



STUDENT HANDBOOK  
2013 – 2014

COORDINATED DOCTORAL PROGRAM IN BIOMEDICAL SCIENCES  
GRADUATE SCHOOL OF ARTS AND SCIENCES  
COLUMBIA UNIVERSITY MEDICAL CENTER

# TABLE OF CONTENTS

## I CAMPUS RESOURCES

a.	AI:MS (Addiction Illness:Medical Solutions).....	3
b.	Backup Care Program.....	3
c.	Banking.....	4
d.	Bicycles.....	4
e.	Bookstore.....	4
f.	Child Care.....	5
g.	Child Care Subsidy.....	5
h.	Computer Services.....	6
i.	Disability Services.....	6
j.	Dissertation Office.....	7
k.	E-mail.....	7
l.	Gym.....	8
m.	ID Office.....	8
n.	International Students and Scholars Office (ISSO).....	8
o.	Lactation Room.....	9
p.	Library.....	9
q.	Mental Health Service.....	10
r.	Minority Affairs.....	10
s.	Ombuds Office.....	10
t.	Public Safety.....	11
u.	Shuttle Service.....	11
v.	Student Health Service.....	12
w.	Text Message Enrollment.....	12
x.	Wellness Center.....	12

## II STUDENT LIFE

a.	Arts Initiative.....	13
b.	Graduate Student Advisory Council (GSAC).....	13
c.	Graduate Student Organization (GSO).....	14
d.	New York Academy of Sciences.....	14
e.	P&S Club.....	15
f.	Religious Services.....	15

## III FINANCE

a.	Compensation.....	16
b.	Direct Deposit.....	16
c.	Taxes.....	16

## IV SCHOOL POLICIES

a.	Academic Integrity.....	17
b.	Academic Progress.....	18
c.	Advanced Standing.....	18

## TABLE OF CONTENTS CON'T.

d.	Alcohol Policy.....	19
e.	Change of Program.....	20
f.	Cross-registration.....	20
g.	Disciplinary Procedures.....	20
h.	Employment.....	24
i.	Leave of Absence.....	24
j.	Prizes and Awards.....	26
k.	Registration.....	27
l.	Time Off.....	27
m.	Time to Degree.....	28
n.	Withdrawal.....	28

### V UNIVERSITY POLICIES

a.	Alcohol Policy.....	29
b.	Information Technology Computer Network Use Policy.....	29
c.	Disciplinary Procedure for Sexual Assault.....	30
d.	Equal Educational Opportunity and Student Nondiscrimination Policies.....	30
e.	FERPA.....	31
f.	Personal Identification Number (PID#).....	31
g.	Political Activity.....	32
h.	Radiation Access.....	34
i.	Romantic Relationship Advisory.....	35
j.	Smoke-free Policy.....	36
k.	University Regulations.....	36

This handbook is intended to describe the policies and resources available to you as graduate students. Although many topics are dealt with only in brief, this book will direct you to sources of additional information, where appropriate. It is critical for graduate students to familiarize themselves with and make use of support structures available through their individual graduate programs. Thus, students should regularly consult with both their Director of Graduate Studies and Program Administrator.

Review of academic, financial, and other matters may lead to changes in policies, and while every effort has been made to ensure that this handbook is accurate and up to date, it may include errors due to changes that have been implemented after publication.

## I. CAMPUS RESOURCES

### **a. AIMS (Addiction Information and Management Solutions)**

<http://cumc.columbia.edu/student/health/medical/aims.html>

Stephanie Rozen, Director

**Phone:** (212) 305-3989    **Location:** 102 Bard Hall

The AIMS Program, part of the Center for Student Wellness, focuses on issues related to drinking or drug use, smoking cessation; disordered eating behavior; gambling; excessive internet use; excessive spending; or difficulties with/concerns about classmates, friends, or family members arising from any of the aforementioned.

Specialized substance use counseling is available through AIMS, which is a safe, confidential place for students to raise concerns about compulsive behavior and/or addiction.

### **b. Backup Care Program**

The backup care program provides care for anyone you have or feel a responsibility toward, when normal arrangements are disrupted and/or when you need to provide short-term care. For example, if your child cannot attend school, school is closed, the babysitter cancels, your parent who lives in another state becomes ill or temporarily incapacitated, your home health aide cannot come in — but you still need to get to class, attend to your lab, or write a paper.

For situations like these and more, Columbia University has contracted with Work Options Group to provide access to 100 hours of backup care per fiscal year to all Ph.D. students.

When you have planned or unplanned changes to your usual care arrangements, backup care can provide you with a professional caregiver in your home 24 hours a day, 7 days a week, or at a qualified facility.

After care is received, you are billed for small co-pays as follows:

\$2 co-pay per hour per child for child care facilities

\$6 copay per hour for the first 50 hours used; \$9 per hour for each hour in excess of 50 up to the 100 hour limit (for up to three dependents)

To register, visit the Work Options Group website at <http://www.workoptionsgroup.com/> or call (800) 557-0847.

### **c. Banking**

A Citibank representative is available in the lobby of the Black Building Monday-Friday from 10:00 AM – 4:00 PM. Citibank ATMs are located in the lobbies of 60 Haven and the Black Building.

There is a Chase Bank branch in the lobby of the Harkness Pavilion operating Monday – Friday, 8:00 AM – 6:00 PM. Chase ATMs are located in the P&S Building, Presbyterian Hospital Building, Milstein Hospital and the Harkness Pavilion.

### **d. Bicycles**

Students who live off-campus are encouraged to bike to CUMC when feasible. Showers are available for bicycle commuters. In addition to the Bard Hall gym, students are eligible to utilize the showers at the New York-Presbyterian gym by purchasing monthly shower passes for only \$5 per month. The NYP gym is located in the Service Building on the 2nd floor and features all amenities for showering including towels and lockers. For more information please call 212-305-1800.

Bicycle racks are available at the following campus locations:

- Fort Washington Ave & West 168 Street
- Side of Rosenfield Building, 722 West 168<sup>th</sup> Street
- 100 Haven Garage by entrance
- In front of 622 West 168<sup>th</sup> Street
- In front of 630 West 168<sup>th</sup> Street
- In front of Hammer Building, 701 West 168<sup>th</sup> Street
- Side Entrance Hammer Building, New Student Learning Center
- Russ Berrie Parking Lot
- West 167<sup>th</sup> Street & St. Nicholas Ave., Side of Irving Cancer Center
- West 166<sup>th</sup> Street & St. Nicholas Ave., Side Of Audubon I
- South Property Garage – 165<sup>th</sup> Street and Fort Washington Ave. - main level south/east end
- Irving Pavilion - 161 Fort Washington Ave.
- Milstein Hospital Building, 177 Fort Washington Ave.
- Milstein Heart Center - located at the 165<sup>th</sup> Street driveway/entrance
- Neurological Institute - 710 West 168<sup>th</sup> Street

Free bicycle registration with NYPD and Columbia University Department of Public Safety is encouraged and discounted Kryptonite bike locks are available in BB 109.

### **e. Bookstore**

The CUMC Bookstore carries required and recommended text-books for Columbia courses as ordered by faculty. It also stocks academic supplies, imprinted items and clothing. Mail and phone orders are also available. Please be certain to purchase your course books before midterms whenever possible, as the bookstore begins returning unsold textbooks to the publishers at this time. The Bookstore accepts Barnes & Noble gift certificates, cash, checks, and credit cards (American Express, Master Card, Visa, or Discover). Payment by check requires two forms of identification or a Columbia Card. Extended hours of operation are offered at the beginning of each term. The bookstore also buys back textbooks.

Bookstore hours:  
Monday–Thursday: 9 a.m.–6 p.m.  
Friday: 9 a.m.–5 p.m.  
Saturday: 11 a.m.–4 p.m.  
Sunday: Closed

Address:  
3954 Broadway  
(between 165th and 166th Streets)  
New York, NY 10032

Phone: (212) 923-2149  
Fax: (212) 923-7539  
E-mail: [bkscolumbiapres@bncollege.com](mailto:bkscolumbiapres@bncollege.com)

### **f. Child Care**

The Columbia University affiliated child care centers are independent centers with many students coming from Columbia families. Columbia University provides support to these centers towards maintaining their physical environment, quality of care, and financial aid. The closest affiliated child care center to our campus is:

#### **Medical Center Nursery School**

The Medical Center Nursery School aims to provide a secure, nurturing, developmentally appropriate educational setting for children in the following communities: Columbia University; New York Presbyterian Hospital; the New York State Psychiatric Institute; and northern Manhattan, specifically the Washington Heights and Inwood neighborhoods.

Eligibility Requirements: Ages 2 to 6 years  
Fee(s): Application fee and tuition  
Registration/Application Deadline: Applications are accepted in the beginning of September for the following year  
Address: 60 Haven Avenue  
Director: Howard Johnson  
Phone: 212-304-7040; Fax: 212-544-4243  
Email: [information@mcns.org](mailto:information@mcns.org)  
For more information, visit the Medical Center Nursery School Website at <http://www.mcns.org/home.htm>

Additional child care resources, including those near the Morningside campus, can be found at the University's Office of Work/Life <http://worklife.columbia.edu/>

### **g. Child Care Subsidy**

Parents who are PhD candidates enrolled in the Coordinated Doctoral Programs in Biomedical Sciences are eligible to receive a \$1,000 subsidy for each child who qualifies by being under the age of 5 and not yet attending kindergarten. There is a limit of one subsidy per eligible child per academic year, even if both parents are GSAS students.

The appropriate form must be submitted each academic year. For each eligible child, a copy of his/her birth certificate or adoption documents as well as proof of child care-related expenses must be attached.

## **h. Computer Services**

The CUMC IT Service Desk is the main technical support group for students at CUMC. You can call extension 5-Help (212) 305-4357, email [5help@columbia.edu](mailto:5help@columbia.edu), or stop by the Service Desk on the 2nd floor of the Hammer Health Sciences building at 701 West 168th Street.

The CUMC IT Service Desk hours are:

Monday through Friday 8:00 am\* to 7:30 pm

Saturday 7:00 am to 3:00 pm

Sunday 10:00 am to 6:00 pm

\* Phone support begins at 7:30 am

For general information about student technical resources and support at CUMC, please see the Getting Started for Students page at

[http://www.cumc.columbia.edu/it/getting\\_started/students.html](http://www.cumc.columbia.edu/it/getting_started/students.html)

On Campus:

If you will be connecting your computer to the campus wired network, it must be registered. Any student can pre-register their computer from off campus or from the secure wireless networks by submitting a form from the computer that you will be using on campus. If you live in Bard Hall, Georgian, or Towers I, II, or III, your computer's web browser should be directed to the wired registration form as soon as you plug it directly into the data port and open the browser.

Off Campus:

The Virtual Private Network (VPN) service provides an encrypted connection for your computer to connect to resources on the secured campus network from off-campus, and to connect to the secured Rome wireless network. VPN is a program that encrypts data before it is sent across a network.

The CUMC version of the Cisco VPN program must be installed on the computer. After installing, you must login to VPN with your UNI and password whenever you would like to connect. Please see the VPN web site [http://cumc.columbia.edu/it/getting\\_started/vpn.html](http://cumc.columbia.edu/it/getting_started/vpn.html) to download the program and for step by step installation instructions.

## **i. Disability Services**

<http://www.health.columbia.edu/ods/>

Jennifer McGrath

Medical Center Campus Location

105 Bard Hall, 50 Haven Avenue

Phone: (212) 304-7029

[disability@columbia.edu](mailto:disability@columbia.edu)

Columbia is committed to serving the needs of its students with disabilities. The University Office of Disability Services coordinates services for students with permanent or temporary disabilities in order to assist these students in realizing and maximizing

their academic and personal potential. Disability Services works in conjunction with each of Columbia's schools to support their individual academic programs and standards. Each school designates a liaison officer for Disability Services. The GSAS disabilities liaison at the Medical Center is the Assistant Dean for Graduate Affairs.

The Office works with students and with their schools to develop individualized accommodation strategies that address disability needs and meet academic expectations. Students' accommodations are based on their academic program and may include adaptive computer equipment, taped texts, alternative testing arrangements, readers, note takers, sign-language interpreters, amanuenses/scribes, and other aides. The Office provides auxiliary aids and adaptive equipment for student use upon payment of a deposit.

#### Obtaining Services:

Students must register with University Disability Services before any services can be provided or accommodations can be considered. The registration process involves submission of the Disability Self-Identification Form, a signed Release Form, and current and comprehensive medical or diagnostic documentation. Medical documentation should include diagnosis, duration (if temporary), limitations, and any recommendation for accommodations. In cases involving a student with learning disabilities, appropriate documentation should be current, providing an accurate assessment of a student's adult level compensatory skills and learning style.

Students with disabilities are encouraged to contact the Office of Disability Services upon acceptance to discuss their specific disability needs and plan any academic accommodations that may be necessary. Students are encouraged to register their disability with the Office regardless of their need for services. Often students may not desire assistance at the time of entrance to Columbia, but as they progress academically, they may have the need for support or services. Therefore, early registration with the Office is essential. Disability Identification and Release Forms are available at the Office or may be downloaded from the Office Web page. Confidentiality is a priority. Once registration is complete, the Office contacts the student and the designated liaison within each school to develop and implement the necessary and appropriate academic accommodations. Students should contact the Office of Disability Services for information on the availability of assistive technology.

#### **j. Dissertation Office**

The Dissertation Office provides advanced doctoral candidates with dissertation guidelines and forms including the *Application to Defend the Dissertation* and the *Final Deposit and Award of the Ph.D. Degree*.

The Dissertation Office is located in 107 Low Memorial Library and is open Monday through Friday from 9:00AM—4:45 PM. For further information you can contact Salvo Candela, the Academic Affairs Officer at (212) 854-2866.

#### **k. E-mail**

All incoming students should have activated their Columbia e-mail accounts before arriving. By default, new Columbia e-mail accounts have 250MB of e-mail storage. If you exceed this storage you can request an account upgrade for more space. At <http://cuit.columbia.edu/cuit/manage-my-uni> you can check your quota (how much storage



space you are using) and automatically upgrade to 1GB of space if needed. E-mail aliases are not available to students at this time.

E-mail can be accessed directly via the CubMail portal on the Columbia University web site or via *MSOutlook*. CUMC IT highly recommends that anyone with a Columbia e-mail account use *Outlook* on their primary computer, rather than only accessing your messages via CubMail. This allows you to use advanced e-mail tools such as sorting and storing messages on your computer's hard drive, and the ability to send larger attachments with a message. *Outlook Professional* for Windows and Macintosh are free for current CUMC students under Columbia's site license with Microsoft.

Since we are a Medical Center campus, to prevent release of protected health information, accidental or otherwise, a Columbia e-mail account must not be set up to forward automatically to an external account such as Gmail, Yahoo mail, etc.

### **I. Gym**

The newly renovated Bard Athletic Center, located on the 3b level of Bard Hall, offers a 20-yard swimming pool, a squash court, a gymnasium, an aerobics room, lockers, showers, and saunas. Students can develop a workout program using Nautilus exercise equipment, rowing machines, stair climbers, ellipticals and treadmills, or may participate in a number of scheduled classes. The facility is handicapped accessible. Students should obtain an ID validation sticker from the Office of Housing Services, 50 Haven Avenue, for entry. *There is no membership fee for Medical Center students.*

Students who prefer to use the gym on the Morningside campus can pay an Access Fee of \$203 per semester in the Membership Office, 4th floor, Dodge Fitness Center.

### **m. ID Office**

The University ID card is your passport to Columbia. It grants you access to secure campus locations and enables you to take advantage of cultural discount programs in New York City. The cards created for the CUMC community are unique to the Medical Center, but can also be used at Columbia University's Morningside Campus.

Upon receipt, your ID card is already programmed to allow swipe access between campus buildings as well as the library. If you require access to other secure facilities such as the "mouse house," please see your Departmental Administrator.

If you lose or damage your card, a replacement card can be issued for a \$20 fee. The CUMC ID Office is located in P&S 1-405C.

### **n. International Students and Scholars Office (ISSO)**

The ISSO serves the needs of all students enrolled in the Graduate School of Arts & Sciences, including those at the Medical Center. International students with questions or requests concerning visas, immigration, travel, employment, or other matters relating to their stay at Columbia are welcome to walk in to speak to a Program Officer. Their office is located at 524 Riverside Drive in International House North, between West 122nd Street and Tiemann Place. Tel: (212) 854-3587.

Office hours are 9:00 am - 5:00 pm, Mondays through Fridays, except Wednesday mornings when they open at 10:30 a.m. The office is closed on weekends and University holidays.

### **o. Lactation Room**

Columbia University Medical Center is proud to participate in the Office of Work/Life breastfeeding support program, an initiative to support staff, faculty and student parents at Columbia University. Recognizing the benefits of breastfeeding and in compliance with the law, Columbia University is committed to ensuring that the needs of lactating women are met.

The breastfeeding support program provides private, clean lactation rooms equipped with hospital-grade breast pumps throughout Columbia's campuses for the use of mothers (faculty, staff, students, and visitors) to express milk while they are at work or school. The Office of Work/Life also sells breast pump accessories at cost, provides educational materials, and offers referrals to lactation consultants and support groups including breastfeeding-related programs on campus.

CUMC has a new, fully equipped, dedicated lactation room located on PH-17. In this new space, there are hospital-grade breast pumps for the simultaneous private use of up to four women. If you would like more information about this program, access to the lactation room, and/or to purchase the pump accessories, please contact the Office of Work/Life at [worklife@columbia.edu](mailto:worklife@columbia.edu) or at (212) 854-8019.

### **p. Library**

The Augustus C. Long Health Sciences Library is one of the largest academic health sciences libraries in the country. Its collection includes over 500,000 volumes, 4,400 current periodical subscriptions, and extensive holdings of media, electronic resources, rare books and archival materials. Your Columbia University ID card will also provide access to the Morningside campus libraries.

If you have a Columbia e-mail account (UNI) you can print from any library workstation by sending your document to the Pharos system which allows students to send a print job to one master queue, then go to any printer to log in with your UNI and password and print. All print jobs will stay in the Pharos queue for 24 hours.

Since you are currently enrolled in a program on the Medical Center campus, you automatically receive a free printing quota for use at the Health Sciences Library when you establish your Columbia e-mail account. If you experience problems with your printing quota please contact the CUMC IT Service Desk. Page quotas run per semester; you receive 1000 free pages for each semester. Unused pages do not carry over into the next semester. You can purchase extra pages at the CUMC IT Service Desk on HHSC 2. These "paid" pages remain on your account until they are used up and do not expire at the end of each semester. Semester pages in your account will be deducted from your quota before any paid pages when you print.

## **q. Mental Health Service**

The Mental Health Service, a division of the Student Health Service, offers confidential consultations, counseling, psychotherapy and pharmacotherapy for individuals and couples. They are available for support throughout your time at the Columbia University Medical Center.

They are staffed by psychologists and psychiatrists who are experienced in the issues that students face in the course of their professional training - for example: Normal developmental concerns that may be triggered by the intensity of the educational process; Anxiety and panic symptoms; Problems with mood; Interpersonal difficulties - relationship problems and family issues; Sexual and intimacy issues; Social shyness; Disordered eating and eating disorders; Substance abuse - alcohol and other drugs.

Appointments are scheduled promptly to accommodate academic, laboratory and work schedules. As part of your Student Health Service fee, you are entitled to 10 Mental Health Service visits annually without charge.

To schedule an appointment, you can contact Dr. Burton Lerner, Director of the Mental Health Service at (212) 496-8491. You can also contact one of the mental health professionals listed on the following web site directly: <http://cumc.columbia.edu/student/health/mh/staff.html#>

## **r. Minority Affairs**

The Graduate School is committed to the principle that diversity in the student body enhances the intellectual experience and understanding of the entire scholarly community. Thus, the Office of Minority Affairs & Special Programs is committed to the recruitment, matriculation and graduation of underrepresented students into Ph.D. programs. Additionally, the office assists students who may have experienced racial and/or socio-economic barriers to doctoral education and attempts to facilitate their successful admission and matriculation to the Graduate School.

The services that the Office of Minority Affairs (OMA) offers is open to students and range in scope from helping students prepare competitive applications for GSAS programs to advocacy for general support that facilitates the student's retention in the Graduate School of Arts and Sciences. Social and cultural events are also organized. If you have any questions, specific concerns or would like to simply "drop-in", You are encouraged to contact Dr. Barbara Nesmith, Office of Minority Affairs at (212) 854-3791, visit the office located at 102 Low Memorial Library, or e-mail [gsasoma@columbia.edu](mailto:gsasoma@columbia.edu).

## **s. Ombuds Office**

<http://www.columbia.edu/cu/ombuds/>

The Ombuds Office is a neutral, informal, and confidential resource for anyone in the Columbia University community who needs help to address a concern or resolve a conflict. The Ombuds Officers will listen, provide information and suggest a range of options. When it is appropriate, an Ombuds Officer will, with permission, help to forward information and, if it is possible, maintain the confidentiality of the source. The Ombuds Officer can also mediate or find other ways to facilitate communication with other members of the Columbia University community.

The Ombuds Office supplements but does not replace existing formal or informal channels for conflict resolution. The Ombuds Office is independent from all other offices in the University and reports directly to the President of the University.

Students on the Medical Center campus can arrange meetings in the Ombuds Office on either the Morningside or Medical Center campus. For further information, contact the Ombuds Office.

Address:  
660 Schermerhorn Extension

Phone: (212) 854-1234  
Fax: (212) 854-6046  
Email: ombuds@columbia.edu.

On Wednesdays an Ombuds Officer is at the Medical Center campus office.

Address:  
101 Bard Hall  
50 Haven Avenue

Phone: (212) 304-7026

#### **t. Public Safety**

Escort Service by the Columbia University Department of Public Safety is available to students within the following boundaries: W. 165th to W. 179th Streets, Broadway to Haven Ave. To request a door to door escort within this area, call Columbia Public Safety Office, 305-8100 or 5-8100, 15 minutes before you need the service so that staff may meet you. An escort by foot patrol officer is available 24 hours a day. During evening hours, 6:00 pm to 7:00 am, a vehicle escort may be available but cannot be guaranteed.

#### **Computer Security**

PC and laptop locks: discounted.

PC Phone Home: Laptop and PC recovery software available for free online through CUIT.

Operation ID: property engraving. Great for laptops, PDA's computers, etc. Free (property registered with NYPD and Columbia University Department of Public Safety).

#### **u. Shuttle Service**

There is a free Intercampus Shuttle which connects the Morningside campus, the Medical Center, Manhattanville locations, and Harlem Hospital. An app can be downloaded which tracks the shuttle location in real-time. At the Medical Center during the summer, the shuttle stop is at 166<sup>th</sup> Street and St. Nicholas Avenue. Beginning after Labor Day, the Medical Center stop is at 168<sup>th</sup> Street and Ft. Washington Avenue. The shuttle schedule can be found here:

<http://www.columbia.edu/cu/transportation/docs/shuttles/intercampus.html#Schedule>

There is also a free shuttle to the Fairway Supermarket four times a week (Tuesday @ 5:30 PM, Thursday @ 6:30 PM, Saturday @ 10:00 and 11:00 AM) picking up in front of 80 Haven Ave (at 170<sup>th</sup> street). The van arrives promptly, gets you there in 10 minutes and departs from the parking lot 1 hour later.

## **v. Student Health Service**

If you are a full-time Ph.D. student in the biomedical sciences, the cost of your health coverage premiums is paid for you. Students may also elect to pay for the same level of health coverage for spouses/domestic partners and children.

The Student Health Service provides a full range of primary care medical services, mental health services, and health promotion and wellness services. The clinical staff consists of physicians, a physician assistant, nurses, medical assistants, psychiatrists, psychologists and health educators. Clinical hours are, Monday through Thursday, 8:00 AM – 7:00 PM, and on Friday, 9:00 am – 4:00 pm. Please schedule routine visits, such as physical exams. Emergency care after hours is coordinated through the physician on call.

Location: 60 Haven Avenue, 1<sup>st</sup> Floor

Call (212) 305-3400 during office hours to schedule an appointment.

The triage nurse has access to same-day appointments for urgent problems if a regular appointment is not available. Please speak with her (in person or on the phone) for more information.

## **w. Text Message Enrollment**

Columbia has implemented a system that allows the University to use text messaging as one of the communications channels for sending urgent information. The University will not use the mobile number you provide for text message notification for any purpose other than urgent communications such as emergency campus closures or weather emergencies. This restriction also means that these numbers will not be shared nor used for ordinary University business purposes.

You are advised to log into Student Services On-line at <https://ssol.columbia.edu/> and select “Text Message Enrollment” from the menu.

## **x. Wellness Center**

The Center for Student Wellness (CSW) was founded on the belief that even the most successful and dedicated student occasionally can use guidance and support. Designed as “one-stop shopping” for student support, the Center for Student Wellness provides free, broad-based support to enhance the physical, emotional, psychosocial, and academic well-being of CUMC students through individualized consultation services, targeted community outreach, and collaboration with faculty and staff.

CUMC students may seek out assistance at the Center for Student Wellness for virtually any concern, big or small. Based on the nature of the concern, the Center staff will assist the student in the development of an individualized action plan to address the concern.

With the outreach program Wellness Works!, the Center for Student Wellness serves as the health promotion division of the CUMC Student Health Service (SHS)

The Center for Student Wellness (CSW) at Columbia University Medical Center is:

OPEN: The CSW is open to all students attending any school at the medical center regardless of race, color, sex, religion, national or ethnic origin, citizenship, sexual orientation, age, marital status, disability, or status as a Vietnam-era or disabled veteran.

SAFE: The CSW is a safe space where students should feel free to discuss personal matters without fear of judgment or retribution. Accordingly, the CSW acts in partnership with a number of Columbia University and community resources to ensure that all students receive appropriate assistance.

CONFIDENTIAL: The CSW assures confidentiality - no records of specific issues, complaints or problems are kept. The CSW will not report the names of visitors to the office and will not act without permission, except in cases of imminent serious risk to individual safety, or if required by law.

Getting help...

The Director for Student Wellness, Jane Bogart, holds regular afternoon walk-in office hours. Appointments are available at other times. A complete listing of current walk-in hours is posted outside the Center for Student Wellness at 107 Bard Hall and on the Center's website at <http://www.cumc.columbia.edu/students/wellness>

## II. STUDENT LIFE

### **a. Arts Initiative**

The Arts Initiative has developed several key programs to ensure that the arts and culture of New York City are a part of every students' educational experience here at Columbia. These programs include: CU Arts, (<http://www.cuarts.com/>) the website and portal to Arts @ Columbia, all Arts Initiative programs and many other on and off campus arts resources. The Ticket & Information Center, (<http://www.cuarts.com/calendar/tickets>) a centralized box office for on and off campus events including discounted movie vouchers for students. The Gatsby Charitable Fund, (<http://www.cuarts.com/page/gatsby>) a fund for individual students and student organizations who produce arts-related campus events and projects. The Passport to New York, (<http://www.cuarts.com/page/freemuseums>) free museum entry with student CUID to 29 major cultural institutions in New York City and Columbia Alumni Arts League, (<http://www.cuarts.com/caal>) an alumni program whereby members join for \$25 and enjoy discounts and special benefits to over 50 cultural NYC organizations as well as connect with fellow alumni at CAAL Events.

### **b. Graduate Student Advisory Council (GSAC)**

<http://www.columbia.edu/cu/gsac/>

The Graduate Student Advisory Council (GSAC) is a student government organization at Columbia University. Membership consists of student-elected departmental representatives from the Ph.D. and free-standing M.A. programs of the Graduate School of Arts and Sciences. GSAC facilitates communication among students, deans, and other administrators. Quality-of-life concerns—housing, campus and study space, computer services, health care, stipends—can have a powerful impact on academic success, including the student's ability to learn, to teach, and to conduct research. GSAC sponsors

social, cultural, and academic events, as well as workshops to improve the quality of life for GSAS students. These events offer students from different departments the chance to socialize and learn from each other. The frequency and variety of events point to GSAC's vitality as an organization that creates a network of resources for GSAS students within Columbia. GSAC also provides awards each year to Columbia faculty members who excel in the mentoring of Ph.D. students.

### **c. Graduate Student Organization (GSO)**

The Graduate Student Organization (GSO) represents the interests and concerns of the students in the various biomedical sciences graduate programs at the Columbia University Medical Center. Their mission as a group is to meet on a regular basis to promote social and academic interactions among students from the different programs, represent and voice the general interests regarding graduate student life issues, encourage the integration of new graduate students into our student body, and importantly, provide graduate students opportunities to be positively involved in the communities of our school and the greater city of New York where we are located. The GSO is run by an active group of elected graduate students who represent the diverse student body. The GSO thus provides a forum for which voices can be heard and actions can be taken to enhance the everyday life of C.U. graduate students.

Regular weekly social events include Free Fridays and Cookie Break. Recent GSO-sponsored outside events include:

Laugh Lounge Comedy Club  
Hunter Mountain Ski Trip  
ChoiceEats Restaurant Week  
Billy Elliot on Broadway  
Limon Dance Company  
Sleep No More  
In the Heights on Broadway

US Open Tennis  
NY Yankees Baseball  
Medieval Times  
Russian Treasures Ballet  
Cirque du Soleil  
Cinco de Mayo Party

### **d. New York Academy of Sciences**

<http://www.nyas.org>

Columbia University is a founding member of the *The Science Alliance* at the New York Academy of Sciences and covers the cost of membership for all first year students. *The Alliance* is a consortium of universities, teaching hospitals, and independent research facilities committed to advancing the careers of students and postdocs in science, technology, engineering, and mathematics. *The Alliance* provides career advice and opportunities to network and interact with investigators across many institutions and disciplines. Your membership provides:

- Free admission to all Frontiers of Science discussion group events and reduced fees to Academy conferences.
- Open access to Academy eBriefings, online multimedia reports on NYAS events focused on the latest research in a broad range of disciplines.
- Free attendance to all *Science Alliance* events, providing career and professional development.

- Personalized services to campuses, including *Science Alliance* events for graduate students held at alliance campuses.
- Special opportunities, including company days with a focus on recruiting and careers, and the chance for students and postdocs to participate in internal and external conferences and events.

### **e. P&S Club**

The P&S Club, founded in 1894, is a vibrant extracurricular outlet for students at the Medical Center campus. The Club currently sponsors approximately 50 organizations representing students' vast interests and talents, including athletics, the performing arts, student advocacy, and community service. In addition to providing a creative outlet, the Club offers the opportunity to build relationships between all the schools on campus and reduce the stresses of academic life. A listing of some of the active organizations can be found here:

Bard Hall Players	Multicultural Show
Big Brothers Big Sisters	P&S Musicians' Guild
Black and Latino Student Organization	Outdoor Club
P&S Chess Club	P&S Partners & Spouses
P&S Choir	Photography Club
Cinema Heights	Reflexions Magazine
Coffeehouse Cabaret	P&S Roadrunners Club
Columbia Christian Fellowship	Rugby Football Club
Columbia Science Mentoring Program	Soccer Club
Columbia Student Medical Outreach (CoSMO)	Social Dance Club
CULTURA	Society of Bacchus
Eco Reps	South Asian Health Sciences Association
P&S Ethics Club	Squash Club
Food Club	Striding for Better Health Club
Free Weight Club	Students for a National Health Program
Karate Club	Students for Environmental Action
Lambda Health Alliance	Triathlon Club
Medical Center Jewish Association	The Ultrasounds
	Water Polo Club

### **f. Religious Services**

The Pauline A. Hartford Memorial Chapel, which is non-denominational, is located on the 1<sup>st</sup> floor of the Presbyterian Hospital Building, 622 West 168th Street, and is always open for prayer and meditation. The schedule for regular services is:

#### *Catholic Mass*

Monday, Tuesday, Wednesday, and Friday, 12:05 p.m.

Thursday, 12:00 noon

Saturday, 5:15 p.m.

Sunday, 8:30 a.m.

#### *Interfaith*

Thursday, 11:30 a.m.



*Jewish (Mincha)*

Monday - Thursday, 1:40 p.m.  
Children's Hospital Building, Room 6-663

*Muslim (Juma)*

Friday, 1:00 p.m.  
Milstein Hospital, 2<sup>nd</sup> floor

### III. FINANCE

#### **a. Compensation**

Students are paid either of two ways; as a Predoctoral Fellow (Fellow) or as a Graduate Research Assistant (GRA). Fellows are paid from Dean's funds, department monies, training grants or outside fellowships. GRAs are paid from research grants or other sponsored projects. It is most common for students to begin their studies as Fellows and then switch to GRA status in subsequent years. All biomedical Ph.D. students will receive a stipend of \$34,056 (prorated) for 2013-2014.

Fellows receive stipend payments three times a year. The summer stipend covers July and August; the fall stipend covers September 1 through January 15; and the spring stipend covers January 16 through June 30. For students who do not sign-up for direct deposit, stipend checks can be picked-up at the Cashier, BB 1-127.

GRAs receive salary checks biweekly, on the 15th and on the last business day of each month. Students who do not sign-up for direct deposit can pick-up their checks in the Office of Graduate Affairs, P&S 3-435.

#### **b. Direct Deposit**

Students receiving stipend checks can request direct deposit by logging in to SSOL at <https://ssol.columbia.edu/> and selecting "Direct Deposit Authorization" from the "Account" menu. However, if you are an international student and receive a stipend that is subject to taxation, your stipend must continue to be generated by check.

Students receiving GRA payments can sign-up for direct deposit by logging in to <http://my.columbia.edu> and selecting the "Faculty & Staff Self-service" tab.

#### **c. Taxes**

All students who receive payments either as Pre-doctoral Fellows or GRAs are responsible for declaring these payments on their tax returns. However, the interpretation and implementation of the tax laws are the domain of the Internal Revenue Service and the courts. Columbia University takes no position on what the status may be for a particular taxpayer, and it does not have the authority to dispense tax advice.

Taxes are not deducted from Fellow's stipend checks for US citizens, Permanent Residents, or foreign nationals whose country has an appropriate tax treaty with the United States. Fellows have the option of filing quarterly estimated tax payments with the IRS.

If you have not completed a tax treaty form or if you are not certain if there is a treaty in effect, please see the Office of Graduate Affairs. Foreign nationals whose country of citizenship does not have a tax treaty with the United States will have a 14% withholding tax deducted from their stipend check.

Taxes are deducted from GRA salary checks. The W-4 (federal) and IT-2104 (city/state) withholding forms you complete will determine the amount of the deduction.

Fellows will not receive a W-2 form from the University. GRAs will receive a W-2 form.

Students will receive a 1098T form at the beginning of the year. This is sent to all students who had tuition and fees billed to their student account during the previous calendar year. For students who actually pay those bills themselves, this helps them determine whether they are eligible for a federal tuition tax credit.

Since student compensation is considered an award for training and not wages for services, Social Security is not deducted.

## **IV. SCHOOL POLICIES**

### **a. Academic Integrity**

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

Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required of all members of an academic community as they engage in scholarly discourse and research.

Scholars draw inspiration from the work done by other scholars; they argue their claims with reference to others' work; they extract evidence from the world or from earlier scholarly works. When a student engages in these activities, it is vital to credit properly the source of his or her claims or evidence. To fail to do so would violate one's scholarly responsibility.

In practical terms, students must not cheat on examinations, and deliberate plagiarism is of course prohibited. Plagiarism includes buying, stealing, borrowing, or otherwise obtaining all or part of a paper (including obtaining or posting a paper online); hiring someone to write a paper; copying from or paraphrasing another source without proper citation or falsification of citations; and building on the ideas of another without citation. Students also should not submit the same paper to more than one class.

Graduate students are responsible for proper citation and paraphrasing, and must also take special care to avoid even accidental plagiarism. The best strategy is to use great caution in the handling of ideas and prose passages: take notes carefully and clearly mark words and ideas not one's own. Failure to observe these rules of conduct will result in serious academic consequences, which can include dismissal from the university.

Students engaging in research must be aware of and follow university policies regarding intellectual and financial conflicts of interest, integrity and security in data collection and management, intellectual property rights and data ownership, and necessary institutional approval for research with human subjects and animals.

## **b. Academic Progress**

The Graduate School of Arts and Sciences requires that all work for the Ph.D. degree must be completed within nine years of full-time registration, less any Leave of Absence or advanced standing granted. However, neither funding nor University housing is guaranteed past year seven.

Permission to register each term is contingent, in part, on judgment that progress in the degree program is satisfactory. Satisfactory progress is assessed on the basis of grades, timely completion of qualifying examinations and thesis requirements, and success in securing a Research Mentor. All coursework must be completed with a minimum grade of "B."

Failure to maintain satisfactory progress:

A student who fails to maintain satisfactory progress will be alerted to his or her deficiencies, advised of the means to remedy them, and told the consequences of his or her failure to do so. A student who fails to maintain satisfactory progress after such a probationary period will have his or her candidacy terminated. Each program maintains its own standards of satisfactory academic progress and procedures for addressing deficiencies. In cases of egregious failure to achieve progress, a student may be dismissed from the degree program without a probationary period.

Extension of Time:

Extension of the time allowed for completion of a degree may be granted on recommendation of the student's mentor and program to the Associate Dean for Graduate Affairs when specific, unusual, mitigating circumstances warrant.

## **c. Advanced Standing**

Advanced standing may be granted to Ph.D. students who, upon entrance to the Graduate School, have completed the requirements for either an appropriate Master's degree, conferred by a regionally accredited institution or the international equivalent or, sometimes, an appropriate professional degree, at Columbia or elsewhere. The faculty must judge that the previous degree is the academic equivalent of the Columbia M.A. and so advances the student by one year toward the M.Phil. On this basis, a maximum of two Residence Units may be applied to credit toward the M.Phil. and Ph.D. degrees. Usually work is accepted for credit when (a) it has contributed directly and substantially to the fulfillment of the requirements for the M.Phil. and Ph.D. degrees and (b) it meets departmental standards. Students granted advanced standing under the foregoing provisions are not eligible to receive the M.A. degree from Columbia.

Students in Biomedical Informatics Master's Program may be eligible for partial advanced standing with the approval of the faculty for graduate level course work (4000 level and above) taken in other divisions of the University only. No advanced standing is granted toward the Master of Arts degree to these students who have taken courses outside Columbia University.

#### **d. Alcohol Policy**

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

1. There are laws governing when and to whom alcohol may be served. There is a University policy on alcohol, which is part of a larger policy statement on alcohol, drugs, and smoking. All Medical Center students are expected to comply with the laws and with University policies. Copies of the University policies are available in the Student Affairs Office of each CUMC school and program, in the CUMC Office of Housing Services and in the P&S Club.
2. As a Medical Center campus, we have a particular responsibility to recognize that alcohol misuse and dependency are very serious personal and public health problems. All members of the Medical Center community are expected to be sensitive to the difference between responsible and irresponsible serving and consumption of beer, wine, and other alcoholic beverages.
3. As CUMC is largely a graduate student campus, we operate on the presumption that our students are adults who are responsible for their own behavior, and the procedures we adopt reflect this fact. At the same time, as in the society at large, specific guidelines and procedures are necessary to clarify expectations of behavior and to protect and promote the welfare of the larger community. When alcohol is served at student-sponsored events, the students in charge of the event are responsible for assuring that moderation is exercised in the amount of alcohol purchased and served, that both alcoholic and non-alcoholic beverages are available, and that food is served. In addition, at every student sponsored event where alcohol is served, at least one student must be designated to ensure that the event is in compliance with the policies outlined here (see numbers six and seven below). Individual students are responsible for moderating their own consumption of alcohol.
4. In compliance with University policy, no alcohol is to be served to a person who is disorderly or who is or appears to be intoxicated.
5. While most Medical Center students are over 21, not all are. State law prohibits the serving of alcohol to anyone under the age of 21. As prescribed by law and by university policy, no individual on the Medical Center Campus shall be sold, served, given, or otherwise receive alcoholic beverages if that individual is not at least 21 years of age. Any student-sponsored-function where there is a possibility of students attending who are not yet 21 must pay special attention to and comply with procedure number three in the section on procedures (see number seven below).
6. Respect for personal and property rights must be maintained at student events where alcohol is served. When a student-sponsored event takes place in a resident hall or other University space, there must be a designated student(s) responsible and accountable for assuring that University and Medical Center policies and procedures are known and complied with. Any damage to property resulting from disorderly or intoxicated conduct will be the financial responsibility of the students involved in such conduct. If the identity of the students cannot be determined, the group sponsoring the event during which property damage occurred will assume financial responsibility.
7. Designated students responsible for upholding the alcohol policy at an event must participate in training sponsored by the AI:MS program through the Center for Student Wellness. The training will cover skills related to the points identified above, particularly:
  - Procedures regarding the identification of under-age students
  - Procedures regarding the intoxicated student (non-admission, no further service, control of behavior)
  - Procedures for controlling the serving of/access to alcohol

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

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

### **e. Change of Program**

A student who is currently registered in a program at the Graduate School of Arts and Sciences may apply for a change of program by completing the proper form and submitting a detailed description of the reason for the change.

Students may request a change:

- \* from one Ph.D. program to another Ph.D. program
- \* from a Ph.D. program to a Free-Standing Master's program
- \* from one Free-Standing Master's program to another.

NOTE: A change of program is not allowed from a Free-Standing Master's program to a Ph.D. program. You may not use a change of department or program form to apply to another division or school of the University; a formal application for admission to the intended school is required.

Change of department requests cannot be made within the first semester of enrollment.

Approval for such requests is solely at the discretion of the faculty of the program to which you are applying and the deans.

Once the request is approved, you are considered to be a student in the new program and are subject to the academic requirements of that program.

### **f. Cross-registration**

During the fall and spring semesters, it is possible to register for courses in other divisions of the University at no additional cost. There is no cross-registration during the summer semesters.

The availability of courses and procedures vary by School. Permission of your mentor or Graduate Program Director is required.

### **g. Disciplinary Procedures**

Columbia University is an academic community committed to fostering intellectual inquiry in a climate of academic freedom and integrity. Its members are expected to uphold these principles and abide by the regulations of the University. They are also expected to obey local, state and federal laws. Students continue at the University, receive academic credits, graduate, and obtain degrees subject to the disciplinary powers of the University. The Trustees of the University have delegated responsibility for student discipline to the deans of the individual schools or divisions. Students should be aware that academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) or violence, threatening behavior, or harassment are particularly serious offenses that will be dealt with severely under Dean's Discipline. Thus, any graduate student who engages in any form of academic or personal misconduct is subject to the

disciplinary procedures developed by the Graduate School. Since student status does not render the individual immune from non-University jurisdiction, infractions of city, state and federal laws may be referred to civil authorities. Such referral does not preclude disciplinary action within the University when it would serve the best interest of the academic community. This document outlines these policies and the disciplinary procedures invoked in cases of student misconduct.

#### Policy on Academic and Personal Misconduct

The Graduate School prohibits academic dishonesty or misconduct. Without trying to list every example, the following illustrate the different forms that academic fraud or misconduct can take:

1. Cheating on examinations or tests; also fabrication of data and/or fabrication of results.
2. Plagiarism, the failure to acknowledge adequately ideas, language or research of others, in papers, essays, dissertations or other work.
3. Knowingly assisting others in plagiarism, by making one's papers, essays, or written work available for such use.
4. Misstatement or misrepresentation in connection with any academic matter, such as in an application for admission or financial aid, or during a formal inquiry by University officials.
5. Misuse, alteration, or fabrication of University documents, records and credentials, including transcripts and I.D. cards.
6. Improper use of the library and its resources: theft or purposely hoarding or hiding books or materials.
7. Misconduct in carrying out teaching or research responsibilities.

The Graduate School also strictly prohibits conduct that disrupts or interferes with the operations of the University or activities of any member of the University community.

The following types of misconduct fall under this rubric:

1. Harassment, coercion, or intimidation of any member of the community. This includes behavior that is rude or abusive and harassment based on personal characteristics such as gender, race, ethnicity, religion, disability, age or sexual orientation.
2. Interference with instruction or research.
3. Unauthorized or improper use of University services, equipment, library or laboratory facilities, including computers, CU email, CU web addresses, and telephones.
4. Failure to comply with an order of a legitimate University authority acting in the line of duty, including security office, faculty member, or other official.
5. Violation of other rules of the University or the Graduate School of Arts & Sciences.

Please note: The University has established alternative policies and procedures to Dean's Discipline for the following types of misconduct:

1. Disruptions of the operations of the University during demonstrations, rallies, picketing and circulation of petitions may be dealt with through the Rules Administrator of the Rules of University Conduct.
2. Discrimination and sexual harassment may be dealt with through the Office of Equal Opportunity and Affirmative Action, the Ombuds Office, the dean of the school of the accused if the accused is a student or the Department of Security if the situation may involve criminal activity.
3. Sexual misconduct by a student may be dealt with through the Office on Sexual Misconduct Prevention and Education.

4. Academic assessment of students resides with the departmental faculty. Thus, in disciplinary cases where assessment is an issue, the procedure is limited to assuring that the assessment was made impartially and according to procedures applicable to all students.

#### Procedure for Disciplinary Cases

##### Informal Resolution:

In many cases, charges of misconduct may be resolved by an individual faculty member and the student involved. Either party may wish to involve the Graduate Program Director or Department Chair at the outset of the resolution process. Discussions aimed at informal resolution must remain confidential and generally should last for no more than 30 working days.

A second level of Informal Resolution is available. Parties may request intervention from the Office of Graduate Affairs. The Office of Graduate Affairs may convene a panel to review the case details and make recommendations.

##### Formal Charge of Misconduct:

Charges of misconduct not resolved informally may be brought to the attention of the Graduate School for a formal proceeding of the Committee on Discipline. The Committee has authority to conduct a proceeding for the following types of complaints:

1. A charge of academic misconduct against a student, usually brought by a faculty member or department.
2. A charge of non-academic misconduct against a student, which could be brought by any member of the University community.

#### Regulations for Hearings of the Committee on Discipline

##### Prior to Hearing:

A written statement outlining the charge and specifying the category of misconduct is presented to the Assistant Dean of the Graduate School of Arts and Sciences for referral to the Committee on Discipline. Charges shall be timely if brought within two years of the alleged misconduct. However, under special circumstances, this time limit may be extended.

Any student accused of academic dishonesty or misconduct will receive written notice of the complaint at least ten days before he or she is required to appear before the Committee. Both the accused student and the complainant will be informed of the requirements of confidentiality of the proceedings, and the need to inform any potential witnesses of these requirements. The student will be advised that he or she is presumed innocent, and that he or she is expected to cooperate in the investigation of the complaint.

Additionally, the student will be advised of his or her right to an advocate from the University community, and of the potential penalties if he or she is found guilty. The student will be advised that he or she is entitled to the option of taking a leave of absence until the matter is resolved.

An accused student may, but need not, submit a written statement answering the complaint prior to appearing at the proceeding. Both the complainant and the accused student will be informed prior to the hearing of their rights to identify witnesses and documents. Witnesses' names will be submitted to the Assistant Dean at least two days in advance of the first session of the hearing. Rebuttal witnesses, if any, may be identified and their names forwarded to the Assistant Dean during the hearing process. The Assistant Dean will contact witnesses to

schedule their appearances and to advise them about procedure and the requirement of confidentiality of the proceedings.

Prior to and during the hearing, the Assistant Dean may grant extensions of time for good reason to either party in order to produce supporting evidence or to appear at a session.

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

#### The Hearing Process:

The hearing is held before the Committee on Discipline, which is composed of (a) two faculty chosen by the Dean from among the faculty members of the Graduate School Executive Committee, (b) two graduate students chosen by the Dean from six nominations made by the Graduate Student Advisory Council; and (c) the Assistant Dean. The Assistant Dean chairs the meeting. Before members of the Committee begin their deliberations, the Dean may appoint a replacement for any member of the committee who believes him or herself to be biased or to have a conflict of interest. Faculty will be replaced with faculty, students with students, and the Assistant Dean with an administrator of the Dean's choosing.

The hearing may involve one or more sessions, depending on how long it takes to collect, present and evaluate the evidence needed to review the charge of misconduct.

Hearings are conducted in a timely fashion, that is, are completed by the end of the semester following the one in which the student received notification of the charge of misconduct.

Once the hearing has commenced, the Committee may make any procedural decisions it deems necessary to ensure fairness and to avoid undue delay. The Committee determines the admissibility, relevance and materiality of the evidence offered, and may exclude any evidence or witnesses it deems repetitive, irrelevant or disruptive. The charge is read and understood at the beginning of the first session by all members of the Committee and by the accused. The complainant informs the Committee of the facts of the situation, and answers any questions its members may have.

The accused student has the right to testify in his or her defense, but may choose not to do so. The student may select a member from the University community to attend the meeting, serve as his or her advocate and speak on his or her behalf. The advocate may not pose questions or intervene in the proceedings, but may talk quietly or pass notes to the student in a non-disruptive manner. The advocate, however, is not privy to deliberations and does not vote. Although the student is free to consult with an attorney, he or she is not permitted to have an attorney present during the disciplinary proceeding or at any appeal.

If either the complainant or the accused chooses not to appear or testify, he or she is informed that the Committee will proceed to a decision.

The proceeding is not an adversarial courtroom-type proceeding. Rather, the proceeding is intended to educate the members of the Committee so that they may determine the truth of the charges made. There is no verbatim transcript.

Both the complainant and the accused are given an opportunity to present a written or oral argument in support of his or her position, based on the evidence submitted, before the Committee retires for deliberation. All deliberations of the Committee are held in private. The Committee must be persuaded by clear and convincing evidence that an infraction of the rules for academic or personal conduct has occurred and decide by majority vote.

The decision of the Committee is rendered in a written report and includes the rationale for the decision and any supporting evidence. The decision should in most cases be rendered within ten working days of completion of the hearing. The written report also recommends an appropriate sanction if an infraction has been found.



The Committee may recommend the following sanctions:

- Warning, a reprimand, which becomes part of the student's official record but is not considered a formal disciplinary action.
- Probation, which is intended to serve as a serious warning to students whose conduct gives cause for concern. It is hoped that probation will cause the student to return to satisfactory behavior. The student will be relieved from probation if, at the end of a set period of time, satisfactory conduct has been maintained. Failure to meet the conditions of probation is a serious matter, and will ordinarily result in suspension or dismissal.
- Suspension, which requires that the student not register for a period of one or more semesters and is recorded on the student's permanent transcript.
- Dismissal, an action taken in serious disciplinary cases, which ends a student's connection with the University and is recorded on the student's permanent transcript.

After the Hearing:

If no infraction of the rules is found, notification is sent to both parties and to the Dean. If an infraction of the rules has occurred, the written report is sent to both parties and to the Dean. Then, in writing, the Assistant Dean informs the student of the penalty he or she is imposing, and informs the student of his or her right to appeal. An appeal may be submitted to the Dean within thirty working days of the proposed imposition of any penalty.

On appeal, the Dean shall review the record and may consult with the members of the Committee, but shall not consider new evidence. Ordinarily, the determination of an appeal will be based on procedural grounds rather than a re-examination of the facts. The decision of the Dean is final. Both the complainant and accused are advised of the outcome of any appeal.

## **h. Employment**

Enrollment in the PhD Program is a full-time endeavor. While we recognize that work experience can be beneficial for your career, there are only two conditions under which students can secure employment outside of the doctoral program: The work must be science related and can be no more than 10 hours per week.

This policy is based on years of evaluating students' successful progress in our program. We have found that working in a totally unrelated field or for more than 10 hours per week often has a negative impact on student research and course work. Of course, we advise discussing all your outside employment options with your mentor.

## **i. Leave of Absence**

Continuous registration is normally required of all degree candidates in the Graduate School of Arts and Sciences. Under certain circumstances a student may be exempt from the continuous registration requirement as described below.

(see section "l" below for information regarding maternity leave)

### 1. Medical Leave of Absence

On the written recommendation of a physician and with the approval of the department or program, a student who must interrupt study temporarily because of physical or psychological illness will be granted a Medical Leave of Absence. The physician should confirm that the student is unable to engage in graduate study and may suggest when the resumption of study

can be expected. A Medical Leave may be approved at any time during a student's degree candidacy, except during the first term of study, when a Withdrawal would be more appropriate. A Medical Leave may be granted only to students in good academic standing (as defined by the student's department or program) who are eligible to continue in the degree program when they return from leave. In order to be reinstated after a Medical Leave the student must secure the written approval of the physician treating the student during the Leave, confirming that the student is capable of returning to graduate study and proposing any recommended qualifications (e.g. part-time study) as necessary. Accommodations and other matters relating to disability should be arranged with the Office of Disability Services at (212) 854-2388.

## 2. Military Leave of Absence

A student who must interrupt study temporarily to fulfill a compulsory military obligation will be granted a Military Leave of Absence. The student seeking a military leave of absence must provide written documentation from the appropriate military authorities (including dates of the period of obligation), and the department or program must certify that the student is in good academic standing (as defined by the student's department or program) and is eligible to continue in the degree program upon return.

## 3. Personal Leaves of Absence

Students who must interrupt study temporarily for compelling reasons other than those described above may request a Personal Leave of Absence, which must be approved by the student's department or program and by the Dean's office. Such a leave must be approved before or during the term for which it is requested; it cannot be granted retroactively. Leaves of Absence are granted for one or two semesters. Under extenuating circumstances students may apply for a third or fourth semester of leave. Leaves are not granted beyond two years (four semesters); withdrawal is the proper route if absence from graduate study will exceed four semesters. (Students who fail to meet the continuous registration requirement must apply for reinstatement; an approved Leave does not require application for reinstatement.)

### 3.1.: Personal Leave of Absence for Ph.D. Students

A student in a program leading to the Ph.D. is eligible for a Personal Leave of Absence only after satisfactory completion of at least one year of study. Students who have completed the Master of Philosophy (M.Phil.) or who have completed five years of full-time study or the equivalent are not ordinarily eligible for a non-medical, non-military leave. A leave will be granted only upon certification by the department or program that the student is in good academic standing (as defined by the department or program); has progressed in a timely manner towards the degree according to GSAS and departmental requirements; and is eligible to continue in the degree program upon return.

### 3.2.: Personal Leave of Absence for M.A. Students

A student in a free-standing Master's program that does not lead to the Ph.D. is eligible for a personal leave of absence after satisfactory completion of at least one semester of study. A leave will be granted only upon certification by the department or program that the student is in good academic standing (as defined by the department or program); has progressed in a timely manner towards the degree according to GSAS and departmental requirements; and is eligible to continue in the degree program upon return.

#### 4. Health Insurance:

A student whose Leave of Absence is approved has the option of continuing their health coverage at their own expense. This decision must be made before the start of the Leave.

#### 5. Registration and Completion of Requirements:

A Leave of Absence is not a registration. No tuition is charged for semesters for which a Leave of Absence has been approved. The fact that a Leave has been granted is entered on the student's permanent academic record. The period of the Leave is not counted as part of the time allowed for completion of the degree requirements. A student on Leave may not fulfill any degree requirement other than, if he or she wishes, the completion of work in courses for which an approved grade of "Incomplete" has been issued by the instructor. The period of the Leave will not be counted toward the time allowed for completion of an Incomplete.

#### 6. Use of Facilities and Services:

Because a Leave of Absence is not a registration, a student on Leave may not usually remain in University Housing. Permission from the Dean's Office is required to override this provision. Library access may continue during this period.

#### 7. Loans, Fellowships and Other Financial Aid:

Most government loan programs do not permit the deferment of loan repayment while a student is on Leave. It is the responsibility of the student to factor this into their decision when requesting a Leave.

#### 8. Reinstatement and Registration:

Students returning from an approved Leave do not need to file a formal application for reinstatement. They should contact their department and the GSAS Office of Graduate Affairs approximately six weeks before the start of the semester in which they wish to return. Students returning from a Medical Leave of Absence are reminded that a doctor's note approving their return is required. Students who are not on an approved leave of absence and who neglect to register are required to submit an application for reinstatement.

NOTE: A student who is not an American citizen or Permanent Resident is generally not allowed to stay in the United States when on a Leave of Absence and should contact the International Students and Scholars Office at 854-3587 for clarification.

All students who wish to take a leave of absence must submit a leave of absence request to the Office of Graduate Affairs, P&S 3-435.

### **j. Prizes and Awards**

Students are encouraged to apply for competitive external awards such as NSF fellowships, industry awards and individual NIH Fellowships. Successful receipt of such awards will often result in additional stipend supplementation. Students should consult with the Office of Graduate Affairs to determine which awards qualify for such supplementation. In addition the following University awards are available:

Brunie Prize - The Brunie Prize in Neural Stem Cell Research is a \$2,000 award presented each spring to a graduate student whose research improves our understanding of stem cell biology or its therapeutic potential in the central nervous system (CNS). There is a broad range of relevant research topics, including (but not restricted to) studies of CNS progenitor cells, cell cycle regulation, proliferation, fate determination, CNS injury, or the application of stem cells to disease models. Projects may focus on developmental stages and/or the adult CNS.

Dean's Award for Excellence in Research – This award is presented annually to two graduating Ph.D. students in recognition of outstanding research and achievement during their graduate training. The award includes a \$3,000 check for each student presented at Commencement.

Kavli Award for Distinguished Research in Neuroscience – Awarded annually to the student judged to have produced the best neuroscience thesis during that calendar year. Nominations are submitted by any member of the thesis committee.

Titus M. Coan Prize for Excellence in Research - Two awards for outstanding achievement in Biomedical Sciences; one for Basic Cell and Molecular Research and one in Translational Research for a graduating PhD student. Each award will be for \$250.

Violin Family International Travel Award - A Travel Award has been established through a generous gift from Dr. George Violin (CC '63, SIPA '66, P&S '67) to support short-term travel to Israel for advanced training or to attend a scientific conference or symposium. The award, which is open to any Ph.D. student in the natural sciences and is intended to provide funds to expand the applicant's knowledge in areas in which he or she already has experience.

## **k. Registration**

Students are required to be registered both for individual courses and a general registration category. The general registration categories are either RU (Residence Unit), ER (Extended Residence) or M&F (Matriculation and Facilities). Students in years 1-3 are registered RU. Students in years 4+ are registered ER. Students who are completing their dissertation requirements and are not receiving any compensation from Columbia University may register M&F. The appropriate registration category will be entered for you at the beginning of each semester. You need only register for the individual courses.

Registration is via the web. Your department will assist you with the appropriate course numbers. You can log into Student Services Online (SSOL), <https://ssol.columbia.edu/> to access your PIN number and appointment times.

## **l. Time Off**

Childbirth:

Students who give birth or adopt while enrolled are entitled to up to 60 calendar days (equivalent to 8 work weeks) where regular responsibilities associated with their doctoral program are suspended for pregnancy, birth, and/or care of a newborn. Responsibilities that may be suspended include class attendance, course assignments, exams, and other academic requirements; and research and other work in the lab. The use of parental leave must be approved by the Graduate Program Director.

During this period of suspension of responsibilities, full-time student status will be preserved, compensation is continued, student health insurance, and housing eligibility are retained. The

policy does not affect a student's ability to request an unpaid Leave of Absence to begin after the eight-week period has ended.

**Religious Holidays:**

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

**Sick Days:**

Students may continue to receive compensation for up to 15 calendar days of sick leave per year. Sick leave may be used for the medical conditions related to pregnancy and childbirth.

**Vacation:**

Students should negotiate reasonable vacation time with their mentor. The period between the spring and fall semesters is considered to be an active time of research and research training and is not considered to be a vacation or holiday.

**m. Time to Degree**

The average time-to-degree in the Coordinated Doctoral Programs is 5.5 years. Students enrolled for more than seven years may not be guaranteed funding. Students are allowed nine years of continuous registration to satisfy all requirements for the doctoral degree. Students who do not complete all requirements for the doctoral degree by the end of the ninth year will no longer be considered GSAS Ph.D. degree candidates and will be notified accordingly in writing by GSAS.

**n. Withdrawal**

A student in good academic standing who is not subject to discipline will always be given an honorable discharge if he or she wishes to withdraw from the University. Withdrawal is defined as the dropping of one's entire program in a given term as opposed to dropping a portion of one's program. Any student withdrawing must notify the Office of Graduate Affairs in writing.

Formal withdrawal ordinarily is allowed only prior to the examination period. Withdrawal means that courses and grades are expunged from the student's record and that the student does not receive any registration credit.

In addition to the above policies which are specific to the Coordinated Doctoral Programs in Biomedical Sciences of the Graduate School of Arts and Sciences, students should familiarize themselves with the following general policies and regulations of Columbia University.

## V. UNIVERSITY POLICIES

### **a. Alcohol Policy**

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

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

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

2. Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues—the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors—require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly.

They also are expected to keep the safety and well-being of participants at the forefront of their planning and management of events. Staff members who advise students are expected to assist them in making responsible decisions about their events and to facilitate the enforcement of the University's alcohol policy.

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

### **b. Information Technology Computer and Network Use Policy**

Columbia University maintains certain policies with regard to the use and security of its Information Technology (IT) resources, including computer systems and networks. All users of Columbia University's IT resources and facilities are expected to be familiar with and adhere to the CUIT policies, as well as, be subjected to the consequences and/or penalties for violating University's policies.

Students are advised to review the extensive computer use policies covering the topics below at: [http://www.columbia.edu/cu/administration/policylibrary/responsible\\_office/cuit.html](http://www.columbia.edu/cu/administration/policylibrary/responsible_office/cuit.html)

Acceptable Use of IT Resources (Network and Computing) Policy  
Computer Access for Staff  
Copyright Information for Network Users  
CUIT Publishing Policy  
CUIT Security  
Data Classification Policy  
Data Sanitization / Disposal of Electronic Equipment Policy  
Desktop and Laptop Security Policy  
E-commerce: Electronic Protection of Cardholder Information Policy  
Electronic Data Security Breach Reporting and Response  
Electronic Information Resources Security  
Electronic Information Server Administration  
Email Usage and Retention Policy  
Encryption Policy  
Information Security Charter  
Information Security Policy Statement  
Network Bandwidth Quotas  
Obtaining Domain Names  
Remote Access Policy  
Sending a Broadcast Email Message  
Social Security Number (SSN) and Unique Person Number (UPN) Usage  
Systems Access and Privacy Policies

### **c. Disciplinary Procedure for Sexual Assault**

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

The guidelines are available in *Essential Policies for the Columbia Community*, the University student handbook, <http://www.columbia.edu/cu/facets>

### **d. Equal Educational Opportunity and Student Nondiscrimination Policies**

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

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

The University's Office of Equal Opportunity and Affirmative Action (EOAA) has overall responsibility for the management of the University's Equal Opportunity and Nondiscrimination Policies and has been designated to coordinate compliance activities under these policies and applicable federal, state and local laws. Students, faculty, and staff may contact the EOAA Office to inquire about their rights under the University's policies, request mediation or counseling, or seek information about filing a complaint.

Complaints against students are governed by the Equal Educational Opportunity and Student Nondiscrimination Policies and Procedures on Discrimination and Harassment which are available online at: [http://www.columbia.edu/cu/vpaa/eoaa/docs/student\\_discrim.html](http://www.columbia.edu/cu/vpaa/eoaa/docs/student_discrim.html). Complaints against employees are governed by the Equal Employment Opportunity and Nondiscrimination Policies and Procedures on Discrimination, Discriminatory Harassment and Sexual Harassment which are available online at: <http://www.columbia.edu/cu/vpaa/eoaa/docs/nondispol.html>.

For further information, contact:  
Office of Equal Opportunity and Affirmative Action  
103 Low Library  
MC 4333  
212-854-5511

#### **e. FERPA**

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

Students at Columbia University Medical Center may restrict access to their directory information at the Registrar's Office located in 1-141 Black Building. The guidelines are available in *Essential Policies for the Columbia Community*, the University student handbook, <http://www.columbia.edu/cu/facets>. Questions about the interpretation of the guidelines should be referred to the University's General Counsel, 412 Low Library.

#### **f. Personal Identification Number (PID#)**

The University's policy is to protect Social Security Number data from unauthorized or unnecessary disclosure. As such, you have been assigned a unique personal ID number that will be used around campus to identify you as a Columbia University student. This is your Student Identification Number or what we call your "PID #".

You can view your PID # by logging on to Student Services Online (SSOL) at <https://ssol.columbia.edu>. There you will find a ten digit ID number that begins with the letter "C".



## **g. Political Activity**

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

Nonetheless, the University is dedicated to the free expression of ideas. It encourages students, faculty, and other employees, in their individual capacities, to participate fully in the political process during campaigns by candidates for public office as long as they do not—either overtly or implicitly—involve the University.

In order to permit the most robust political discourse during partisan political campaigns for public office, while at the same time ensuring Columbia's compliance with the restrictions placed on the University as a tax-exempt organization, the University issued a Statement of Columbia University Policies and Practices on Campus Political Activities in 1970. That policy remains in effect today and prohibits all individuals and groups within the University community from using University resources or the University's name in connection with partisan political campaign activities.

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

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

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

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

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

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

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

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

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

9. Organizations that are composed of non-University members, participants or employees, in whole or in part, are ineligible for use of University space to engage in partisan political campaign activities.

10. Certain nonpartisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) may be permissible if they do not evidence a preference for or opposition to a political party or to candidates who have taken a particular position. In order to ensure that all legal and University requirements are followed, advance approval for these events must be obtained from (and all materials must be reviewed by) both the appropriate student affairs office and the General Counsel's Office, which will, if necessary, provide further guidance to the organizer. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such activities. In addition, an announcement should be made at the beginning of each such event and in any written materials setting forth the disclaimer described in paragraph 8 above.

As noted above, these policies are not intended to infringe in any way your individual right to support a particular candidate or participate in a political campaign. You remain entirely free to become involved in the election process as you choose, so long as you do so in a way that does not—either overtly or impliedly—involve the University.

Your cooperation in this matter is both necessary and appreciated. If you have any questions, please call either Loftin Flowers, Director of Government Relations and Policy Coordination, 212-854-3738, llf2105@columbia.edu, or Howard A. Jacobson, Deputy General Counsel, 212-854-5583, haj@gc.columbia.edu. At the Columbia University Medical Center, Ross A. Frommer, Deputy Vice President, 212-305-4967, raf2002@columbia.edu, is also available for assistance.

#### **PARTISAN POLITICAL CAMPAIGN EVENTS ON CAMPUS**

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

1. All plans, publicity, and other information must be approved in advance by

the appropriate student affairs office and the General Counsel's Office. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such events.

2. The University-related group selects the indoor University venue, based upon availability and size of expected audience.

3. No campaign rallies, campaign banners, campaign literature or button distribution, or fund-raising are allowed.

4. A disclaimer must be included in all written materials and advertising (including phonemail) and announced at the beginning of all events:

"Columbia University does not support or oppose any political candidates. The views expressed are those of [the candidate or other partisan political speaker] only. The [Columbia-related group] is sponsoring this event."

5. Columbia University ID's are required for attendance.

6. Columbia University or school banners may not be displayed; University related group banners may be.

7. All normal costs (such as for University security, telephones, facsimile machines, and duplicating expense) must be paid by the sponsoring group or the speaker.

8. No room charge will be assessed if the sponsoring University-related group does not pay room charges for other (nonpolitical) events. If the sponsoring University-related group is charged for room usage for other (nonpolitical) events, a room charge must be paid for a political event.

9. Columbia University will not issue a press release, but the University-related group may.

10. Candidates and sponsoring groups may not use the University's bulk mailing rate, University mailing lists, or the University's sales tax exemption for the event.

## **h. Radiation Access**

In March 2007 the Nuclear Regulatory Commission (NRC) issued a directive with guidelines for access to certain restricted radioactive material. This was done to ensure the security of the nation's nuclear material.

Fingerprinting is now required of all individuals seeking unescorted access to the CUMC irradiators. For those who have been a full-time student or employee for less than three years, there will also be a required background check. The background check will include employment history, education, personal references, and a federal criminal history check.

Of concern are major indicators of unreliability or untrustworthiness which impact national security, not minor infractions. It is also important to note that the results of the background check will not be shared with the Graduate School.

In order to mitigate the impact that these requirements will have on students while still complying with Federal and State regulations, the Graduate School has developed the following guidelines:

1. Rotation students: Given the short duration of rotations, students on rotation should not be required to undergo a background check. It is the responsibility of the PI to designate someone else with access privileges in the lab to either irradiate required samples for the student or to act as an escort for that student so the student can do the irradiation personally.

2. Students selecting a thesis lab: Students will be informed during the first year that some

labs or some specific projects may require access to irradiation sources and that, depending on the policy of the specific lab, the student may have to undergo a background check to gain unescorted access rights.

3. Students undergoing check after selecting a lab: If, after selecting a thesis lab and undergoing a background check, a student is not granted unescorted access, then the PI, student, and program director will meet to determine the best course of action. This may involve designating someone in the lab with access privileges to irradiate samples or escort the student, it may involve changing thesis project to not involve use of an irradiation source, or it may involve changing labs.

4. Current students in thesis labs: If the need to irradiate samples develops after a student has begun work on a thesis project and the student does not agree to the background check, or fails to be granted unescorted access after a check, then it is the responsibility of the PI to designate someone else in the lab with access privileges to either irradiate required samples for the student or to act as an escort for that student so the student can do the irradiation personally.

5. Students with unescorted access rights: These students should only escort other personnel to the irradiation source at the express direction of their PI.

The NRC issued specific guidelines regarding the kinds of background information that might preclude a person from securing unescorted access rights.

### **i. Romantic Relationship Advisory Statement**

Columbia University's educational mission is promoted by the professionalism in its faculty-student and staff-student relationships. Faculty and staff are cautioned that consensual romantic relationships with student members of the University community, while not expressly prohibited, can prove problematic. While some relationships may begin and remain harmonious, they are susceptible to being characterized as non consensual and even coercive. This sometimes occurs when such a relationship ends and is exacerbated by the inherent power differential between the parties. A faculty or staff member involved in a consensual relationship with a student is expected to remove him/herself from academic or professional decisions concerning the student. This expectation arises because the relationship may impair, or may be perceived as impairing, a faculty or staff member's ability to make objective judgments about that student. The Provost has authorized some departments and schools to adopt more restrictive policies, given the special nature of the relationship between their students and faculty or staff. Individuals are, therefore, encouraged to contact their department head if they have any questions about whether a more restrictive policy applies to them. Departments that wish to establish more restrictive policies should contact the Associate Provost for Equal Opportunity and Affirmative Action before implementation. Should a romantic relationship with a student lead to a charge of sexual harassment against a faculty or staff member, the University is obligated to investigate and resolve the charge in accordance with the Equal Employment Opportunity and Nondiscrimination Policies and Procedures on Discrimination, Discriminatory Harassment and Sexual Harassment. Questions regarding this Advisory Statement may be directed to Susan Rieger, Office of Equal Opportunity and Affirmative Action, 103 Low Memorial Library, Mail Code 4333, 535 West 116th Street, New York, NY 10027; (212) 854-5511.

## **j. Smoke-Free Policy**

Columbia University Medical Center is a completely smoke-free environment. While the interior spaces of our buildings have long been smoke-free, a recently revised CUMC smoking policy prohibits smoking on all CUMC property, both indoors and outdoors. Smoking of tobacco is not permitted in CUMC buildings, residences, entrances, grounds, gardens, courtyards, parking facilities, shuttle buses, and Public Safety vehicles.

## **k. University Regulations**

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

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

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

Additional University Regulations are available in *Essential Policies for the Columbia Community*, the University student handbook, <http://www.columbia.edu/cu/facets>