evaluating a hostile environment, the University will consider the totality of the known circumstances, including but not limited to:
  - The frequency, nature and severity of the conduct
  - Whether the conduct was physically threatening
  - The effect of the conduct on the Complainant’s mental or emotional state
  - Whether the conduct was directed at more than one person
  - Whether the conduct arose in the context of other discriminatory conduct
  - Whether the conduct unreasonably interfered with the Complainant’s educational or work performance and/or University programs or activities

- **Complainant.** The person making the allegation(s) of gender-based misconduct.

- **Respondent.** The person alleged to have committed gender-based misconduct.

- **Party.** Complainants and Respondents are sometimes referred to as parties. (A “party” is someone who is directly involved in a proceeding.) Others, such as witnesses and advisors, are not considered parties.

**Scenarios**

These scenarios help illustrate some applications of the Policy.

- Pat and Dana met at a party. They spent the entire party getting to know each other and dancing. Dana had four shots of tequila and four beers over the course of the evening. At one point, Dana went to the bathroom. Pat noticed that Dana staggered upon returning from the bathroom. Dana’s friend informed Pat that Dana had been vomiting. Pat volunteered to take Dana home. When they arrived at Dana’s dorm room, Pat began kissing Dana and proceeded to have sexual intercourse with Dana. Upon waking up in the morning, Dana asked Pat what happened that evening. Pat told Dana that they had sex and that Dana had asked to have sex. Dana began crying and said, “I didn’t want to have sex with you.” This is a violation of this Policy. A reasonable person could have concluded that Dana was incapacitated due to Dana’s alcohol use because Pat saw Dana stumbling and knew Dana had vomited in the bathroom. Dana was therefore not able to give consent.

- Taylor and Hong have been dating for a few months. On several occasions, Taylor and Hong have engaged in consensual sexual intercourse. One night, Hong and Taylor were making
out when Hong said, “I don’t feel like having sex tonight.” Taylor continued to kiss Hong and took off Hong’s clothing despite Hong’s verbal and physical objections. Eventually, Hong became silent and submitted to Taylor’s insistence to have sex. **This is a violation of this Policy.** Hong objected to having sex and Taylor ignored these objections. Although Taylor and Hong have previously had consensual sexual intercourse, Hong did not consent to sexual activity on this particular evening. In addition, silence does not imply consent.

• Peyton and Jordan were in the hallway of their residence hall with a group of their neighbors on the floor, joking around and telling stories. Peyton placed her arms around Jordan’s waist as they continued their conversation and then touched Jordan’s breasts. Jordan removed Peyton’s hands from her body. A few minutes later, Peyton stated she did not understand why Jordan was making such a big deal about Peyton touching her. **This is a violation of this Policy.** Peyton had not obtained Jordan’s affirmative consent and, as such, this behavior constitutes intentional, nonconsensual physical contact of a sexual nature.

• Kai and Lee met at an off campus location and quickly realized they were both Columbia students. Lee asked Kai for her number and suggested that they meet for lunch on campus. A few hours later, Lee began to call and text Kai, asking Kai out on a date. Kai told Lee that she is not interested and did not want to date her. Lee found out Kai’s campus address and began to deliver cards and flowers to Kai’s room. One day, Lee waited for Kai outside of her class to invite her to dinner. Kai was very clear in telling Lee to leave her alone and to stop visiting her dorm or going to her classes. **This is a violation of this Policy.** Kai declined Lee’s multiple requests to go on a date. Additionally, Kai explicitly asked Lee to leave her alone and to stop visiting her dorm. This behavior constitutes stalking.

• Melissa and Joe are married and live in off-campus housing. After a stressful meeting with his advisor concerning his PhD dissertation, Joe came back to the apartment and berated Melissa about the apartment being messy. Joe grabbed the dinner that Melissa ordered and threw it in her direction, though he did not hit her. When Melissa tried to leave the apartment, Joe grabbed her by the wrist. In the struggle to get away from Joe, Melissa fell and hit her head on the table. **This is a violation of this Policy.** Any use of physical force or emotional abuse and/or behavior toward a spouse that results in physical injury constitutes domestic violence.

• Bette and Tina had been dating for a few months. Tina, an aspiring photographer, asked Bette to pose in the nude for her portfolio. Bette and Tina got into an argument regarding Tina’s photography. Shortly after they broke up, a mutual friend informed Bette that Tina had posted Bette’s nude photographs on Facebook. **This is a violation of this Policy.** The use and distribution of photographs of another person’s unclothed body or body parts, without permission, regardless of whether they originally consented, is sexual exploitation.

**RESOURCES FOR STUDENTS**

**IMMEDIATE ASSISTANCE**

The University encourages all students affected by gender-based misconduct to seek immediate assistance. Seeking assistance promptly may be important to ensure a student’s physical safety or to obtain medical care, emotional support, or other support; it may also be necessary to preserve evidence, which can assist the University and/or law enforcement in responding effectively. Assistance is available twenty-four hours a day, seven days a week. The Resources listing at the end of this document provides contact information for the campus and community resources available to help.

**CONFIDENTIALITY/MANDATORY REPORTING**

The University values the privacy of its students, employees, and other community members. Community members should be able to seek the assistance they need without fear that the information they provide will be shared more broadly. Federal and state laws, however, impose reporting obligations on University employees, including faculty and staff that, in some circumstances, can require certain personnel to share information from a report of gender-based misconduct with government authorities, University Public Safety, or others at the University. The attached Resources listing includes a chart summarizing the confidentiality obligations of different categories of University employees with respect to reports of gender-based misconduct.

Even when University employees have an obligation to report to others, which means their office is described as “non-confiden-
tial” under this Policy, they will protect and respect students’ privacy to the greatest extent possible and share information only on a need-to-know basis. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator and/or the Gender-Based Misconduct Office to investigate and/or seek a resolution. Any of the staff listed as Resources will be able to explain his or her reporting obligations in more detail.

Confidential Resources

ADVOCACY, COUNSELING SERVICES, AND HEALTHCARE PROVIDERS

The University provides confidential advocacy, crisis and pastoral counseling, and medical services on campus. Advocates, counselors, clergy, and healthcare providers can provide students with immediate and long-term help. Conversations with them are confidential, except as described in the Resources listing following the Procedures.

They will listen, help access additional assistance, and explain options for obtaining additional support from the University and others. They can also arrange for medical care and accompany students, or arrange for someone to accompany students, to seek such care. Students may use these resources whether or not they decide to make a report or complaint or participate in University disciplinary proceedings or the criminal process.

These advocates, counselors, clergy, and healthcare providers are familiar with the University’s disciplinary process, can explain what to expect, and provide support while disciplinary or criminal processes are pending.

Additional Resources (Non-Confidential)

GENDER-BASED MISCONDUCT OFFICE

The University has established the Gender-Based Misconduct Office to support and provide assistance to students affected by gender-based misconduct. The Office does not act as an advocate, but is a neutral resource available to all students. The Office is responsible for referring students to available resources, offering appropriate protections, and coordinating the disciplinary process. The Office can provide support and assistance immediately following an incident, throughout the investigation and disciplinary process and throughout a student’s time at the University. Contact information for the Gender-Based Misconduct Office is in the Resources listing following the Procedures.

Each complainant and respondent who engages with the Gender-Based Misconduct Office will be assigned a respective Case Manager. This person works within the Gender-Based Misconduct Office and serves as a resource to the student as it relates to this policy. Further, the Case Manager may assist students seeking accommodations through the office, including cases where a complainant chooses not to engage in the discipline process and when the respondent is not affiliated with the University.

TITLE IX COORDINATORS

The Title IX Coordinators for Columbia and Teachers College are responsible for overseeing the University’s response to Title IX reports and complaints, and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. The Title IX Coordinators oversee the administration of this Policy and the Procedures in a neutral and equitable manner. Title IX coordinators from Barnard, Columbia, and Teachers College will work collaboratively when students from different institutions are involved in the process. Contact information for the Title IX Coordinators is in the Resource listing following the Procedures.

LAW ENFORCEMENT

Students may report gender-based misconduct to the New York City Police Department, the Manhattan District Attorney’s Office, or the local law enforcement agency where the misconduct occurred if the misconduct occurred outside of New York City. The University and criminal justice systems work independently from one another. Law enforcement authorities do not determine whether a violation of this Policy has occurred, and the criminal justice system uses different standards related to proof and evidence. Any questions about whether a specific incident violated the penal law should be addressed to law enforcement.

The University’s Public Safety personnel and the other resources in the Resources listing are familiar with New York City and New York State law enforcement processes and can explain what happens when gender-based or sexual misconduct is reported to law enforcement.
SVR is required to provide reporting information under New York State law in order to maintain certification. SVR staff participates in regular training, and SVR advocates are able to be present during investigative interviews with survivors as a client’s support person or advocate.

Confidential support resources, the Gender-Based Misconduct Office and University Public Safety can explain how to report sexual assault and other forms of gender-based misconduct to law enforcement.

Confidential support resources or University Public Safety personnel can accompany any student requesting support to the Police Department or District Attorney’s Office. They cannot serve as a substitute for legal advice on these matters.

Reporting Gender-Based Misconduct

The University encourages students to report gender-based misconduct to the Gender-Based Misconduct Office so that the University can investigate and respond effectively. Students may meet with the Office staff to learn more about the process before making a report.

The University recognizes that students may be most comfortable disclosing gender-based misconduct to a University employee they know well, such as a faculty member, coach, or resident advisor. Any University employee (other than the confidential resources identified in the Resources listing) who receives a report is required to inform the Office, directly or through a Title IX Coordinator, about the incident. The University will endeavor to follow up on any report it receives about possible gender-based misconduct, whether from a student, other member of the community, or an anonymous source.

Before a student reveals information, University employees will try to ensure that the student understands the employee’s reporting obligations. For example, if the student wishes to maintain confidentiality, a non-confidential resource will direct the student to confidential resources, which will not report without the student’s permission. A student may choose to make a full report or request confidentiality as he or she determines.

REQUESTING CONFIDENTIALITY IN CONNECTION WITH A REPORT TO THE UNIVERSITY

A student who reports gender-based misconduct to the Office can request that the Office not disclose his or her identity to anyone else, including the person who allegedly committed the misconduct. While such a request may limit the ability to investigate and respond to the reported misconduct, the Office, in consultation with the appropriate Title IX Coordinator(s), will consider the request in light of the University’s commitment to provide a safe and non-discriminatory environment for all students and will honor the request whenever possible. The Office will promptly notify the student making the request whether the University will be able to honor it.

Whether or not the University is able to grant a request to keep the student’s identity confidential, University personnel will reveal information about investigations and disciplinary proceedings related to gender-based misconduct only to those who need to know in order to carry out their duties and responsibilities. In all cases, the University will take appropriate steps designed to counteract the effects of the alleged gender-based misconduct, prevent its recurrence, and make accommodations for the students involved. This may include academic, residential, and work accommodations, increased monitoring, supervision, or security at locations or in connection with activities where the alleged misconduct occurred, and training and educational materials for the campus community. If there is reason for concern about possible retaliation or harm, the University will take protective measures in consultation with the affected students.

ACCOMMODATIONS AND INTERIM MEASURES

The University can provide accommodations and impose interim measures after a report has been filed.

ACCOMMODATIONS

The Office will work with all students affected by gender-based misconduct to ensure their safety and promote their well-being. Sometimes this assistance will take the form of appropriate accommodations intended to support and provide relief.

Students may request accommodations even in cases where an investigation is not undertaken or either party has declined to participate in the University disciplinary proceeding or the criminal process.

The Office will evaluate any request for accommodations in light of the circumstances and information available at the time of the request. If requested accommodations cannot be granted, the
Office will provide an explanation, in writing, to the student.

Accommodations may include, but are not limited to:

- Moving a student’s residence
- Adjusting a student’s work schedule for University employment
- Changing a student’s academic schedule
- Allowing a student to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support

The Office will also work with the relevant disability services office to assist students, as appropriate.

Students who are Complainants or Respondents may request a prompt and reasonable review of the need for and terms of any accommodation that directly affects them and may submit evidence in support of their request. Requests for review of the accommodations shall be submitted in writing to the Associate Vice President for Student Conduct and Community Standards.

A student who has experienced gender-based misconduct may also be entitled to obtain remedies under applicable law, such as an order of protection. The University can assist students in contacting law enforcement or legal service organizations to learn about these remedies.

**INTERIM MEASURES**

The University may also take action through directives (known as “interim measures”) to ensure the safety of all parties involved and to protect the integrity of a pending investigation or disciplinary process.

Interim measures include, but are not limited to:

- “No contact” directives
- Restricting a Respondent’s access to campus buildings and/or University property
- Moving a student’s residence
- Temporarily suspending a Respondent from the University
- Temporarily suspending a Respondent from specified activities

Failure to comply with interim measures or other directives is a violation of University policy and may lead to disciplinary action.

Following the report of an incident, the Office will provide written notice to the students involved in the incident, describing any necessary interim measures and the accommodations and resources available to them. The University will provide notice about these measures and accommodations only to those who need to know in order to make them effective.

Students who are Complainants or Respondents may request a prompt and reasonable review of the need for and terms of any interim measure that directly affects them and may submit evidence in support of their request. Requests for review of the interim measure shall be submitted in writing to the Associate Vice President for Student Conduct and Community Standards.

**OTHER INFORMATION ABOUT REPORTING**

**TIME FOR REPORTING**

The University does not limit the time for submitting a report of gender-based misconduct. However, the University’s ability to investigate and respond effectively may be reduced with the passage of time.

**REPORTS FROM OTHERS AND ANONYMOUS REPORTS**

In cases where gender-based misconduct is reported to the Office by someone (for example, a faculty member, resident advisor, friend or roommate) other than the student who was subjected to the alleged misconduct, the Office will promptly notify the student that a report has been received. This Policy and the Procedures will apply in the same manner as if the student had made the initial report. The Office will make every effort to meet with the student to discuss available options and on-campus and off-campus resources. Reports from anonymous sources will be treated in a similar fashion.

**RELATED ALCOHOL AND DRUG VIOLATIONS**

The health and safety of every student at the University is of utmost importance. The University recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault, occurs, may be hesitant to report such incidents due to fear of potential consequences for their own con-
duct. Because the University strongly encourages students to report gender-based misconduct, it has adopted the following policy: A student (including a bystander), acting in good faith, who discloses any incident of gender-based misconduct to a University employee or law enforcement will not be subject to disciplinary action for violations of alcohol and/or drug policies occurring at or near the time of the gender-based misconduct.

**UNKNOWN/NON-UNIVERSITY OFFENDERS**

The University will, if possible, investigate reports of incidents affecting University students that involve persons who are not members of the University community or whose identity is not known and take appropriate actions to protect affected students and others in the University community. In addition, the Office will assist students in identifying appropriate campus and other resources.

**PUBLIC AWARENESS EVENTS**

The University supports public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, survivor speak outs, and other forums. These activities help inform the need for campus-wide education and prevention efforts. The disclosure of incidents of gender-based misconduct at such events is not considered a report to the University for purposes of triggering an investigation of a particular incident.

**REPORTING OF CRIME AND DISCIPLINARY STATISTICS**

A federal law called the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires the University to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute gender-based misconduct under this Policy. As described in the chart in the Resources section at the back of the Policy, many employees who receive reports of gender-based misconduct are required by the Clery Act to notify University Public Safety about such incidents for statistical reporting purposes only; these notifications may include the classification and location of the reported crime but do not identify the students involved.

Additionally, as a matter of policy unrelated to the Clery Act, the University annually reports aggregate information to the University community concerning reported incidents of gender-based misconduct and the results of student disciplinary proceedings. Such reports do not contain information identifying individual student participants.
Here you can find information about the University’s disciplinary process for addressing alleged violations of the Gender-Based Misconduct Policy.

This section first describes students’ rights in the investigation and disciplinary process and other important background information, including about privacy, advisors, and time frames. It then describes the disciplinary process in detail.

**Rights of the Complainant and Respondent**

In order to provide accessible, prompt, and fair methods of investigation and resolution of incidents of student gender-based misconduct, the University has developed a process for investigation and adjudication of misconduct reports. Throughout this process, both the Complainant and the Respondent have the following rights:

- To respect, dignity, and sensitivity
- To appropriate support from the University
- To privacy to the extent possible consistent with applicable law and University policy
- To information about the University’s Gender-Based Misconduct Policy and Procedures for Students
- To the presence of an advisor throughout the process
- To participate or to decline to participate in the investigation or hearing panel process (however, a decision not to participate in the process either wholly or in part will not prevent the process from proceeding with the information available)
- To a prompt and thorough investigation of the allegations
- To adequate time to review documents in the Office following the investigation
- To adequate time to prepare for a hearing
- To an opportunity to challenge investigator(s) or hearing/appeal panel member(s) for a possible conflict of interest
- To refrain from making self-incriminating statements
- To an appeal of the decision made by the hearing panel and of any sanctions imposed by the Sanctioning Officer
- To notification, in writing, of the case resolution, including the outcome of any appeal
- To report the incident to law enforcement at any time
- To understand that information collected in the process may be subpoenaed in criminal or civil proceedings

A handout that lists these rights will be provided to both the Complainant and the Respondent, along with the NYS Students’ Bill of Rights, during each student’s initial meeting with a Case Manager from the Gender-Based Misconduct Office.

**PRIVACY**

The University will reveal information about its investigation and adjudication of gender-based misconduct only to those who need to know the information in order to carry out their duties and responsibilities. It will inform all University individuals participating in an investigation, proceeding, or hearing that they are expected to maintain the privacy of the process. This does not prohibit either a Complainant or Respondent from obtaining the assistance of family members, counselors, thera-
pists, clergy, doctors, attorneys, or similar resources; nor does it prevent either party from discussing the incident itself.

**ADVISORS**

The Complainant and the Respondent, respectively, may be accompanied to any meeting or hearing by the advisor of their choice through the course of case management, investigation, adjudication, and the appeal process. Witnesses or others involved in the Gender-Based Misconduct Process are not permitted to bring another person to any meeting or hearing.

Advisors may support the student and provide advice during an investigation and throughout the process. Although students are not required to bring their advisor to all meetings, they are expected to maintain the same, single advisor throughout the process unless there are extenuating circumstances that require them to obtain a replacement. This use of a single, consistent advisor enables the process to move forward in an efficient fashion. In the event that students want to make a permanent change to their advisor, they must provide written notice to their case manager.

During meetings and hearings, the advisor may talk quietly with the student or pass notes in a nondisruptive manner. The advisor may not intervene in a meeting or hearing or address the investigator or hearing panel, including by giving evidence, questioning witnesses or making objections. While advisors may provide guidance and assistance, all written submissions must be authored by the student.

All University administrators, including the Gender-Based Misconduct Office staff, will communicate directly with the student, rather than with the advisor. It is the student’s responsibility to communicate with their advisor, including but not limited to information related to scheduling and process updates.

Advisors will be expected to sign an agreement to maintain the guidelines just discussed. If an advisor fails to abide by such guidelines, he/she may be prohibited from attending ongoing or future meetings.

A Complainant or Respondent may choose to have an attorney serve as his or her advisor. University students may retain counsel independently or the University will arrange for an attorney-advisor upon request. The designated attorney-advisor will be provided at no cost to the University student. Once an attorney-advisor is assigned by the University, the student may not request a different attorney-advisor from the University, but may make another advisor selection if he/she chooses. If the University is requested to arrange for an attorney-advisor for either the Complainant or Respondent, it will notify the other party and upon request arrange for an attorney-advisor.

**DECLINING TO PARTICIPATE**

The Gender-Based Misconduct Office will make multiple efforts to engage the participation of the Complainant and/or Respondent in the process; however, either party may decline to participate in any step of this process, including the investigation, hearing, and/or any subsequent appeal. Declining to schedule a meeting with investigators or refusal to respond to outreach by the Office may preclude or limit participation in later stages of the process, as explained below. Silence or a decision not to participate will not be treated as a negative factor in the investigation, adjudication, or appeal.

The University may continue the process without the Complainant's and/or Respondent’s participation. A refusal to participate during the investigation stage of the process will preclude a Complainant or Respondent from submitting new information to the hearing panel or appellate panel, absent extraordinary circumstances; however, the Complainant or Respondent may submit an impact statement at the sanctioning stage, if applicable, without regard to earlier participation in the process. Even if a party declines to participate, the Office will continue to update each party throughout the process, unless a party submits a written request to the Office to cease contact.

**TIME FRAMES**

The University will seek to resolve every report of gender-based misconduct within approximately sixty calendar days of an initial report, not counting any appeal. This time frame may be extended for Alternate Resolution, Mediation, Pre-determination Conference, and/or good cause as necessary to ensure the integrity and completeness of this process. The reasons for extension of the time frame also include, but are not limited, to: compliance with a request by law enforcement; accommodation of the availability of witnesses; accounting for exam periods, school breaks or vacations; and/or accounting for complexities of a specific case, including the number of witnesses and volume of information provided by the parties. The Office will notify the parties in writing of the extensions of the time frame.
Generally, the timeline will be as follows (calculated in calendar days). To the extent a deadline is calculated in calendar days and falls on a weekend or University holiday, the deadline will be effective on the next business day:

- Investigation begins within 3 days after the initial report to the Office
- Investigation is completed within 21 days after the investigation begins
- Investigative Report is completed within 10 days after the investigation concludes
- Pre-Determination Conference is held within 10 days after the Investigative Report is complete
- Hearing (if any) is held within 10 days after the Investigative Report is complete
- Determination of the hearing panel is issued within 3 days after the hearing
- Notice of sanctions is issued within 3 days after the determination of the hearing panel
- Appeals are due from either party within 7 days after the sanctions are issued
- Notice of a filed appeal, if applicable, is due within 3 days after receipt by the Office
- Review and response to an appeal is due within 5 days after the notice of appeal is issued
- Decision by the appellate panel is due within 15 days after the notice of filing of appeals

Each of these stages is explained in greater detail below.

**NOTICE**

The Office will provide notification ("notice") in writing to both the Complainant and Respondent at many points in the process, depending on the stage of the process and needs of the student. Notification from the Office will be sent via University e-mail and may include information, such as: a written explanation of the alleged policy violation(s), Complainants’ and Respondents’ rights and options, interim measures, available accommodations, initiation of an investigation, and the range of possible sanctions. The Office will also ensure that the Complainant and Respondent are updated throughout the investigative process, including with timely notice of meetings in which either or both the Complainant and the Respondent may participate.

More specifically, the Complainant and Respondent will simultaneously be given the following written notices:

- **Initiation of an Investigation**
  - Notice of the allegations and an explanation of the investigative process. This notice will include the names of the case manager and investigators assigned to this matter, as well as a scheduled date and time for each person’s initial meeting related to the matter

- **Conclusion of the Investigation**
  - Notice of an opportunity to review, in the Office, the Investigative Report and any other information that will be used in the hearing process, sanctions determination, and appeals, if any, consistent with federal law governing the privacy of student information
  - Notice of the alleged policy violations that will be adjudicated

- **Pre-Determination Conference**
  - Notice of an opportunity to meet with the investigative team to discuss the information obtained during the investigation and submit any additional information and/or clarification
  - Notice of whether the Respondent accepts responsibility for violating the Policy

- **Hearing Panel**
  - Notice of the date and time of any hearing and list of hearing panel members
  - Notice of an opportunity to review, in the Office, the Investigative Report and the investigative team’s recommendation of responsibility

- **Finding**
  - Notice of the hearing panel’s finding of “responsible” or “not responsible,” along with the rationale for the outcome

- **Sanctioning**
  - Notice of the sanctions imposed and the reasons for the sanctions
- Notice of the University’s appeals process
  
  **Appeals Process**
  
  - Notice of whether an appeal has been filed and an opportunity to review and respond to the other party’s appeal
  - Notice of the Deans assigned to the appellate panel
  - Notice of the appellate panel’s determination, including whether the responsibility determination or sanctions have been modified and when the responsibility determination and sanctions, if any, become final
  
**CONFLICTS OF INTEREST**

The University requires any individual participating in the investigation, hearing process, sanctioning or appeal determinations to disclose to the Gender-Based Misconduct Office any potential or actual conflict of interest. If a Complainant or Respondent believes that any individual involved in the process has a conflict of interest, he or she may make a request to the Office that the individual not participate. A Complainant or Respondent who believes that a member of a hearing or appellate panel has a conflict of interest must submit this written request to the Office within two days after notification of the panel’s membership. Any request should include a description of the conflict. If the Office determines that a conflict of interest exists, the University will take steps to address the conflict in order to ensure an impartial process.

**INVESTIGATION**

The University will notify the Complainant and the Respondent, in writing, when a report has been filed and an investigation will proceed. The notice will describe the allegations in the report and include a scheduled date and time to meet separately with the Gender-Based Misconduct Office. The Complainant and the Respondent must respond, confirming receipt of the notice and scheduled meeting time, within two days of receiving this notice. Requests to postpone meetings and interviews may be granted, provided that the request is based on a compelling reason. Where possible, Complainants and Respondents should request a postponement at least 24 hours before the scheduled meeting or interview.

During any meeting, interview and/or hearing, the Complainant and Respondent may bring an advisor. If the Complainant, Respondent, or advisor is unable to be physically present for any stage of the investigative process, accommodations will be made for their participation by other means.

The University’s process for responding to, investigating and adjudicating gender-based misconduct reports will ordinarily continue during any law enforcement proceeding. The Gender-Based Misconduct Office may need to temporarily delay an investigation while the police are gathering evidence, generally no longer than ten days, except when law enforcement specifically requests and justifies a longer delay. The Office will resume the investigation after learning that law enforcement no longer requires a delay or has completed the evidence-gathering stage of their investigation. The Office will not wait for the conclusion of any related criminal proceeding.

**INITIAL ASSESSMENT OF COMPLAINTS**

The Office initiates the investigative process when it receives a complaint or report of a violation of this Policy and there is adequate information to pursue an investigation. The Office will conduct an initial assessment and may take any of the following actions:

- The Office may dismiss the complaint if it determines that the complaint does not allege facts that, if substantiated, would constitute a violation of the Policy
- The Office may refer the complaint to another office for review if it determines that the complaint is outside the scope of this Policy
- The Office will determine appropriate interim measures, facilitate accommodations, and initiate an investigation if it determines that the complaint or report would, if substantiated, constitute a violation of the Policy
Requests Not to Investigate
The Office will inform the Complainant before starting an investigation and the Complainant may request that an investigation not be undertaken. The Office, in consultation with the appropriate Title IX Coordinator(s), will consider such a request in light of the University’s commitment to provide a safe and non-discriminatory environment for all students and weigh the following factors:

- Circumstances that suggest there is a risk of the Respondent committing additional acts of gender-based misconduct, such as:
  - Whether there have been other gender-based misconduct complaints and/or escalation of previously known conduct by the same Respondent
  - Whether the Respondent has threatened further gender-based misconduct against the Complainant or others
  - Circumstances that suggest there is an increased risk of similar future acts of gender-based misconduct
- Whether the alleged gender-based misconduct was committed by multiple perpetrators
- Whether there was use of a weapon or force in connection with the gender-based misconduct
- Whether the University possesses other means to obtain relevant evidence, such as security cameras, witnesses and/or physical evidence
- If the Complainant is under 17 years old

If the Office determines not to investigate, it will notify the Complainant in writing, including that the determination was made at the Complainant’s request. At the Complainant’s written request, the Office will also notify the Respondent in writing, including that the Complainant asked the University not to investigate.

Investigation Procedures
The Office will designate a two-person team (“the investigative team”) to conduct an investigation into whether a violation of the Policy occurred. All investigators will have extensive training in investigating and evaluating conduct prohibited under the Policy. The investigative team will be impartial and unbiased.

The parties will meet separately with the investigative team. At the initial meeting, the investigative team will discuss with each party the nature of the allegations, the rights and responsibilities of each party, the prohibition against retaliation, and the adjudication process. The Complainant, the Respondent, advisors, and all witnesses will be required to agree in writing not to engage in retaliation against any participant in the process and not to record or photograph anything related to this investigation and adjudication process.

The investigative team will ask each party to provide a list of witnesses and/or any relevant documents or evidence. The investigative team has the discretion to determine the relevance of any proffered evidence and determine that certain types of evidence should be included or excluded in the determination of responsibility. The Complainant and Respondent must provide to the investigative team any relevant and available evidence they wish to be included.

The following protocols apply throughout the investigative process:

- **Statements.** All parties and witnesses are obligated to be honest and act in good faith. Any person who knowingly makes a false statement in connection with the investigation may be subject to separate disciplinary action.

- **Preserving Evidence.** The investigative team will direct the Complainant, Respondent, witnesses, and other interested individuals to preserve any relevant evidence. Examples include, but are not limited to, electronic messages (e.g., e-mails, text messages and Facebook and Instagram messages, writings and photographs).

- **Witnesses.** The Complainant and the Respondent have the right to identify any individuals who may be witnesses to the conduct alleged. The parties should be aware it is possible for both the Respondent and the Complainant to list the same people as witnesses. Any attempt to threaten, intimidate or otherwise improperly influence the testimony of a witness may result in a disciplinary action. The investigative team will attempt to contact and interview any witnesses identified by the parties and any other witness the investigative team deems to have relevant information. The investigative team will not interview witnesses whose sole purpose is to provide character information.
Romantic or Sexual History in Sexual Assault Cases. The investigative team will not consider information concerning the romantic or sexual history of either the Complainant or the Respondent with other people. Either the Complainant or the Respondent may provide information regarding their shared romantic or sexual history. If either offers such information, the other will be notified and have the right to respond.

Mental Health Treatment/Diagnosis. Each party has the right to request that evidence regarding his or her mental health diagnosis and/or treatment be excluded from consideration when responsibility is being determined.

Prior Conduct Violations. Prior reports or determinations of responsibility for gender-based misconduct will not be considered in determinations of responsibility (see below) and will therefore not be addressed in an investigative report. Prior determinations of responsibility for allegations of the same type of gender-based misconduct may be admissible in the sanctioning stage of the process.

Credibility Assessment. The investigative team will use the following factors when assessing the credibility of parties and the witnesses: the consistency or inconsistency of their accounts of events over time; their demeanor during interviews; their motive to lie; any corroborating evidence; and whether their statements included specific details that were reasonable and logical.

At the conclusion of the investigation, the investigative team will provide to the Complainant and the Respondent, in writing, a description of the alleged Policy violations that will be reviewed by the hearing panel. The investigative team will prepare a report based on interview summaries, witness statements and other documents.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the investigative team will redact names and other identifying information of other students from the report and related materials, except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination.

The Office will supervise the review of the report by the Complainant, Respondent, and/or their respective advisors and ensure that reasonable time is afforded for review.

PRE-DETERMINATION CONFERENCE

After the Complainant and the Respondent have had an opportunity to review the investigative report and related materials, each party will individually meet with the investigative team for a pre-determination conference. During the conference, the investigative team will ask each party if they would like to provide additional information or clarification. The investigative team will also discuss with each party the possible resolutions to the investigation, as applicable, which are discussed in detail following this section. Reports of sexual assault cannot be resolved through alternate resolution or mediation.

If all parties are unable to agree on an alternate resolution or mediation or if the report includes allegations of sexual assault, the investigative team will ask the Respondent to respond in writing to the alleged violation in one of the following ways: (1) Responsible; (2) Not Responsible; (3) No Contest; or (4) No Response.

If the Respondent declines responsibility or chooses not to respond, the investigative team will finalize the investigative report, which will include any additional, relevant information provided during the pre-determination conference, an assessment of individual credibility and a recommended finding regarding responsibility.

If the Respondent accepts responsibility or responds No Contest at this stage, the Respondent will enter into a disciplinary action agreement and the matter will be referred to the Sanctioning Officer. The Office will provide both the Complainant and the Respondent an opportunity to make an impact statement (a statement describing the way in which the matter has impacted either of the students) to be considered by the Sanctioning Officer. The Sanctioning Officer will impose a sanction in consultation with the Office after a review of the impact statement and investigative report. The Respondent will sign a disciplinary action agreement constituting a waiver of the right to a hearing and any appeal, and an acceptance of the finding(s) and sanction(s).

RESOLUTIONS

The Office provides a disciplinary process in an academic setting. The University’s gender-based misconduct process offers several options for resolution of reports, other than for sexual assault reports, which must be resolved through the investiga-
tion/hearing process. The Office will serve as the final arbiter for the resolution of an investigation. The possible forms of resolution include alternate resolution, mediation, and/or hearing.

Alternate Resolution

The Office may seek to resolve certain gender-based misconduct cases through an informal alternate-resolution process involving both the Complainant and the Respondent. (For example, the Complainant and the Respondent may agree with the Office that education, training, and a no-contact directive are an appropriate and sufficient response in a particular case). At any time after a report has been filed and before a hearing has been scheduled, either party may request alternate resolution to resolve the report. This disposition requires agreement of the Complainant and the Respondent, with the approval of the Office. If the Office approves such a request, the investigation and the time frames will be stayed, and the investigative team will take appropriate steps to assist in reaching a resolution. If the parties cannot reach an alternate resolution within two weeks after one is proposed, the investigation will resume in accordance with the Policy. If an agreement acceptable to all parties is reached through alternate resolution, the matter is considered closed and the terms will be implemented. The University will not use alternate resolution for cases involving allegations of sexual assault.

Mediation

A party may request mediation from the Office at any stage of the process. The purpose of mediation is for Complainants and Respondents to identify the harms that were caused by a student’s actions and meet to determine the best method for repairing those harms. The Complainant and Respondent will be asked not to contact each other to discuss mediation. Mediation will be used only with the consent of both the Complainant and Respondent, and either has the right to terminate the mediation process and resume the regular disciplinary process at any time.

The mediation process will typically commence within ten days after consent to mediate is received from both the Complainant and the Respondent and will continue until concluded or terminated by either the Complainant or the Respondent or the Office. During mediation, the investigation and time frames will be stayed. If the mediation results in a resolution, the disciplinary process will be concluded and the matter will be closed. If a resolution cannot be reached, the disciplinary process will proceed. The University will not use mediation for cases involving allegations of sexual assault.

During mediation, a facilitator will guide a discussion between the Complainant and the Respondent, with the goal of identifying the harm caused by the offense and how the harm can be repaired. Together the Complainant, the Respondent, and the facilitator create an agreement that might include items such as apology letters, agreement to a no-contact directive and/or restriction of access, and education related to the offense. The content of the agreement is created on a case-by-case basis, and students are supported in creating their own agreements.

ADJUDICATION PROCESS/HEARING PANEL

If the matter is not resolved by alternate resolution, mediation, or the pre-determination conference, the Office will convene a hearing panel. The hearing panel determines whether the Respondent is responsible or not responsible for a violation of the Policy. If the Respondent is determined to be responsible, the matter proceeds to the sanctions stage.

The hearing panel will generally have three members drawn from specially trained administrators within the University’s Student Conduct and Community Standards Office, excluding the investigative team. All panelists will receive relevant training at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction on how to approach students about sensitive issues that may arise in the context of alleged gender-based misconduct. The Complainant and Respondent will be informed of the panel’s membership before the hearing process begins.

Preparing for the Hearing

In preparation for the hearing, the Complainant and the Respondent should each schedule a file review, and in consultation with their advisor, if they have one, prepare a written statement in response to the investigative report and questions and/or concerns raised during the pre-determination conference.

The written statement must be completed by the student and be no more than five (5) single-spaced typed pages, using size 12 Times New Roman font and 1-inch margins. The written statement must be submitted to the Office no less than two days prior to the scheduled hearing.

In addition, during the hearing, either party has the opportunity to submit questions to the hearing panel to be asked of the oth-
Questions should be submitted that highlight arguments the party wants to make; they should not be used to have the other party and/or witnesses retell details of the alleged incident. Each party may also submit an impact statement at the time of the hearing, which will not be considered until the sanctioning stage, if applicable.

**Hearing Procedures**

The Office, whenever possible, will give the Complainant and the Respondent at least five days advance notice of the hearing. The hearing is a closed proceeding; no one other than the hearing panel members, the Respondent and the Complainant and their respective advisors, witnesses (when called), and necessary University personnel may be present in the hearing room or rooms during the proceeding. If a party is unable to appear at the Office for the hearing, accommodations may be made for the party’s appearance by other means. Requests to postpone the hearing may be granted at the discretion of the Office based on a compelling reason. Where possible, parties and witnesses should make a postponement request 24 hours prior to the time of the hearing.

Both the Complainant and the Respondent are afforded the opportunity to participate in the hearing. They will be placed in separate rooms for the duration of the hearing and may view the proceedings via closed circuit screens. When it is their turn to appear before the hearing panel, the Complainant, the Respondent, and/or witnesses will appear individually before the panel. Their advisor can also be present in the room. Questions may be posed through the hearing panel, to better clarify or understand the allegations. In general, hearings will proceed as follows:

- Complainant’s brief narrative statement
- Respondent’s brief narrative statement
- Questions to the Complainant by the hearing panel
- Questions to the Respondent by the hearing panel
- Questions to the witnesses by the hearing panel
- Recall by the hearing panel of any party or witness, for additional questions or clarifications
- Questions to the investigative team by the hearing panel if necessary
- Closing statement by the Respondent
- Closing statement by the Complainant

In cases where either the Complainant or Respondent opts not to participate in the hearing, the hearing panel may still hear from the other.

**Additional hearing rules include:**

- **Testimony via Closed-Circuit Television.** Only the person testifying (and that person’s advisor, if applicable) is in the hearing room with the panelists and necessary administrator(s) during his or her testimony. The Complainant and Respondent will each have the opportunity to view and listen to the testimony from a separate, private room via closed-circuit television.

- **Questioning.** Only the hearing panel may ask questions of the Complainant, Respondent, and/or any witnesses. Both the Complainant and Respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the hearing panel in writing. The hearing panel may revise or not ask any or all submitted questions.

- **Information Regarding Romantic or Sexual History.** The hearing panel will not consider the romantic or sexual history of either the Complainant or Respondent in cases involving allegations of gender-based misconduct, except for testimony offered by one or the other about the Complainant and Respondent’s shared sexual history that the hearing panel deems relevant. If such information is offered by the Complainant or Respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the Complainant and Respondent by itself does not support an inference of consent to alleged sexual or gender-based conduct.

- **Prior Conduct Violations.** In cases involving allegations of sexual assault, nonconsensual sexual contact, domestic violence, dating violence, stalking, sexual harassment, gender-based harassment and sexual exploitation, prior findings of responsibility for allegations of the same will not be considered by the hearing panel.

- **Cell Phones and Recording Devices.** Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.
Determining Responsibility

Following the investigation and conclusion of the hearing, the hearing panel will render a determination on whether the student is responsible for the violation(s).

The hearing panel will use “preponderance of the evidence” as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a hearing panel must be convinced based on the evidence that the Respondent was more likely than not to have engaged in the conduct at issue.

The hearing panel will find a student responsible or not responsible, based on a majority vote, after a review of all the statements and evidence summarized in the investigative report, the written statements submitted by the Complainant and the Respondent, and the statements, testimony, and evidence at the hearing. The hearing panel will generally render a decision within three calendar days after the conclusion of a hearing and will include an explanation of the basis for the decision.

If the hearing panel finds the Respondent responsible, the matter will proceed to the sanctions stage. The Office will transmit the hearing panel’s determination to the Sanctioning Officer (described below) of the Respondent’s school, and to the Respondent and the Complainant.

Sanctions and Other Remedies

How Sanctions Are Determined

In determining a sanction, the Sanctioning Officer of the Respondent’s school, after consultation with the Student Conduct and Community Standards Office, will impose sanctions that are:

- Fair and appropriate, given the facts of the particular case
- Consistent with the University’s handling of similar cases
- Adequate to protect the safety of the campus community
- Reflective of the seriousness of gender-based misconduct

When a student is found responsible for a policy violation, relevant factors will be considered when imposing a sanction, including, if applicable: (1) the specific gender-based misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the Respondent’s state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the Complainant; (5) the Respondent’s prior disciplinary history; and (6) the safety of the University community.

In addition, prior to the conclusion of the hearing and imposition of a sanction, both the Complainant and the Respondent may provide a written impact statement discussing how the misconduct contained in the investigative report has impacted them. The written statement must be completed by the student and be no more than three single-spaced typed pages, using size 12 Times New Roman font and 1-inch margins. The statement will only be considered by a Sanctioning Officer if the hearing panel renders a finding of responsibility.

The Sanctioning Officer from the Respondent’s school, in consultation with the Student Conduct and Community Standards Office, will render a sanctioning decision within three (3) calendar days following the receipt of the hearing panel’s determination. The sanctioning decision will be communicated in writing to the Complainant and the Respondent, with a rationale for the sanction.

List of Sanctions

The University may impose one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the Respondent’s academic schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting access to University facilities or activities (including student activities and campus organizations)
- Removal from leadership/supervisory positions within the University community
- Issuing a “no contact” order to the Respondent or requiring that such an order remain in place
- Moving the Respondent’s residence
- Dismissal or restriction from University employment
• Removal from student housing
• Suspension
• Expulsion
• Revocation of degree

In addition to any other sanction (except where the sanction is expulsion or revocation of a degree), the University will require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the gender-based misconduct at issue. The University may also recommend counseling or other support services for the student.

When a student is found responsible, and the sanction includes suspension or expulsion, the student may be removed from a campus residence and either severely restricted in their movements on campus or barred completely during the entirety of the appeal-filing period and appeal process. If a Respondent is eligible for return to campus while a Complainant remains on campus, the Complainant will, at the earliest possible date, be notified in writing of the Respondent’s intention to return.

In addition, pending an investigation, a determination and/or appeal, an administrative hold may be placed on the Respondent’s University transcript, diploma, registration, and/or student account until this process is resolved. Upon conclusion of the appeal process, a permanent transcript notation will be indicated on the record for cases resulting in suspension or expulsion.

ONGOING ACCOMMODATIONS FOR COMPLAINANT

Whatever the outcome of the Gender-Based Misconduct Process, a Complainant may request ongoing or additional accommodations, and the Office, in consultation with the designated student affairs officer of the Complainant’s school, will determine whether such measures are appropriate. Potential accommodations include:

• Providing an escort for the Complainant
• Moving the Complainant’s residence
• Changing the Complainant’s academic schedule
• Adjusting the Complainant’s work schedule
• Allowing the Complainant to withdraw from or retake a class without penalty

• Providing access to tutoring or other academic support, such as extra time to complete or re-take a class

Additional Responses

The University may also determine that additional measures are appropriate to respond to the effects of an incident on the University community. Additional responses for the benefit of the University community may include:

• Increased monitoring, supervision, or security at locations or activities where the misconduct occurred
• Additional training and educational materials for students and employees
• Revision of the University’s policies on gender-based misconduct
• Climate surveys regarding gender-based misconduct

Appeal Process

Either the Respondent or the Complainant or both may appeal the determination of the hearing panel and/or the sanctions. Appeals are decided by an appellate panel consisting of three Deans of schools: the Dean of the Respondent’s school, the Dean of the Complainant’s school, and a Dean from another school. Should the Complainant and the Respondent attend the same school, two Deans will be added from other schools as follows: (1) if the parties are undergraduates, Deans from undergraduate schools will comprise the majority or entire panel; (2) if the parties are graduate students, Deans from graduate schools will comprise the majority or entire panel. Should one party be an undergraduate student and another party a graduate student, the appellate panel will consist of the Dean of the Respondent’s school, the Dean of the Complainant’s school, and a Dean of a school from the academic level of the Respondent. All Deans will receive relevant training at least once a year on how the adjudicatory and appeal process works and the sensitive issues in reviewing gender-based misconduct cases. The three grounds for appeal are:

1. A procedural error affecting the determination or sanction
2. New information that was not available at the time of the investigation or hearing and that may change the determination or sanction
3. Excessiveness or insufficiency of the sanction
Disagreement with the finding or sanctions is not, by itself, a ground for appeals. Moreover, the purpose of an appeal is not to initiate a review of substantive issues of fact.

Both the Complainant and/or the Respondent may appeal the determination and/or sanction within seven days after receipt of the finding and sanctioning notice, by filing the appeal in writing to the Gender-Based Misconduct Office. Attached to their appeal, the student may provide a written submission for the appellate panel to review, no longer than, including attachments, five (5) single-spaced typed pages, using size 12 Times New Roman font and 1-inch margins.

If either the Complainant or the Respondent submits an appeal, the Office will notify the other party within three days after receipt. The Office will provide the other party an opportunity to review the submission and submit a written response. This response must be written by the student, no more than five (5) single-spaced typed pages, using size 12 Times New Roman font and 1-inch margins, and submitted within five days after a notice of appeal is issued. If both the Complainant and the Respondent appeal, the appeals will be considered concurrently. In making a determination, the appellate panel will have access and the ability to review the complete file.

If the appellate panel concludes that a change in the hearing panel’s determination is warranted, the appellate panel may enter a revised determination, reconvene the hearing panel to reconsider the determination, or return the matter for additional investigation. The appellate panel can also change the sanction.

The appellate panel will notify the Complainant and the Respondent of the final decision in writing. Appeal decisions will be rendered within fifteen days after the receipt of the written appeal. All appeal decisions are final.

RECORDS DISCLOSURE

Disciplinary proceedings conducted by the University are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside the University without the student’s consent, but it does provide for release of student disciplinary information without a student’s consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel or subsequent investigation into the same conduct, or required to be produced through other compulsory legal processes.

Additional information about FERPA can be found in Essential Policies for the Columbia Community at http://www.essential-policies.columbia.edu/policy-access-student-records-ferpa, http://barnard.edu/Policy/FERPA and www.tc.edu/policylibrary/FERPA.

AMENDMENTS

The University may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of the University to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the University community.
New York State law requires that all institutions of higher education in New York publish the following Bill of Rights for all students attending higher education institutions in the State.

**All students have the right to:**

1. Make a report to local law enforcement and/or state police
2. Have disclosures of domestic violence, dating violence, harassment, stalking, sexual exploitation, sexual assault, and retaliation treated seriously
3. Make a decision about whether or not to disclose a crime or violation and participate in the University gender-based misconduct process and/or criminal justice process free from pressure by the University
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
5. Be treated with dignity and to receive from the University courteous, fair, and respectful health care and counseling services, where available
6. Be free from any suggestion that the Complainant is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations
7. Describe the incident to as few University representatives as practicable and not be required to unnecessarily repeat a description of the incident
8. Be protected from retaliation by the University, any student, the accused and/or the Respondent, and/or their friends, family, and acquaintances within the jurisdiction of the University
9. Access to at least one level of appeal of a determination
10. Be accompanied by an advisor of choice who may assist and advise a Complainant, accused, or Respondent through the judicial or conduct process included during all meetings and hearings related to such process
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice or judicial or conduct process of the University
ON-CAMPUS RESOURCES
The University Health Services Student Fee covers the on-campus resources that are available to students enrolled in their school’s health service program. Services are available during normal business hours, 9:00 a.m.– 5:00 p.m., unless otherwise noted.

CONFIDENTIAL
University Advocacy and Crisis Counseling
Sexual Violence Response & Rape Crisis/Anti-Violence Support Center
212-854-HELP (4357) | 24-hour (365 days/year)
Morningside Campus
2920 Broadway, Suite 700, Alfred Lerner Hall
Columbia University Medical Center (CUMC)
60 Haven Ave., Bard Hall, Suite 206
Barnard College
3009 Broadway, Hewitt Hall, Suite 105
Ombuds Office
Columbia University
660 Schermerhorn Ext. | 212-854-1234
154 Haven Ave., Room 412 | 212-304-7026
Teachers College
www.tc.edu/ombuds_office
212-678-4016 or 212-678-4169
Medical Services
Columbia-Morningside*
John Jay | 212-854-9797 | 9 am–4:30 pm
Columbia-Medical Center
60 Haven Ave., Suite B234 | 212-305-3400 | 24 hours
Barnard
Lower Level Brooks Hall | 877-941-1695 | 9 am–4 pm

The medical treatment resources listed above can provide treatment for injuries and for potential exposure to sexually transmitted diseases. They also provide emergency contraception and other health services. They can assist in preserving evidence or documenting any injuries, including by helping find a Sexual Assault Nurse Examiner, who is specially trained to collect evidence. Taking these steps promptly after an incident can be very helpful in later criminal proceedings and/or in seeking a protective order.

ADDITIONAL RESOURCES (NON-CONFIDENTIAL)
Gender-Based Misconduct within the Student Conduct and Community Standards Office (“the Office”)
Jeri Henry, Associate Vice President
jerihenry@columbia.edu | 212-854-1389
Case Management and Community Engagement
custcm@columbia.edu | 212-854-1717
University Title IX Coordinators
Columbia University
Melissa Rooker, Associate Provost
Office of Equal Opportunity and Affirmative Action
mrooker@columbia.edu | 103 Low Library
212-854-5918
Barnard College
Amy Zavadil, Associate Dean for Equity
azavadil@barnard.edu | 105 Milbank Hall
212-854-0037
Teachers College
Janice Robinson, Vice President, Diversity and Community Affairs
jrobinson@tc.edu | 128 Zankel | 212-678-3391
University Public Safety
Columbia-Morningside 212-854-5555 | 24-hour
CUMC 212-305-7979 | 24-hour
Barnard College 212-854-3362 | 24-hour
Teachers College 212-678-3333 | 24-hour
International Students and Scholars Office (ISSO)
524 Riverside Drive, 1st Floor | 212-854-3362
http://www.columbia.edu/cu/issa/issa.html
ON-CAMPUS RESOURCES

The University Health Services Student Fee covers the on-campus resources that are available to students enrolled in their school’s health service program. Services are available during normal business hours, 9:00 a.m.–5:00 p.m., unless otherwise noted.

CONFIDENTIAL

University Mental Health and Pastoral Counseling

Counseling and Psychological Services
Columbia-Morningside*
Alfred Lerner Hall, Suite 800 | 212-854-2878
Columbia-Medical Center
60 Haven Ave., Bard Hall | 212-305-3400 by appointment only
Barnard
Furman Counseling Center | 212-854-2092
After hours 877-941-1695

Office of the University Chaplain (Ordained Clergy)
Earl Hall | 212-854-6242

*Includes Teachers College

ADDITIONAL RESOURCES (NON-CONFIDENTIAL)

Requesting Accommodations for a Disability

Students seeking accommodations for a disability in connection with the process of reporting or responding to an incident of gender-based misconduct may contact the Office or the office responsible for disability services at their institution, as listed below.

Columbia Office of Disability Services
Alfred Lerner Hall | 212-854-2388
http://www.health.columbia.edu/ods

Barnard Office of Disability Services
Milbank Hall | 212-854-4634
http://www.barnard.edu/ods

Teachers College Office of Access and Services for Individuals with Disabilities
163 Thorndike Hall | 212-678-3689
http://www.tc.columbia.edu/oasid
**OFF-CAMPUS RESOURCES**

Unless otherwise noted, all facilities listed below are available 24 hours a day.
◆ indicates facilities that are not available 24 hours a day.
** Fees may apply.

<table>
<thead>
<tr>
<th>Off-Campus Advocacy, Counseling and Health Services</th>
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<tbody>
<tr>
<td><strong>Safe Horizon</strong></td>
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<tr>
<td>212-523-4728</td>
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<tr>
<td><strong>Mt. Sinai St. Luke’s Hospital Crime Victims Treatment Center◆</strong></td>
</tr>
<tr>
<td>212-523-4728 by appointment only</td>
</tr>
<tr>
<td><strong>NewYork-Presbyterian/CUMC Emergency Room</strong></td>
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<tr>
<td>212-305-6204</td>
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<tr>
<td><strong>NYC Domestic Violence Hotline</strong> 800-621-HOPE (4673)</td>
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<tr>
<td><strong>Gay and Lesbian Anti-Violence Project</strong></td>
</tr>
<tr>
<td>212-714-1141</td>
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<tr>
<td>Neighboring Hospitals with SAFE Centers:</td>
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<tr>
<td><strong>Mt. Sinai St. Luke’s Hospital (CHP Group)</strong></td>
</tr>
<tr>
<td>1111 Amsterdam Ave at West 113th St</td>
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<tr>
<td><strong>Roosevelt Hospital (CHP Group)</strong></td>
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<tr>
<td>1000 10th Ave at West 58th St</td>
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<tr>
<td><strong>Beth Israel-Petrie Campus (CHP Group)</strong></td>
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<tr>
<td>First Ave at E 16th St</td>
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<tr>
<td><strong>Bellevue Hospital (HHC Group)</strong></td>
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<tr>
<td>462 First Ave at E 27th St</td>
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<tr>
<td><strong>Harlem Hospital (HHC Group),</strong></td>
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<tr>
<td>506 Malcolm X Blvd at W 135th St</td>
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<tr>
<td><strong>Metropolitan Hospital Center (HHC Group)</strong></td>
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<tr>
<td>1901 1st Ave at 96th St</td>
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<thead>
<tr>
<th>Off-Campus Law Enforcement</th>
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<tbody>
<tr>
<td><strong>New York City Police Department (NYPD)</strong></td>
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<tr>
<td><strong>Emergency 911</strong></td>
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<tr>
<td>26th Precinct 212-678-1311</td>
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<tr>
<td><strong>Domestic Violence &amp; Child Abuse Hotline</strong></td>
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<tr>
<td>212-335-4308</td>
</tr>
<tr>
<td><strong>Sex Crimes Hotline</strong></td>
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<tr>
<td>212-335-9373</td>
</tr>
<tr>
<td><strong>Special Victims Bureau at the Manhattan Family Justice Center</strong> 212-335-4300</td>
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<tr>
<th>Additional Government Resources</th>
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<tbody>
<tr>
<td>The government resources listed here may provide additional assistance for students wishing to file an external complaint of gender-based misconduct or students with inquiries regarding the application of Title IX and its implementing regulations:</td>
</tr>
<tr>
<td><strong>NYC Family Justice Center - Manhattan◆</strong></td>
</tr>
<tr>
<td>212-602-2800</td>
</tr>
<tr>
<td><strong>New York State Office of Victims Services◆</strong></td>
</tr>
<tr>
<td>1-800-247-8035</td>
</tr>
<tr>
<td><strong>Together Against Sexual Violence◆</strong></td>
</tr>
<tr>
<td><a href="http://www.notalone.gov">http://www.notalone.gov</a></td>
</tr>
<tr>
<td><strong>U.S. Department of Education, Office for Civil Rights◆</strong></td>
</tr>
<tr>
<td><a href="http://www.ed.gov/ocr">http://www.ed.gov/ocr</a></td>
</tr>
<tr>
<td>New York – Region II</td>
</tr>
<tr>
<td>32 Old Slip, 26th Floor New York, NY 10005 646-428-3800 <a href="mailto:OCR.NewYork@ed.gov">OCR.NewYork@ed.gov</a></td>
</tr>
</tbody>
</table>
### Neighboring Hospitals with SAFE Centers

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Address Information</th>
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</thead>
<tbody>
<tr>
<td>Mount Sinai Medical Center (Mount Sinai),</td>
<td>1 Gustave L Levy Pl (Fifth Ave) at E 98th St</td>
</tr>
<tr>
<td>NewYork-Presbyterian - Columbia (NYP)</td>
<td>622 W 168th St</td>
</tr>
<tr>
<td>NewYork-Presbyterian - The Allen Pavilion (NYP),</td>
<td>5141 Broadway at W 221th St</td>
</tr>
<tr>
<td>NewYork-Presbyterian - Weill Cornell (NYP),</td>
<td>525 East 68th St at York Ave</td>
</tr>
</tbody>
</table>

Mt. Sinai St. Luke’s Hospital’s Emergency Room at 1111 Amsterdam Avenue (113th Street between Amsterdam and Morningside) and NewYork-Presbyterian Hospital/ CUMC Emergency Room at 630 West 168th Street (168th and Broadway) can provide treatment for injuries and for potential exposure to sexually transmitted infections, emergency contraception, and other health services. They can assist in preserving evidence or documenting any injuries and have personnel who are specially trained to collect evidence.

### Additional Government Resources

**U.S. Department of Justice, Office on Violence Against Women**

http://www.ovw.usdoj.gov

145 N St, NE, Suite 10W.121 Washington, D.C. 20530

202-307-6026
**CONFIDENTIALITY PROTECTIONS & REPORTING OBLIGATIONS**

As a reminder, confidential resources will not share information with anyone. Non-confidential resources are also required to respect and protect students’ privacy to the greatest extent possible and will only disclose identifying information on a need to know basis.

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>STATUS</th>
<th>REPORTING OBLIGATIONS</th>
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<tbody>
<tr>
<td>University Chaplains (Ordained Clergy)</td>
<td>Confidential</td>
<td>None, unless acting in a role described below.</td>
</tr>
<tr>
<td>Counseling and Psychological Services</td>
<td>Confidential</td>
<td>If a patient’s clinical state poses a substantial risk of harm to the patient or others, as manifested by conduct, this resource must report to County Mental Health officials. (NY Mental Hygiene Law) If there is reasonable cause to suspect that a minor has been sexually abused, this resource will report to the requisite state officials. (NY Social Services Law)</td>
</tr>
<tr>
<td>Sexual Violence Response &amp; Rape Crisis/ Anti-Violence Support Center</td>
<td>Confidential</td>
<td>This resource will report incidents on an aggregate periodic basis without any identifying information to the Office to enable the University to understand the existence and extent of the problem. (Title IX) If there is reasonable cause to suspect that a minor has been sexually abused, this resource will notify University leadership. (NY Social Services Law)</td>
</tr>
<tr>
<td>University Ombuds Office</td>
<td>Confidential</td>
<td>This resource will report incidents on an aggregate periodic basis without any identifying information to the Office to enable the University to understand the existence and extent of the problem. (Title IX) If there is reasonable cause to suspect that a minor has been sexually abused, this resource will notify the requisite state officials. (NY Social Services Law)</td>
</tr>
<tr>
<td>Physicians and Other Health Professionals</td>
<td>Confidential</td>
<td>This resource will report incidents on an aggregate periodic basis without any identifying information to the Office to enable the University to understand the existence and extent of the problem. (Title IX) If a patient’s clinical state poses a substantial risk of harm to the patient or others, as manifested by conduct, these resources will report to New York County Mental Health officials. (NY Mental Hygiene Law) If there is reasonable cause to suspect that a minor has been sexually abused, this resource will notify the requisite state officials. (NY Social Services Law)</td>
</tr>
<tr>
<td>Gender-Based Misconduct Office (within Student Conduct and Community Standards—“the Office”)</td>
<td>Not Confidential</td>
<td>Unless a complainant requests otherwise and the request is granted, this resource will investigate and respond to reported gender-based misconduct incidents. (Title IX) If the incident may be a crime, this resource will report it without any identifying information to Campus Public Safety for inclusion in the daily crime log and annual statistical report and for issuance of any required timely warning. (Clery Act) This resource will share information with University personnel who need to know it in order to carry out University policies and procedures.</td>
</tr>
<tr>
<td>Title IX Coordinators</td>
<td>Confidential</td>
<td></td>
</tr>
</tbody>
</table>
## Confidentiality Protections & Reporting Obligations

As a reminder, confidential resources will not share information with anyone. Non-confidential resources are also required to respect and protect students’ privacy to the greatest extent possible and will only disclose identifying information on a need to know basis.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Status</th>
<th>Reporting Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety Personnel</td>
<td>Not Confidential</td>
<td>Public Safety will report to the Office all information received about gender-based misconduct incidents so the University can investigate and respond. (Title IX) If the incident may be a crime, Public Safety will include it in a crime log and annual crime statistics without identifying the alleged victim. (Clery Act) If the incident may be a crime and poses a serious or continuing threat, Public Safety will issue an emergency notification or timely warning. (Clery Act) If there is reasonable cause to suspect that a minor has been sexually abused, Public Safety will notify University leadership. (NY Social Services Law) Public Safety will share information with University personnel who need to know it in order to carry out University policies and procedures.</td>
</tr>
<tr>
<td>Other University Personnel</td>
<td>Not Confidential</td>
<td>Will report to the Office all information received about gender-based misconduct incidents so the University can investigate and respond. (Title IX) If the incident may be a crime, a “campus security authority” will report it without any identifying information to Campus Public Safety for inclusion in the daily crime log and annual statistical report and for issuance of any required timely warning. (Clery Act) If there is reasonable cause to suspect that a minor has been sexually abused, other University personnel will notify University leadership. (NY Social Services Law) Other University personnel will share information with University personnel who need to know it in order to carry out University policies and procedures.</td>
</tr>
</tbody>
</table>