Union Theological Seminary

Office of Student Affairs

Student Life Handbook
2026-2027



Updated 9/14/2026

A MESSAGE FROM THE ASSOCIATE DEAN FOR STUDENT AFFAIRS

Dear Seminarians,

Consistent with Union Theological Seminary's mission to prepare our students for committed lives of service to the church, academy, and society, the Office of Student Affairs endeavors to support the spiritual, physical, emotional, and social well-being of all students so that you may thrive.

You are the scholars, visionaries, ministers, and leaders of the present and future who work toward all that our city, nation, and world can be: full of equity, justice, goodness, and grace. Your studies at Union will enrich your spiritual and academic journey. We hope you will participate fully (mind, body, and soul) in the community life and learning opportunities at Union.

This handbook is a student-friendly guide to community life at Union. This handbook is designed to: [1] provide you with guidance as a new or returning student; [2] describe general policies and procedures; [3] inform you of your rights and responsibilities as a student; and [4] highlight services you may be eligible to receive.

We hope you find the Student Handbook a useful resource and encourage you to read it carefully. We hope that you will engage fully in all that Union has to offer. Here's to a great year!

Warmly,

Abigail Asgaralli
Associate Dean for Student Affairs
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AD 106

Schedule time to meet with me: https://go.oncehub.com/deanabby

TABLE OF CONTENTS

COMMUNITY STANDARDS
- Where To Go For Support 4
- Governance 5
- Mission Statement 5
- Core Values 6
- Student Community Standards 6
- Non-Discrimination 6
- Inclusive Language At Union 6
- Political Activity And Lobbying 7
- Communications & Publications 7
- Event Planning And Use Of Public Space 8
- Policy On The Marketing Of Credit Cards 9
- Green Zone Policy 9
- Smoking Policy 9
- Closing Due To Severe Weather Or Another Emergency 10
- Administration of Student Organizations 10
- Student Organization Fundraising Policy 14

HEALTH AND WELLBEING
- Worship And Pastoral Care 15
- Pastoral/Spiritual Care Resources 15
- Residential Life And Community Engagement 15
- Columbia Health 16
- 24-Hour Hotlines And Referral Services 17
- Health Insurance And Columbia Health Services Fee 18

STUDENT SUPPORT AND ACCESSIBILITY SERVICES
- Mission 20
- Guiding Principles 20
- Accommodation Process 21
- New Students 21
- Returning Students 22
- Documentation Guidelines 22
- Extensions of Coursework 23
- Confidentiality 23
- Fundamental Alteration 24
- Appeals Process 24
- Online Course Attendance Expectations 25
- Alternative Attendance Guidelines For In-Person Classes 25
- Policy On Audio Recording For Students 26
- Service Animals And Assistance Animals Policy 27

POLICIES ON OFFENSES
- Policy On Alcohol And Drugs 30
- Policy on Sexual Assault, Misconduct, and Related Offenses 35
- Common Questions About Relationship And Domestic Violence 40
- Common Questions Regarding Stalking And Bias Offenses 41
- Definitions And Relevant Penal Law Provisions 42
- Where To Get Help/Reporting Options 50
- Title IX And Sexual Misconduct Policy 50
- Anti-Discrimination And Harassment Policy And Complaint Procedure 50
- Retaliation 52

SAFETY AND SECURITY
- Campus Safety/Crime Statistics And Maintenance Policy 54
- Policy On Investigation Of Violent Felony Offenses, Reporting Crime And Reporting

Missing Students 57
Student Grievance Procedures 58
Disciplinary Review Process 61
Conduct Standards At Consortium Schools 64
National Council for State Authortization Reciprocity Agreement (NC-SARA) 64

STUDENT SENATE BYLAWS
Bylaws 66

APPENDIX I
Complaint Form For Reporting Harassment/Discrimination 76
Seminary Contacts 77

WHERE TO GO FOR SUPPORT

Concern(s)	Appropriate Office
• Degree audits • Thesis/final project/extended paper submissions and extensions • Academic appeals and policies • Tuition and fees • Coursework extensions • Taking courses at other institutions	Office of Academic Affairs, AD 111 Dean Carolyn Klaasen
• Transcripts and enrollment verifications • Changing degree programs and/or advisors • Veteran Affairs support	Office of the Registrar, AD 107 Doreen D'Amico
• Financial Aid Support and Advising • Grants and Scholarships • Federal Work Study • Net Partner platform support	Financial Aid & Business Services, AD 112 Melissa Desravines
• Student Billing • Refunds • International Student tax forms • T-1098 requests	Remote (no on-campus office) Sharetta McKenzie Bursar@utsnyc.edu
• Student Senate, caucuses, or activities • Leave of absence or withdrawal from the seminary • Health/medical services and insurance • Disagreements with other students of a serious nature that disrupt the community or living arrangements • Immigration and general support for International Students • Disability services (includes requests for reasonable academic accommodations) • Support with the TimelyCare platform • Career services and professional development • Support with UTSConnect platform	Office of Student Affairs, AD 106 Dean Abigail Asgaralli Sonali Prabhakar, AD 203 Associate Director, Accessibility Services Rebecca Schramm, AD 203 Assistant Director, Career Services
• Field Education (FE) and Clinical Pastoral Education (CPE) • Advisement for changing from MA to MDIV Degree • Support for students in an online-only degree or program • Vocational discernment	Office of Integrative and Field-Based Education, AD 108 Rev. Janine Myrick Director of Online, Integrative and Field-Based Education
• Housing concerns • Posting flyers on campus • Event space reservations	Office of Housing and Campus Services Michael Orzechowski
• Spiritual formation needs • Noon worship services	Worship Office, James Chapel Tower, 2nd Floor Dean Dr. Sandra Teresa Soledad Montes Vela

GOVERNANCE

The internal life of the Seminary is governed under the final authority of the Board of Trustees, by the Faculty, and by one standing committee: the Academic Affairs Committee. This committee is composed of faculty, staff, and student representatives.

The Board of Directors of the Seminary is a self-perpetuating, independent, non-sectarian body, which is responsible for the overall life and welfare of the institution. It operates under the laws of the State of New York.

The governing body for students is the Student Senate. The Senate works to represent students in all aspects of the internal governance structure of the Seminary. An executive committee and class representatives are elected annually; the elected Senate appoints student representatives to the standing committee. All students are encouraged to participate by running for office and/or attending Senate meetings each month.

Wednesday afternoons during the academic year are set aside for governance committee meetings, faculty meetings, and senate meetings. There are no classes held during this time.

MISSION STATEMENT

Union Theological Seminary in the City of New York is a seminary and a graduate school of theology established in 1836 by founders "deeply impressed by the claims of the world upon the church." Union prepares women and men for committed lives of service to the church, academy, and society. A Union education develops practices of mind and body that foster intellectual and academic excellence, social justice, and compassionate wisdom. Grounded in the Christian tradition and responsive to the needs of God's creation, Union's graduates make a difference wherever they serve.

CORE VALUES

Union Theological Seminary in the City of New York is a historically progressive Christian seminary with increasing commitment to interreligious engagement and spirituality. Our mission is encapsulated by the phrase: "where faith and scholarship meet to reimagine the work of justice." This quest for justice is broad and includes social justice and activism, responsive care for communities and individuals, the pursuit of collective well-being, and of human and planetary flourishing. In particular, exploring the religious and spiritual dimensions of this quest defines our distinctive mission.

In light of these commitments, the following "core values" express this mission and guide our teaching and learning. They are what we aim to teach our students:

- To grasp the substance of the Christian tradition and the other primary traditions of students through the study of scripture/sacred texts, theology, history, and tradition-specific practices
- To be in continued dialogue with other religious traditions on those traditions' own terms and to dialogue with the spiritually non-affiliated with respect and care
- To develop the ability to theologically engage the human quest for meaning and spiritual connection
- To develop the capacity for self-reflection as well as the capacity to respond to others in ways that are compassionate and open-hearted
- To develop capacities for critical analysis of the ecological, social, and cultural systems in which persons, communities, and traditions exist, recognizing that

spiritual and religious beliefs and practices are expressed in ways determined by conditions of time and place
- To cultivate a theological understanding of the earth and its diverse ecosystems in a manner that fosters an informed commitment to planetary well-being and justice
- To form a secure base for both ethical decision-making and spiritual wisdom in service to the needs of the world
- To educate impassioned, informed, and wise leaders and community members capable of engaging the pressing issues of our day with integrity and courage

Developed by faculty during academic year 2019-2020

STUDENT COMMUNITY STANDARDS

Union strives to be a healthy, welcoming community in which all members can live and learn. As a member of our community, you have an equal responsibility to act with integrity and preserve our core values. Your individual duties and obligations include cooperation, respect, and participation.

Union expects members of the Seminary community to observe professional norms of scholarly discourse, academic integrity, and fairness. All members of the Seminary community are expected to exhibit a high level of personal integrity. Union insists on the greatest degree of freedom of inquiry, teaching, learning, and expression for all of its members. Thus, activities that disrupt the regular and essential operation of the Seminary, or which negatively impact the Seminary's reputation for academic excellence and personal integrity and accountability, are not permitted. Students or other members of the Seminary community may charge students with violating applicable standards of academic integrity and conduct. Students found guilty of violating these standards of integrity and conduct will be subject to appropriate disciplinary action, including reprimand, disciplinary probation, suspension, or expulsion.

For academic standards and procedures, please consult the Academic Catalog.

POLICY ON NON-DISCRIMINATION

Union welcomes all persons and is committed through language and practice to cultivating an inclusive community. Union admits students regardless of age, color, national or ethnic origins, familial composition, sex, sexual orientation, marital status, race, racial, ethnic, cultural, and gender identities and expressions, religious affiliation, faith tradition, socio-economic status, and disability. Students have access to all the rights, privileges, and programs Union makes available to students. Union does not discriminate on the basis of any of these factors in the administration of its educational policies, admissions policies, scholarships and loan programs, or other programs administered by the Seminary.

The Seminary is committed to providing an environment in which students, faculty, and staff can fully benefit from the above policy.

INCLUSIVE LANGUAGE AT UNION

Union Theological Seminary is committed to equality for women, men, and transgender persons of every racial, ethnic, and religious background. Recognizing that language has often been used to imply racial and sexual inferiority, the Seminary urges students, faculty, and staff members to avoid discriminatory language and assumptions regarding race, sex, ethnicity, culture, gender, ability, family composition, marital status, sexual orientation, and gender identities and expressions of any kind in public discourse, classroom discussions, and

written work. Failure to abide by appropriate behavioral norms in this regard may constitute grounds for discipline under the Seminary's anti-discrimination and anti-harassment policies.

POLITICAL ACTIVITY AND LOBBYING

Discover UTS's commitment to academic excellence, diversity, social justice, and compassionate wisdom in our policies, linked on this page: https://utsnyc.edu/about/union-policies/

COMMUNICATIONS & PUBLICATIONS

- **Campus Monitors**

Flat screen monitors located in the Hastings Lobby and "The Pit" display upcoming campus events, chapel services, classroom assignments, the central calendar, and other pertinent campus communications.

- **Student Digest**

The Student Digest is a weekly e-newsletter for Union students that provides up-to-date information on activities (both on- and off-campus) and important community announcements. Students are encouraged to submit content to the Student Digest to promote upcoming programs & events via the following online form: **https://utsnyc.formstack.com/forms/sd_submit.** Please be advised—submissions to the Student Digest must be received by Thursday at 5 PM to be included in the Monday morning edition.

- **The Heretic**: Union's student newspaper, sponsored by the Student Senate.

- **Marketing & Communications Support**

The Office of Marketing & Communications is responsible for maintaining Union's public website and social media accounts. Students wishing to publicize upcoming programs & events should consult with this department to determine which services—design, social media, e-news—can be leveraged. Please provide at least two weeks' notice for any communications support requests. For more information, please contact Aaron Hollingsworth-Harris at ahollingsworthharris@uts.columbia.edu.

- **All-Student E-mail Distribution List**

The student listserv is an official communication tool intended to support academic engagement, student organization activities, institutional announcements, and community-building among students. This policy establishes guidelines to ensure its use remains respectful, relevant, and compliant with institutional and legal standards.

Appropriate use of the student listserv includes:

- Academic communication, including and academic opportunities.
- Announcements from recognized student organizations through the Student Senate, including invitations to events, meetings, and initiatives.
- Use of the listserv for this purpose must allow an open invitation for all students to attend.
- Institutional communications approved by relevant administrative offices.
- Opportunities relevant to students, such as internships, fellowships, or campus employment.
- Community-building messages that foster inclusion and student engagement, provided they remain respectful and non-disruptive.

The following uses are not permitted:

- Commercial advertising or solicitation not affiliated with or approved by the Seminary.
- Political or partisan campaigning, including endorsements of candidates or political parties.
- Harassing, discriminatory, defamatory, or threatening content, including messages that violate Seminary non-discrimination or harassment policies.
- Spam, chain messages, excessive posting, or content that disrupts normal listserv functioning.
- Unauthorized fundraising or financial solicitations.
- Sharing of confidential or protected information, including personally identifiable student data, in violation of FERPA or institutional privacy policies.
- Misrepresentation of identity or affiliation.

The all-student listserv requires pre-approval by the Associate Dean for Student Affairs. Emails sent by the Student Senate Executive Team do not require pre-approval, but must adhere to the appropriate uses outlined above.

Misuse of the listserv or failure to adhere to this listserv policy can result in the suspension of future access, and other corrective action as provided in the Code of Conduct.

- **Poster and Bulletin Board Protocol**
- All notices, posters, and/or fliers, whether concerning on or off campus or private events, must be approved and stamped by the Director of Housing and Campus Services in Office A39 before being displayed/posted in designated areas. However, please be reminded that all student events must be approved by the Office of Student Affairs before any notices, posters, or fliers are created.
- All notices, posters, and/or fliers will need to include the name of the (co)sponsoring caucus's or seminary office or individual, and the date(s) of the event. No anonymous notices, posters, or fliers will be permitted or approved.
- Notices, posters, and fliers will be stamped for a period of no more than 30 days.
- No posters in the seminary complex may ever appear on glass doors or windows, with the exception of same-day announcements of campus emergencies, or urgent announcements by facilities and seminary administrators.
- Posters may be posted on designated BULLETIN BOARDS & ELEVATORS ONLY, unless special approval is given by the Director of Housing and Campus Services.
- Seminary employees may post announcements outside of their offices or on their office doors. (For example, XYZ is out for the day or at lunch, etc.) These announcements do not need to be stamped.
- Notices, posters, and fliers that are unauthorized or placed in non-designated locations will be removed.

EVENT PLANNING AND USE OF PUBLIC SPACE

Union requires that all events, large and small, public and private, be approved and scheduled several weeks in advance of the event date. This enables the seminary staff to know what is occurring in particular buildings and rooms at all times and who is responsible for an event if questions arise. The date, time, and room of the approved event are entered into a scheduling system maintained by the Facilities Department and distributed to our front desk personnel. There is usually no room rental fee for events sponsored by Union for the Union Community. There is a fee schedule for space rental to a person or organization from outside the Seminary or for Union community members organizing a private event. These rental fees are an essential part of the Seminary's income. Please consult with Student Affairs and the Office of Housing and Campus Services before planning any event.

Students are required to submit a **ROOM RESERVATION REQUEST FORM:**
https://utsnyc.formstack.com/forms/event_meeting_submission_form

Reminder: It is a ***request*** and the event is not considered final until confirmed by either Facilities (staff/faculty events) or Campus Services (student events).

This form must be submitted at least **four weeks** before the desired event date. Requests are discussed weekly on Fridays and evaluated by the events team; the event host, as indicated on the form, will be contacted within 7-10 days after the request is submitted.

Scheduling Basics:

- Event or meeting planners must identify the person in charge AT AN EVENT who will be present throughout and should supply contact information to the Hastings Desk.
- Events may involve expenses, such as honoraria, travel, security, facilities overtime, etc., and if that is the case, the seminary department to be billed or the seminary budget number to be charged must be supplied on the Room Reservation Request Form and approved by the department head.
- **A Security Guard IS REQUIRED** for an event when more than 50 people from off-campus/public may attend **and/or** if the event occurs between Friday 5 pm and Monday 9 am (weekend). The cost for the extra security guard will be billed to the event budget or sponsor. This information can be confirmed by Bass Diop (bdiop@uts.columbia.edu), who can provide a quote for those services.
- If you require more than basic Information Technology (IT) services, this may incur a cost, confirmed by Don Joshua (djoshua@uts.columbia.edu), who can provide a quote for those services. Basic IT services include: projectors, laptops, WiFi access, and Zoom access.
- Some room set-ups (especially those occurring on a weekend) may incur an additional cost, confirmed by Mike. O (michaelo@uts.columbia.edu) who can quote you for those services.
- Special clean-up, or clean-up/set-up outside normal work hours, will be billed to the event budget or sponsor. Payment may be required in advance.

Event categories and requirements:

- All student events generating expenses must be pre-authorized by the appropriate office or designated person(s). The Office of Student Affairs is available to direct students in the right direction.
- Events co-sponsored with outside groups/individuals require approval from the Associate Dean for Student Affairs for student events. Events held in James Chapel also require approval of the Dean of Chapel. The Director of Housing and Campus Services must meet with the co-sponsor(s) before the event is scheduled to facilitate the space reservation contract, insurance requirements, and source of funding details.
    a) Events may involve expenses, such as honoraria, travel, security, facilities overtime, etc., and if that is the case, the seminary department to be billed or the seminary budget number to be charged must be supplied on the event application and approved by the department head.
    b) Representatives from Senate/Caucuses can be reimbursed when paying for products, but are never authorized to pay individuals for services directly.
        - All honoraria and other payments for services must be requested through the Student Senate Treasurer and then paid directly to those providing the specified services by Union.
        - Social Security Numbers or Federal I.D. Numbers are required in these cases for tax reporting reasons.
- Individual members of the Union community (students, faculty, and staff) may plan a personal event at Union on any day of the week, provided the space is available. The Director of Housing and Campus Services must meet with the applicant before the event

is scheduled to determine whether approval is required, facilitate the space reservation contract, outline insurance, security requirements, and funding sources.

POLICY ON THE MARKETING OF CREDIT CARDS

The Seminary prohibits the advertising, marketing, or merchandising of credit cards on Seminary grounds to any of its students, unless such activities are pursuant to an official credit card marketing policy. The Seminary has not yet adopted such a policy.

GREEN ZONE POLICY

Believing that there is a call to participate in stewardship of the environment, Union designates itself as a Green Zone. A Green Zone is a designated physical area in which a person or community consistently and intentionally works toward the ideal of ecologically sound living. This process includes reducing environmental damage and dependence on lifestyles and choices that exploit it. It also includes actively attempting to restore and maintain the environment.

SMOKING POLICY

The Smoke-Free Air Act of 2002, signed into law by Mayor Michael Bloomberg, substantially changed the law regarding smoking in the workplace and in virtually all public places, including educational institutions.

Effective March 30, 2003, employees in the city may no longer smoke in private offices, even with the door closed. Separate smoking rooms are also prohibited in the workplace.

In compliance with the law, smoking is prohibited in all hallways, restrooms, library rooms, meeting and conference rooms, offices, classrooms, lounges, The PIT, the Fred Davie Terrace, the Quad, the elevators, and all areas on campus. This policy applies to all employees, students, visitors, and any other individuals on campus.

CLOSING DUE TO SEVERE WEATHER OR ANOTHER EMERGENCY

In the event that a decision is made to close the Seminary or delay opening due to severe weather or another extraordinary condition, it will be announced via a general email message and on the website, typically not later than 5:00 AM on the day of closing.

ADMINISTRATION OF STUDENT ORGANIZATIONS

Contributing to the Seminary's mission of teaching and learning, student engagement opportunities help build a community in which students may develop not only as scholars, but also as well-rounded individuals. Engagement in co-curricular endeavors provides a balance of challenge and support that enhances students' intellectual and personal development. Participation aids students in becoming ethical, responsible, and self-disciplined leaders; challenged to develop an appreciation for civility and diversity; prepared for community leadership and citizenship; and supported in an environment that embraces discourse and the exchange of ideas.

Co-curricular engagement, as noted above, is meant to complement the academic experience. Participation in student organization events does not justify a student's absence

from class, an assignment, or a test. Only the course instructor may, at their discretion, authorize and offer alternatives for missed classes, assignments, tests, etc.

Organizational Oversight

The Seminary has sole discretion to approve Student Senate Officially Recognized Student Caucus and Club (hereby known as "student organization") activity and to interpret policies and procedures that affect student organizations, including, but not limited to, determining appropriate accountability action for an organization and/or individual members.

All student organizations through the Student Senate are required to obtain prior written approval from the Office of Student Affairs before engaging, contracting, inviting, promoting, advertising, or hosting any external vendor, contractor, performer, or guest speaker for any event, program, or activity conducted on behalf of the organization. Approval for external or guest speaker events is required to be sought at least four weeks prior to the event, to allow sufficient time for review by the Office of Student Affairs. Failure to adhere to this timeline may lead to summary denial of the request.

For the purposes of this policy, "external vendor or guest speaker" includes any individual or entity not currently enrolled as a student or employed by the Seminary.

Student organizations are prohibited from:

- Entering into verbal or written agreements with vendors or speakers prior to approval by the Office of Student Affairs.
- Advertising, promoting, or publicly announcing any vendor or speaker engagement before receiving such approval.
- Making payments, deposits, or financial commitments using organizational, institutional, or personal funds prior to approval, or in anticipation of approval, from the Office of Student Affairs.

In connection with the approval process, the Office of Student Affairs may require submission of relevant documentation such as, but not limited to, contracts, invoices, insurance certificates, speaker topics, and compliance disclosures. The Office of Student Affairs reserves the right, in its sole discretion, to deny approval, or to condition approval based on institutional policies or protocols, compliance with governing law, ordinance or regulation, risk management considerations, or misalignment with the Seminary's mission and values.

In addition to the withholding of approval for an event, failure to comply with this policy may result in disciplinary action, including but not limited to loss of event privileges, funding restrictions, suspension of organizational recognition, or other sanctions as deemed appropriate in the sole discretion of the Seminary.

Spending of Caucus or Club Funds

Permissible uses of student organization funds, as distributed by the Budget Committee of the Student Senate, include the following:

- If approved in advance by the Office of Student Affairs as part of a student activity, for educational, cultural, social, recreational, civic, leadership, or professional development programs and events that primarily benefit students.
- If approved in advance by the Office of Student Affairs as part of a student activity, for speaker fees, performer fees, workshop costs, and related program expenses.

- If approved in advance by the Office of Student Affairs as part of a student activity, for registration fees or conference fees that further the student organization's student-centered purpose.
- Supplies, materials, or printing necessary to conduct approved student organization events.
- Reasonable travel, lodging, and meal expenses associated with approved student organization activities, if allowed by institutional policy and pre-approved through the proper processes.
- Marketing, outreach, and publicity expenses for approved student organization events and activities.
- Food and refreshments for meetings or events where permitted by institutional policy and when reasonably related to the approved activity.

No student organization funds authorized or appropriated for a particular student organization may be redistributed directly or indirectly to individual students, or to other student organizations, including but not limited to:

- Cash payouts.
- Gift cards.
- Reimbursements that exceed documented organizational expenses or documented budgets.
- Scholarships, stipends, or bonuses unless expressly authorized by the Seminary in writing and administered through an approved institutional process.

Funds provided by the Budget Committee of the Student Senate are institutional funds and shall not be distributed, transferred, or converted into personal funds for any student. Student organization expenditures must not result in personal financial gain for any individual student. A student organization may not operate as a pass-through account for members to raise money, for any purpose (such as personal travel, tuition, living expenses, personal expenses of the like) for themselves, for other students, for any external organization or for any other student organization not designated as the authorized recipient of the funds approved by the Budget Committee. The Seminary may require the responsible student or organization to make repayment, and/or to reclassify, any improperly used or transferred funds.

All expenditures must be supported by appropriate documentation, approved in advance when required, and processed in accordance with existing Seminary procurement, reimbursement, and recordkeeping requirements.

Student organizations are encouraged to fully spend their allocated amount consistent with how they indicated they would use their funds in their budget requests during the spring semester (see Student Senate bylaws for the full process). Student organization funds will not roll over to the following academic year, or be available to the student organization for expenditure in any academic year other than the one(s) for which the funds were appropriated. Student organizations that overspend the available funding allotted to them in an academic year will forfeit the overspent amount from their budget in the following academic year, in addition to such additional sanction as the Seminary may deem warranted.

Organizational Expression

As student organizations are student-led, the opinions they express are not necessarily those of the Seminary or the student body.

Support for Student Organizations

Student organizations are entitled to seek:

- Financial support from the Seminary (Student Senate funding), and from other sources when available and deemed appropriate.
- Use of Seminary facilities for conducting regular business.
- Use of Seminary meeting rooms and facilities at no charge or at a reduced rate, when applicable.
- Use of Seminary electronic resources (e.g., all-student listserv, Student Digest, digital bulletin boards, utsnyc.edu website with prior approval).
- Participation in the annual Student Caucus Fair and other programs promoting participation hosted by the Seminary.
- Opportunities to advertise and promote the organization and its purposes on campus, and to advertise in Student Affairs-supported publications and other media.
- Publication of events on the Student Senate Events Calendar.

Participation Eligibility

To be eligible for membership in any student organization or to act as a representative of Union Theological Seminary in any public exercise, an individual must be an enrolled student of the University (excluding nondegree-seeking students). In accordance with the Committee on Standing policy, a student on academic or disciplinary probation may not hold a leadership position on the Student Senate, in Caucus leadership, and/or on governance committees such as Faculty and Board of Trustees committees. If a student's participation in co-curricular endeavors threatens academic performance, the Seminary may counsel the student about the scope of the activities. In addition, restrictions may be placed on a student's participation in Seminary co-curricular activities for the duration of an accountability sanction.

Event Planning

Student organizations may host events on campus beginning on the first through the last days of the fall and spring semesters as noted in the academic calendar. Student organizations may not host events on campus during the January intersession or Summer session without approval from the Office of Student Affairs.

Unofficial Student Group Rules

This section applies to student-led groups that are not formally recognized, sponsored, or funded by the Seminary. Unofficial groups may organize independently, but they do not represent the Seminary and are not entitled to institutional funding or administrative privileges. The Seminary requires groups to identify themselves as unofficial in all public-facing materials.

Facility and space use

Unofficial groups may request use of campus space only under the same neutral procedures available to other students and outside organizations. Approval of space use does not create recognition, sponsorship, or an ongoing relationship with the Seminary.

Fundraising and financial activity

Unofficial groups may not open accounts, collect dues, or solicit donations in the Seminary's name unless expressly authorized through a Seminary-approved process.

Enforcement

The Seminary reserves the right to review and restrict unofficial group activity when necessary to protect safety and/or property, or to promote compliance. Failure to adhere to Seminary policy or to the Code of Conduct may result in denial of access to campus resources, removal of materials, suspension of space reservations, referral to student conduct processes for corrective action, or other actions as permitted by applicable Seminary policies.

STUDENT ORGANIZATION FUNDRAISING POLICY

This policy governs fundraising by student organizations, unofficial student groups, and enrolled students at Union Theological Seminary. Its purpose is to support legitimate organizational activities while ensuring that all funds are used only for approved student organization purposes and are not redistributed to others for personal financial benefit or purposes inconsistent with Seminary policy or student organization purposes.

This policy applies to all student organizations, their officers, and members when they conduct fundraising, solicit donations, sell goods or services, or accept sponsorships on behalf of the student organization ("fundraising activities"). This policy applies whether fundraising activities occur on campus, online, or off campus.

Approval Required

All fundraising activities must be approved in advance by the Office of Student Affairs before any solicitation, sales activity, or donation request begins. Approval requests must include the organization name, purpose of the fundraiser, dates, location, expected revenue, fundraising method, and intended use of proceeds.

Permitted Use of Funds

Funds raised by student organizations through fundraising activities must be used only for the organization's approved mission, programs, events, travel, supplies, service projects, or other institutional purposes authorized in the approval request. Funds may not be used for personal enrichment, cash awards to individuals, distributions that function as compensation to students for their participation in the organization, or distributions to any third party group or individual outside the subject student organization engaged in the fundraising activity.

No Personal Financial Gain

Fundraising activities must not result in personal financial gain for any individual, external organization, or third party group or person outside the subject student organization engaged in the fundraising activity.

Funds raised by a student organization are institutional funds, subject to the direction and control of the Seminary, in the sole discretion of the Seminary. The Seminary may direct repayment or reclassification of improperly used funds.

Raffles and Games of Chance Hosted by Student Organizations

Under New York State law, advancing or promoting "gambling" is generally illegal. Penal Law § 225.05. A person "gambles" when they stake or risk "something of value" on the outcome of a "contest of chance" with the hope of receiving "something of value" if they win. Currently, organizations eligible for gaming activities under New York Law qualify as, or operate through, an eligible nonprofit "authorized organization." For purposes of the law, an authorized organization is generally a *bona fide* religious, charitable, educational, fraternal, or service organization, or a *bona fide* veterans, volunteer firefighter, or volunteer ambulance workers organization, that operates without profit to its members and has been serving one or more lawful purposes for at least one year. Student organizations are not bona fide charities entitled to the protections and benefits of this exception to the anti-gambling law in New York.

Student organizations, therefore, may not conduct or sponsor:

- Raffles
- Lotteries
- "Super Bowl" or "March Madness"-type pools
- 50/50 drawings
- Door prize drawings requiring payment for entry
- Bingo conducted for fundraising purposes
- Sweepstakes or similar games of chance

unless expressly approved by the Seminary and conducted in full compliance with New York State gaming laws and applicable licensing requirements.

Bingo

Bingo-type games are permissible if no gambling is allowed and only under the following conditions:

- No admission/entry/participant fee can be charged for the event
- No charge for Bingo boards
- Under no circumstances can a participant win a "pot" or any other form of prize money (or monetary equivalent) as a result of their participation in an event held on Union Theological Seminary property. No money or other thing of value can change hands based on the results of the activity, even if donated.
- There should be no advertising to the general public. Advertising must be limited to the Union Theological Seminary community only.

HEALTH AND WELLBEING

The Associate Dean of Students is responsible for promoting the well-being of students at Union, in collaboration with Student Life Assistants and the Director of Housing and Campus Services. These positions oversee the co-curricular and extracurricular student activities programming at the Seminary to maintain a positive environment for living and learning.

WORSHIP AND PASTORAL CARE

Spiritual life has nearly as many definitions as there are people expressing it. At Union and in New York City, there are countless opportunities to engage in a wide range of spiritual practices. James Chapel, located on Union's campus, is the setting for regular chapel worship during the academic term at 12:00 PM, Monday through Thursday, as well as special services at various times throughout the week. You may volunteer to participate or be invited; the Dean of Chapel works with students and faculty in planning these services. Participation in the Seminary Choir and the Gospel Choir provides opportunities for singing in chapel services and other special events. For more information, please contact our Dean of Chapel, Dean Dr. Sandra Montes Vela at smontes@uts.columbia.edu.

PASTORAL/SPIRITUAL CARE RESOURCES

Union's diversity, academic rigor, and fast-paced New York City location make the Seminary an especially challenging place for students, faculty, and staff alike. Resources are available to assist community members who require pastoral and spiritual care and counseling. For more information, please contact our Dean of Chapel, Dean Dr. Sandra Montes Vela at smontes@uts.columbia.edu.

RESIDENTIAL LIFE AND COMMUNITY ENGAGEMENT

Student Life Assistants (SLAs) are available to provide peer support and mediate conflicts as they arise in the residential community. SLAs also develop community programming for residential and non-residential students and serve as advocates and liaisons for residential and community issues.

Student Life Assistants for the 2026-27 Academic Year:
CK, they/them ck3254@utsnyc.edu
Mekale Kibreab, she/her mk5116@utsnyc.edu
Either SLA can be reached by phone at: 347-234-5178

COLUMBIA HEALTH

Columbia Health offers a broad range of on-campus and virtual services, including routine and urgent medical visits, short-term mental health counseling, sexual violence prevention and advocacy services, and prevention-oriented health programming.

- **Primary Medical Care Services** are available for a wide variety of concerns, including routine and urgent medical care, sexual and reproductive health, immunizations, and confidential HIV testing. You can see the full offerings at https://www.health.columbia.edu/.

  The offices are located at John Jay Hall, 519 W 114th Street, 4th floor. For appointments and 24/7 urgent care, call 212-854-7426.

- **Columbia University Counseling and Psychological Services (CPS)** supports the psychological and emotional well-being of students by providing counseling, consultation, and crisis intervention. CPS offers short-term individual counseling and

referrals for longer-term care. Union students are welcome to select a personal mental health clinician. Bios are available online. You can see a list of all services at https://www.health.columbia.edu/content/individual-counseling.

CPS is located in Lerner Hall, 2920 Broadway, 5th and 8th floors. For appointments and 24/7 urgent care, call 212-854-2878.

- **Alice! Health Promotion Services** is a health education website supported by a team of Columbia Health research specialists, health care providers, writers, and other professionals offering up-to-date information on a wide variety of priority health issues. https://www.health.columbia.edu/columbia-health-alice-health-promotion

- **Gay Health Advocay Project** are advocates are student volunteers trained to address a broad range of issues pertaining to sexual and emotional health. Advocates provide information about the prevention and treatment of HIV and other sexually transmitted infections (STIs), as well as the psychological factors connected to these issues.https://undergrad.admissions.columbia.edu/studentgroup/gay-health-advocacy-project

- **Dodge Fitness Center** has memberships available to purchase for students, faculty, and staff of Union, located at 3030 Broadway, which are available by the semester or by the year. Membership in the Dodge Fitness Center also allows Union students to join Columbia Club Sports teams. For membership fees and detailed information on the Center, call (212) 854-2546 or visit the website: https://perec.columbia.edu/**.**

- **Health-Related Emergencies: 24/7**
  - **Columbia University Emergency Medical Services (CU-EMS)** is a New York State-certified, Basic Life Support (BLS) volunteer ambulance corps that provides pre-hospital emergency medical care, free of charge, to Columbia University's Morningside Heights Campus, surrounding University-owned buildings, and the surrounding area 24 hours a day, 7 days a week, 365 days a year at (212) 854-5555.

  - **Mount Sinai Morningside Hospital** at 113th Street and Amsterdam is the nearest emergency room to Union's campus and is open 24 hours a day. Ambulance service to St. Luke's Hospital Emergency Room is available by dialing 911.

24-HOUR HOTLINES AND REFERRAL SERVICES

Sexual Violence Response (SVR) (212) 854-HELP (4357): provides trauma-informed, confidential support through crisis counseling/intervention, advocacy, prevention, and outreach focused on interpersonal violence and harassment.

New York State Office of Mental Health 24/7 Crisis text line: Got5 to 741741

New York State Office of Addiction Services 24/7 HOTLINE: 1-877-8-HOPENY. Text: 467369 provides anonymous, confidential information and referrals.

New York State AIDS Hotline (800) 541-2437: Recorded messages available on transmission, prevention, diagnosis, treatment of HIV/AIDS, and general information on STDs. Referrals are given for HIV Testing and other related services.

New York State HIV Counseling Hotline (800) 872-2777: Counselors are available to answer questions about HIV/AIDS/STDs and provide referrals for related services.

National Eating Disorders Association Information and Referral Helpline (800) 931-2237: Support services, help, and guidance for individuals struggling with disordered eating.

Gay and Lesbian National Hotline (888) 843-4564: Hours: Monday - Friday: 4 PM – 12 AM; Saturday 12 PM – 5 PM. Provides peer counseling, information, and referrals.

CONNECT's Legal Help Line (212) 683-0605: Founded in 1993, CONNECT is dedicated to the prevention and elimination of interpersonal violence in New York City.

New York State Adult Domestic Violence Hotline (800) 942-6906

NY Women's Foundation Violence Prevention Program English/Spanish HOTLINE: (800) 664-5880

NYC Youth Connect Youthline (800) 246-4646: Confidential and anonymous crisis intervention and resource hotline.

Rape, Abuse, and Incest National Network (RAINN) (800) 656-HOPE: Connects callers directly to the rape crisis center nearest them.

National Suicide Prevention Hotline 988

The Samaritans (212) 673-3000: A confidential, non-religious crisis hotline, providing support to those individuals and groups who are in crisis, have lost someone to suicide, and/or are feeling suicidal.

Cocaine Anonymous: www.ca.org
Narcotics Anonymous: www.nycna.org (NY Area)
Alcoholics Anonymous: www.aa.org
Marijuana Anonymous: www.marijuana-anonymous.org

HEALTH INSURANCE AND COLUMBIA HEALTH SERVICES FEE

All Union students are required to have adequate health insurance. You may elect to purchase Columbia Health Insurance through the Columbia Student Medical Insurance Plan, which is administered by Aetna Student Health. This coverage is also available to dependents at an additional cost. Alternatively, if you are carrying other health insurance and do not wish to enroll in Columbia's plan, you must provide proof of comparable coverage to Union.

All a. full-time students, b. students living in Seminary housing, and c. students who are enrolled in Columbia Health Insurance (whether full-time or not) are required to pay Columbia University's Health Services Fee, which is automatically charged to your student bill each semester. **Students in at least one of the three statuses listed above cannot waive this fee.** The fee is used to cover expenses for basic medical services, health education, counseling, and wellness programs offered by Columbia University Health Services, which you have full access to as a Union student.

More information about the Health Services Fee and the Columbia Health Insurance Plan, including details about your benefits package, is at: https://utsnyc.edu/life/student-affairs/health/insurance/. Please note that the information posted here is the most up-to-date available.

Health Insurance Plan fees cover the school calendar year; **summer insurance** is included with the spring coverage.

The following considerations should be taken into account concerning student health insurance:

- Students should keep a written record with copies of all bills received and all claim forms submitted, and record dates and procedures followed (visit to the Health Service, hospital, etc.).
- Remember that the insurance may not cover the total cost of treatment, so students should prepare to pay the difference or work out a plan with the service provider. This will avoid the need to involve a collection agency. It is recommended not to let more than a couple of weeks go by before attending to the details above. The Office of Student Affairs (AD106) sends lists of students who have paid their Health Service and insurance fees to Columbia Health Services and Aetna Student Health.
- Questions concerning health coverage should be directed to the Office of Student Affairs for verification.
- Columbia Health Services is open throughout the summer to provide Primary Care Medical Services and Special Services for Women.
- Health services and insurance are essential. Please do not neglect your responsibility for seeing that you (and your family) are covered.

How to Use the Columbia Plan

For primary medical and mental health care, your care starts with Columbia Health Medical Services and Counseling and Psychological Services (CPS). Referrals are mandatory for most off-campus series, not including urgent care or emergency care. If you need to see a specialist or access long-term mental health care, your clinician at Columbia Health will provide you with a referral. If you receive care without a referral, you may be subject to higher fees. **Please do not see a physician without a referral while on the Columbia Plan.**

STUDENT SUPPORT AND ACCESSIBILITY SERVICES

Union admits students regardless of race, color, sex, sexual orientation, religious affiliation, national or ethnic origin, gender identity, expression, or disability to all the rights, privileges, and programs generally accorded or made available to students at the seminary. Union does not discriminate based on any of these in the administration of its educational and admission policies, scholarship and loan programs, or other programs administered by the seminary.

Students with disabilities are afforded full participation in the seminary's programs and activities. In response to a request from a qualified student with a documented disability, the seminary will provide health- and disability-related services, including reasonable academic accommodations, to ensure that students with disabilities have an equal opportunity to attain the same quality of education as students without disabilities.

Student Support and Accessibility Services coordinates services for students with permanent and temporary disabilities, such as but not limited to cognitive learning disabilities/ADD/ADHD; dyslexia; mobility, visual, and hearing impairments; chronic medical conditions; psychiatric disabilities; and substance abuse/recovery, with the goal of addressing the individual disability needs of students while upholding the academic integrity and standards of Union.

The seminary must provide reasonable accommodations to students with disabilities necessary to ensure they are not denied the benefits of, or excluded from participation in, their degree program.

The individual responsible for implementing these responsibilities is Sonali Prabhakar, Associate Director for Accessibility Services, in consultation with Abigail Asgaralli, Associate Dean for Student Affairs.

Mission
The mission of the Student Support and Accessibility Services office at Union is to design, create, and maintain a usable, inclusive, and equitable campus for all our students with permanent and temporary disabilities, ensuring equal access to participate in all aspects of campus life.

Guiding principles

- We embrace the social model of disability, which recognizes disability as one aspect of identity and acknowledges that it’s the environment that creates barriers, not the disability
- We commit to an interactive process that is not burdensome for our students
- As we make determinations about accommodations, we acknowledge and prioritize the impact of intersectionality on our students with disabilities
- We strive to adopt a Universal Design philosophy in all aspects of campus life
- We respect students’ preference in disability identity - whether it is person-first or disability-first language
- We commit to being learners and look to enhance our understanding of the disability experience
- We view our relationship with students as a partnership where we collaborate on how to ensure accessibility through reasonable accommodations.

Accommodation Process

Requesting accommodations is an interactive process that students and the Accessibility Services team will engage in. This process begins only when the student self-discloses their disability.

New students:

1. Complete the intake form: If you are a student with a disability, you must self-identify to Accessibility Services as a student with a disability by completing the Intake Form. Self-identifying as a student with a disability will allow an Accessibility Services team member to schedule a meeting to hear the student's experience with disability. The Disability Services Intake and Disability Release Form is accessible here:

   https://utsnyc.formstack.com/forms/disability_certification_instruction

Students with disabilities who wish to request reasonable accommodations must submit the above form promptly to allow time to complete the review process and discuss accommodations before the student begins the class or program for which the accommodation is requested. If you have documentation from your medical provider, you may attach it to this form.

Note: We recognize that not every student is actively under the care of a medical provider. We encourage you to meet with our office regardless, and we are committed to finding ways to support you.

2. Make an appointment to meet with the Accessibility Services by emailing sprabhakar@uts.columbia.edu to discuss your unique barriers to access and to determine what accommodations could help eliminate these barriers. We may ask your medical provider to complete a form to help us determine appropriate accommodations.

   a. Within fourteen (14) calendar days of receipt of documentation and a meeting with you to discuss your individual accommodations, the Assistant Director for Accessibility Services confirms appropriate and reasonable accommodations.

   b. The Assistant Director for Accessibility Services outlines the approved accommodations in writing in an Accommodations Letter and provides a copy of this letter to you via email. One letter is crafted for the duration of the student's degree.

   c. Once you approve the Letter of Accommodations, complete the form below, which will grant permission for us to share your accommodation letter with specific faculty members. Upon submission of this form, you should begin to receive the accommodations outlined in your Letter of Accommodations.

https://utsnyc.formstack.com/forms/request_for_accommodations

**Accommodations are not retroactive – they become active on the date approved by the Assistant Director, Accessibility Services, in a written letter, following the receipt of documentation and meeting as noted above.*

Returning Students

If you have received accommodations before, use this link to request that your accommodation letter be sent to faculty each semester. Please remember to put in this request to ensure continuity of accommodations each semester.
https://utsnyc.formstack.com/forms/request_for_accommodations

Documentation Guidelines

At Union, the students' lived experience with disability and their self-reports are given the utmost consideration in decision-making. Frequently, the student's narrative is supplemented by documentation that can assist in determining what reasonable accommodations should be considered.

What is considered documentation?

Documentation may consist of existing medical records or assessments created by an appropriate professional (e.g., a medical doctor, psychiatrist, psychologist, or social worker). It could be documentation from past educational records or a letter of accommodations from previously attended institutions. If a student is under the care of a provider, the Disability Certification Form may also need to be completed by the provider before services are determined.

If it is determined that additional documentation is needed and if a student is not yet under the care of a provider, provisional accommodations can be secured in the interim. To obtain provisional accommodations, please set up a meeting with the Assistant Director for Accessibility Services. Provisional accommodations can be granted with medical documentation follow-up expected within 45 days of the request.

Extended Time Accommodations

The purpose of the assignment extension accommodation is to provide reasonable flexibility for a student with a disabling health condition that may cause episodic or acute symptoms that interfere with the ability to meet a class assignment's due date. With the benefit of advance notifications of paper or assignment due dates in the syllabus, students are expected to schedule their time, considering the possibility that they may experience challenges as a consequence of their disability or chronic medical condition, and with the awareness that work for other classes may be due.

This accommodation is not designed to comprehensively address and fully support a student who regularly misses deadlines or is unable to meet multiple course deadlines. A student experiencing these challenges should meet with either the Assistant Director of Accessibility Services or the Associate Dean for Student Affairs to explore alternative strategies and options, such as academic coaching, a reduced course load, or other skill development**.**

Assignment Extension Request Process

1. If an extension is needed beyond a posted due date, students may initiate the accommodation request by first contacting their instructor via email. Students are expected to request an extension as soon as possible before the assignment is due. However, the nature of disability symptoms may make this impossible, in which case, the request should be made as soon as the student is reasonably able.
2. Once an extension request is received, the instructor is encouraged to contact the Associate Dean for Student Affairs if there are questions regarding the reasonableness of an extension for the assignment in question. For example,

questions may pertain to the length of the requested extension, or to whether they believe that an assignment extension would fundamentally alter the nature of their course or significantly compromise its integrity. While an instructor may approve a student's extension request directly, a denial of such a request should not occur without first consulting the Assistant Director for Accessibility Services. Typical extensions are within 24-48 hours of the due date, but may be reasonably up to seven (7) calendar days, depending on health circumstances.

3. This accommodation is approved on an individualized, assignment-by-assignment basis and is not a blanket approval of extensions for all work in a semester.
4. Instructors are not permitted to not ask for specific disability information from students or the Associate Dean for Student Affairs. Documentation from a medical provider regarding episodic symptoms should be sent to the Assistant Director for Accessibility Services or the Associate Dean for Student Affairs, not to individual faculty members, regarding disability information.
5. Agreed upon assignment extension due dates must be addressed in writing and include the Assistant Director for Accessibility Services.

Extensions of Coursework

Faculty have the discretion to set due dates for assignments up until the designated last date to submit coursework for each term, as published in the academic calendar. Faculty may then grant extensions between that date and the published last day of the term without notifying the Academic Office. This provides built-in extended time by universal design for all students.

If a student experiences an acute medical or personal crisis that requires an extension beyond the last day of the term, they must submit a request through the Academic Office for approval by their professor. Documentation may be required to support the request. That form is available online: https://utsnyc.formstack.com/forms/extension_request The form must be submitted by noon on the published last day of the term. After the form is submitted, it is sent to the instructor for approval. The student will receive an email notification when the professor approves or denies the request. If the professor denies the extension, the student must submit any outstanding coursework by midnight on the last day of the term.

Ordinarily, extensions beyond the last day of the term are between one and seven calendar days. The latest possible date for an approved extension is published on the Academic Calendar and linked in the extension request form for each term. After that date, any missing work will be assigned a 0, and the final grade will be calculated accordingly. Graduating students in their final semester of coursework are not eligible for extensions beyond the last day of the semester.

Confidentiality

The Family Educational Rights Privacy Act (FERPA) regulates disclosure of disability documentation and records maintained by the Office of Student Life, which is not a part of the student's permanent academic record. Under this Federal law, the student's prior written consent is required before the Office of Student Affairs may release disability documentation or records.

FERPA provides numerous exceptions to the general requirement to obtain student consent before releasing personally identifiable information from educational records. One of the exceptions authorizes the Office of Student Affairs to release information to any school official who has a "legitimate educational interest." Another exception is for health and safety emergencies.

Professors or other Seminary officials may request information about the impact of a student's disability on her/his ability to learn. The Office of Student Affairs will share information with other Seminary officials only when appropriate and will carefully balance a student's request for confidentiality with the need for additional, relevant information about the student. The Office of Student Life seeks to preserve the student's wish to keep her/his disability information and status confidential. The Office of Student Affairs is extremely sensitive to this issue.

Under FERPA, students are also allowed to inspect and review their files maintained by the Office of Student Affairs. Students have the right to challenge any information in the files that is incorrect, misleading, or inaccurate and to request an amendment to such misinformation.

Fundamental Alteration

The institution is not obligated to provide accommodations that would result in a fundamental alteration of any of Union's degree programs. Every request is considered on a case-by-case basis. Before making a decision about whether or not a requested accommodation is a fundamental alteration, campus partners that may include the Associate Dean for Student Affairs, Assistant Director of Accessibility Services, faculty for the course, and the Dean of Academic Affairs, along with other knowledgeable administrators, will engage in the determination process. If it is determined to be a fundamental alteration, Union will promptly identify an effective alternate accommodation for the student that would not fundamentally alter the program.

The seminary is not obligated to provide accommodations that would result in an undue financial or administrative burden on Union Theological Seminary. If the Associate Dean for Student Affairs decides that a requested accommodation might impose such a burden, they discuss the issue with the Dean/Vice President for Academic Affairs and other relevant campus partners, who take into account the overall available financial resources. The Committee makes the final decision, in accordance with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the Committee determines that the requested accommodation would be an undue burden, the Associate Dean for Student Affairs promptly searches for an effective alternative accommodation and offers it to the student.

Appeals process

Appeal for Academic Accommodations

If a student's request for reasonable academic accommodations has been denied, a student may appeal the decision of the Dean of Students by petitioning the Academic Dean in writing within 15 days of being informed of the Dean of Students' decision. The petition should include the original request, information about the accommodation offered by the Office of Student Affairs, if any, and the reason(s) that the student feels the accommodation offered does not adequately meet the student's disability needs. The appeal will be reviewed by the Dean's Advisory Committee which will render a decision within 10 days of the date of appeal. The Committee's decision is not subject to appeal.

Appeal for non-academic accommodations

If a student believes the Seminary is in violation of Section 504 and ADA regulations, a student may appeal. If a student wishes to file a complaint, the student should contact the Dean of Students. The appeal will be reviewed by the Dean's Advisory Committee tasked with conduct the investigation of the complaint. All complaints will be investigated promptly.

The Seminary prohibits retaliation against any student who exercises their rights under the statutes, or because they have filed a complaint or taken part in the complaint resolution process.

For more information about services to students with disabilities, or to file a complaint about disability access, please contact the Assistant Director for Accessibility Services or the Assistant Dean of Students.

ONLINE COURSE ATTENDANCE EXPECTATIONS

Students are expected to give their full attention to class when attending remotely, with their cameras on for the duration. They must attend from a suitable, quiet location without other people in the immediate vicinity (for the sake of class confidentiality). Students should not attend class while operating a motor vehicle or on public transportation. If a student is observed driving during class, the instructor may remove the student from the class and treat that session as an unexcused absence.

ALTERNATIVE ATTENDANCE GUIDELINES FOR IN-PERSON CLASSES

All students are expected to attend classes in person unless they are registered for an online course. There is no long-term approval process for remote requests for classes that are coded as "in person." These guidelines refer to alternative means of attendance only when a student is temporarily unable to attend class in person due to illness or a family emergency.

Temporary Arrangements for Alternative Attendance for In-Person Class

1) Such arrangements must be due to illness or a family emergency.
2) Alternative attendance should not exceed three class sessions, and faculty should report individual student absences of more than two class sessions to the Assistant Dean of Student Affairs.
3) Students who must be absent for longer than three class sessions due to medical reasons must provide appropriate medical documentation to Sonali Prabhakar.
    a. Based on medical documentation, a referral may be made to disability services, which would then initiate the accommodation process outlined below.
4) Faculty are **not required** to accommodate requests for alternative arrangements, including Zoom attendance.
5) It is the student's responsibility to initiate a conversation with the professor about an appropriate alternative to in-person attendance, with as much advance notice as possible. Examples of alternative arrangements include:
    a) have a classmate take notes
    b) attend the class virtually via Zoom (see bullet points below) only during this time period
    c) meet with a classmate after the class session for a particular assignment
    d) create an assignment that a student could complete on their own to make up missed class or content

If the instructor permits Zoom attendance:

- the Zoom link is provided only to the student with the approved alternative attendance
- the student is expected to give their full attention to class, located in a suitable quiet location without other people in the immediate vicinity (for the sake of class confidentiality). Students should not attend class while driving a car or on public transportation.
- IT staff is not able to create ad hoc/last-minute Zoom setups in spaces where a setup does not already exist, and should not be asked to do so. Relocation to another classroom for a particular session may be possible but is not guaranteed (at the instructor's discretion). Classroom change requests must be made with at least 48 hours' notice to the Director of Housing and Campus Services and the Registrar.

Please note that, generally, remote attendance for an in-person class is not a disability-related accommodation, as it may not provide equal access in the classroom. Students experiencing disability-related barriers they believe are preventing them from attending class in person and engaging in a meaningful learning experience should contact Sonali Prabhakar (sprabhakar@uts.columbia.edu).

1) Determinations regarding remote participation as an accommodation are made on a case-by-case basis and must meet the standards of a "reasonable accommodation," based on the essential elements of the course and student needs.
2) Accommodations for zooming into in-person classes must be considered one course at a time and are not assumed to transfer automatically from one course or semester to another.
3) The Zoom link is provided only to the student with the accommodation.
4) IT staff are not able to create an ad hoc / last-minute Zoom setup in spaces where a setup does not already exist. Relocation to another classroom for a particular session may be possible but is not guaranteed (at the instructor's discretion). Classroom change requests must be made with at least 48 hours' notice to the Director of Housing & Campus Services and the Registrar.

Occasionally, a faculty member may choose to host an in-person class remotely, or the Seminary may decide to shift an in-person class to remote due to weather emergencies. In either case, the faculty member will contact the class to provide a Zoom link for remote access.

POLICY ON AUDIO RECORDING FOR STUDENTS

Under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, higher education institutions must ensure equal access to their programs, courses, and activities. This may require the provision of supplementary aids, such as an audio recording, to allow an equal chance to access class content. In cases where it is reasonable and addresses a barrier to access, the Office of Student Affairs will grant an audio recording to accommodate a student with a documented qualifying disability. For students who have been granted permission to make an audio recording of their class due to their disability, the following conditions apply:

1. Students are granted permission to audio record class lectures and sessions, as an accommodation for their educational use only.
2. These recordings may not be used for any purpose other than to prepare for class sessions, examinations, and class-related activities at Union Theological Seminary.

3. Upon completion of the course (or when students no longer require the recordings for educational purposes at Union Theological Seminary), they shall permanently delete all recorded content. In the event that they reasonably believe they must retain the recordings for educational purposes, for a period after the completion of the course, they will notify in writing Union's Office of Student Affairs that they have done so.
4. Students understand that faculty are not required to record lectures on their behalf. Some classes may be recorded as a matter of practice, but this is done at the faculty member's discretion.
5. Students understand that faculty will not disclose their identity as a person recording the classroom discussions.
6. Students will refrain from distributing the recordings to anyone, uploading them to file-sharing platforms, posting them online, or sharing them through any means without explicit consent from the faculty member(s) conducting the class. Students agree that the recording will be protected from accidental disclosure.
7. If sensitive information is being or will be discussed during any class session or portion thereof, and as a result, the faculty member asks ALL students to refrain from taking notes temporarily (i.e., requiring them to put away their writing devices, in a so-called "pencils down" session), use of any recording device also must and will be discontinued. In such circumstances, the faculty member is to make clear that discussions and information conveyed during a "pencils down" session will not be part of the graded coursework or used in any course-related evaluation.
8. Breaching this agreement, particularly with respect to any unauthorized dissemination of class discussions or failure to comply with the rules above, may lead to disciplinary action by the Seminary in accordance with the Student Handbook.

SERVICE ANIMALS AND ASSISTANCE ANIMALS POLICY

The Seminary recognizes that service and assistance animals can be an essential part of student well-being.

- **Service Animals** may travel freely with their Owner throughout Union housing (and all other areas of campus**).**
- **Assistance Animals (sometimes called Emotional Support Animals)** must be contained within the Owner's privately assigned residential area (room, suite, apartment) at all times, *except when transported outside the private residential area in an animal carrier or controlled by leash or harness.*
- The Owner is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by Union consistent with the reasonable capacity of the Owner.

Here's a helpful refresher on the difference between an Assistance Animal and a Service Animal:

Service Animal

- A dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. All other types of animals do not qualify as Service Animals.
- The work or task a Service Animal has been trained to provide must be directly related to the person's disability.

- Dogs whose sole function is to provide comfort or emotional support are not Service Animals, but may qualify as Assistance Animals (refer to section below for further information).
    - Service Animals may not be identifiable as such, as they are not required to wear a vest or tag identifying them as service animals.

Assistance Animal

- Animals that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability.
- Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times.
- Assistance Animals, once approved, are permitted in the Hastings Residence Hall.
- Assistance Animals are not permitted in other areas of the campus (e.g., the Quad, the Pit, libraries, academic buildings, classrooms, etc.).

Handler

- A student or employee with a disability who uses a Service Animal or Assistance Animal to perform disability-related work or tasks; or, a student or employee being trained in the use of a Service Animal.

Responsibilities of the Handler with Service Animals

- The handler must be in full control of the animal at all times.
- The handler must provide adequate care and supervision of the animal at the handler's expense. This includes training, cleanup, waste disposal, and proper hygiene. While the quad is accessible to service animals, it cannot be used for animal defecation or urination.
- The handler must also provide for the health of the animal, such as vaccination, annual check-ups, and compliance with any licensing requirements. The animal may not be bathed, nor may its cage, crate, or bedding be cleaned, within student housing facilities.
- The handler must ensure that the animal does not cause undue interference or disruption to other residents in housing, in classrooms, and at events on campus.
- The handler will be liable for any harm caused by the animal, including bodily injury or property damage. This responsibility includes, but is not limited to, any expenses incurred for pest control, maintenance, or cleaning that exceed standard costs. Any such costs will be due at the time of repair and/or move-out, and the University must have the right to bill the student account for any unmet obligations.
- The handler must notify Accessibility Services, as applicable, in writing if the animal is no longer needed or is no longer residing on Union property.
- The handler must permit scheduled inspection of the handler's room for fleas, ticks, or other pests as needed, and will be billed for any necessary pest treatment above and beyond standard pest management.
- The handler must take the animal when leaving campus for a prolonged period of time and may not leave the animal in the care of any other resident overnight.
- The handler must abide by all other applicable residential policies.

Responsibilities of the Union Community

All members of the Union Community, including faculty, staff, and students, shall abide by the following:

- Service Animals must be allowed to accompany their handlers at all times and in all places on campus, except where specifically prohibited (parts of campus not accessible to students, including custodial closets, boiler rooms, areas where heavy machinery is being operated, and other areas as required by state or local law)
- Union community members should not touch, pet, feed, or otherwise distract a Service Animal without the handler's permission, and they should avoid any action that might startle a service animal.
    - *Note: Service Animals may not be identifiable as such, as they are not required to wear a vest or tag identifying them as service animals*
- Community Members should not attempt to separate a handler from the handler's Service Animal.
- The nature of a person's disability is private, and Union community members should not inquire as to the details of a handler's disability or their reason for using a Service Animal or Emotional Support Animal.
- Community Members should contact Student Accessibility Services if they have any questions or concerns relating to any Service Animal or Emotional Support Animal.

POLICIES ON OFFENSES

POLICY ON ALCOHOL AND DRUGS

Union Theological Seminary (Union) is committed to creating and maintaining a community free of alcohol and drug abuse, in compliance with federal, state, and city laws that promote the health and well-being of students, faculty, staff, and visitors and friends of Union.

Alcohol and Drug Abuse Prevention & Safety Policy
Union's academic, social, and theological milieu supports individual freedom with the expectation that members of Union will support and promote a healthy and safe environment for everyone in its community. Union complies with New York State law and other applicable regulations governing alcoholic beverages for those on the Seminary's premises or participating in its activities. Union strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol and drug abuse.

To that end, Union expects those who wish to include alcohol in their activities to do so responsibly, lawfully, and mindfully, with consideration for the needs of the larger community. The choice to drink responsibly lies with the individual and can and should not be forced for any reason. Responsible drinking includes making sound judgments regarding whether, when, and how much to drink; this includes 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, or personal activities, and health. Without limiting or modifying the restrictions and behavioral norms set forth above, all members of the Union community (students, faculty, and staff), as well as visitors to the campus or contractors working on the campus, also must avoid, in particular, taking any act or engaging in any omission which threatens the physical or emotional well-being of another person, or which involves the forced consumption of alcoholic beverages or drugs as part of an initiation into, activity at, or affiliation with any group or organization. The bylaws of all organizations operating at the Seminary also shall be deemed to have included this prohibition as an operating principle of the organization. Violations of this prohibition shall subject all violators, including those who condone, encourage, or permit such violations, to disciplinary action up to and including expulsion or dismissal from employment, as the situation may warrant. In the case of organizations whose members are engaged in such violations, the Seminary's recognition of and support for these organizations may be revoked, and their ability to exist at Union may be rescinded or abolished. In the case of violations by visitors to campus or contractors on campus, such violations may result in the ejection from campus grounds, or a directive to refuse all future access to campus, and in the case of contractors, such violations may also be deemed to be a material breach of existing agreements with the Seminary.

Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management requires serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the Seminary's alcohol policy and applicable laws, and manage their event accordingly. Event organizers are expected to keep participants' safety and well-being at the forefront of all planning and management considerations. Staff members who advise students

on the planning of any event on Union's campus are expected to assist event organizers in making responsible decisions regarding events and facilitate the enforcement of the Seminary's alcohol policy.

Students and Caucuses may not plan events promoting or encouraging the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Event organizers should remember that many events at Union take place without alcohol, and that many in the community choose not to drink for various reasons. Students and Caucuses choosing to plan events are expected to maintain a reasonable balance in programming events with and without the provision of alcoholic beverages, and to abide by the Student Senate Pub policies and event-planning guidelines.

Consumption of alcohol is allowed in residential common areas. At events in residential spaces where alcohol will be consumed, reasonable advance notice will be given to all residents on the floor. While the individual student or host has primary responsibility for complying with this policy, members of the Student Affairs team may address violations involving consumption or possession in their respective buildings and refer the student to the Office of Student Affairs.

The commercial sale of alcoholic beverages by any campus organization or individual is strictly prohibited.

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

Union students, students taking courses at Union from other institutions, and students employed by Union who violate the seminary's policies concerning illicit drugs will face discipline up to and including expulsion or termination of employment, and may also be required to complete an appropriate rehabilitation program. Students may also be subject to sanctions under federal and state law.

Alcohol-Related Health Risks

The National Council on Alcoholism and Drug Dependence cites that alcohol consumption may impact the liver and/or cause gastritis, anemia, neurological disorders, impairments in cognition, and changes in mood or behavior. Alcohol consumption also presents serious health risks to pregnant women.

Additionally, alcohol abuse, including excessive or "binge" drinking, can seriously affect academic and work performance while leading to behaviors that are destructive, violent, or asocial. In particular, recent studies have revealed a strong relationship between alcohol consumption and instances of sexual misconduct/inappropriateness.

Mindful of these risks, Union's Office of Student Life is the referral base for counseling, treatment, and educational programs that can identify and help those who abuse alcohol and drugs through Columbia University's Health Services, including Columbia's Counseling and Psychological Services Center.

Alcohol Requirements Under New York State Law

New York State law provides that:

- Alcoholic beverages shall not be provided under any circumstances by any licensed server to any person under the age of 21 or to anyone who is disorderly, visibly intoxicated, or known to be habitually drunk.
- No person under 21 years of age may misrepresent her/his age for the purpose of obtaining alcoholic beverages, nor may a person assist another in such a misrepresentation.
- Proof of age must include presentation of a valid American or Canadian driver's license or non-driver identification card, a valid passport, or a valid identification card issued by the United States Armed Forces. No person under 21 years of age shall provide false or written evidence of age for the purpose of attempting to purchase alcoholic beverages.
- No person under the age of 21 may possess any alcoholic beverage with the intent to consume it.
- Actions or situations that involve forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization are prohibited.
- Alcoholic beverages may not be served in exchange for money (sale of drinks, admission charged, donations solicited, etc.) without the appropriate license or permit.
- Events involving the exchange of money for alcoholic beverage service require a Temporary Beer and Wine Permit issued by the New York State Alcoholic Beverage Control Board. Hard liquor is not permitted at these events. This includes free events offered by an organization that charges a membership fee.
- Appropriate posted warnings about the effects of alcohol during pregnancy must appear at all events where alcohol is served.

Under New York State civil law, the provider of alcohol may be liable for any damages or injuries caused to any third party by an intoxicated person whose intoxication was caused by an unlawful provision of alcohol to the intoxicated person (generally, the provision of alcohol to a minor, or the sale of alcohol to an intoxicated or apparently intoxicated person).

Any member of the seminary community who violates this alcohol or drug policy will be subject to discipline, which may require the offending party to receive a psychological or medical assessment, and/or counseling and appropriate treatment. Disciplinary action may result in suspension, expulsion, or loss of campus housing. Non-adherence to the policy also may result in legal/criminal penalties and fines. Seminary employees and students employed by Union should note that they may not report to work or be at work while under the influence of alcohol or drugs; in the event an employee at the Seminary reports to work or is working while under the influence of alcohol or drugs, discipline up to and including termination of employment may be imposed.

Additional Seminary Alcohol Guidelines

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

- Alcohol may be responsibly consumed outdoors on Seminary property; those drinking alcohol on Seminary property are subject to New York’s Open Container Laws.
- The theme of all events where alcohol is served must be primarily social, cultural, or educational. This includes the Pub, a student organization that invites members of the

Union community and their friends/family to gather for social and recreational purposes. The Pub is not a bar, nor is it open to the city.

- Ample quantities of food and appealing nonalcoholic beverages must be continuously provided and visibly displayed during the event.
- Drinking games and contests or other activities whose purpose is to encourage the excessive consumption of alcohol are prohibited.
- Forced or compelled consumption of alcohol for the purpose of obtaining or continuing membership with any group, club, or other organization, whether formally recognized by the Seminary or not, is strictly prohibited.
- Only one drink at a time may be dispensed to each person.
- Kegs or other bulk containers of alcoholic beverages are permitted only in connection with registered and approved events. All such containers must be closed or untapped at the conclusion of the event and removed from the premises as soon as is practicable. The possession, use, or storage of such containers is otherwise prohibited.
- Those who serve alcohol and those who check proof of age for any event (i.e., Pub-tenders) may not consume alcohol during that event. Prior to the event, the sponsoring student Caucus/group must designate an additional non-drinking individual to be present during the event to assist with its management.
- Those who serve alcohol at any Seminary event must be at least 21 years of age.
- Individuals under 21 are allowed at events where alcohol is consumed pursuant to NY State Regulations; however, the consumption of alcoholic beverages by any person under 21 years of age is strictly prohibited, and any persons furnishing, supplying, or facilitating consumption of alcohol by underage persons will be subject to discipline, up to and including expulsion and/or termination of employment, whichever is appropriate.
- Application for approval of events where alcohol is served must be made by an appropriately authorized administrator (i.e., a dean, director of housing/campus services, etc.)
- All student events where alcohol is served require approval by the Office of Student Life. The Associate Dean for Student Affairs must meet with the organizer(s) of the event prior to approving same and discuss in detail the applicable provisions of this policy, including: pub-tending, health issues related to alcohol consumption, availability of food and alternative nonalcoholic beverages, event management, and any additional requirements relative to the location of the event or the policies and procedures of the recognizing office. Signature of approval will constitute an assertion of compliance with this provision.
- Current Seminary policy prohibits the exchange of money for alcoholic beverages, and any arrangements intended to defray the cost of an event on campus must be reviewed and approved in advance by the Associate Dean for Student Affairs.
- The commercial sale of alcoholic beverages by any campus organization is strictly prohibited.
- The following types of student events where alcohol is served must be registered with the Office of Student Life at least four weeks prior to the event:
    - events that occur outdoors on Seminary property;
    - events that are open to the Seminary community;
    - events that are funded with Seminary funds, or use Seminary resources;
    - events where attendance is expected to exceed 50 invited guests;
    - events where money changes hands.

- Consumption of alcohol is allowed in residential common areas (Hastings 7th Floor Lounges & Kitchens). At events in residential spaces where alcohol will be consumed, the following additional guidelines apply:
    - Reasonable advanced notice will be given to all residents on the floor.
    - While the individual student or host has primary responsibility for abiding by this policy, members of the Student Life team may address individual consumption or possession violations in their respective buildings, referring students to the Office of Student Life.

Bring Your Own Beer or Wine (BYOB/W) Guidelines

Where there is an event with no money changing hands, an organizer may extend a BYOB/W invitation to attendees. The following guidelines are to ensure a responsible, healthy, and safe BYOB/W event or gathering:

- No one under the legal drinking age of 21 should consume or bring alcohol into the event.
- No one individual shall be allowed by the student Caucus/group to bring more than six 12-ounce beers or one 750ml bottle of wine into the event.
- No hard liquor.

Each attendee must check in their beer or wine with the designated event organizer and his/her designee. In turn, the Pub-tender will store the beverage in the distribution area. The attendee will be issued a beverage card with his/her name, the type of alcohol, and the amount of beverage checked in. When the attendee wants their beverage, they will present the card to the Pub-tender to receive it. The Pub-tender will punch a card every time a drink is issued to the attendee. At the Pub-tender's discretion, per New York State Law, persons appearing visibly intoxicated will be served no further alcohol at the event. Any remaining beverage will be returned when the attendee leaves the event. The attendee may not leave the event with an open container of alcohol.

Drug Policy

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

Union students and students taking courses at Union from other institutions, as well as those employed by Union, who violate the seminary’s policies concerning illicit drugs will face discipline up to and including expulsion or termination of employment, and may also include the requirement of completing an appropriate rehabilitation program. Moreover, all students and employees of Union should be aware that, in addition to seminary sanctions, they may be subject to criminal prosecution under federal and state laws that specify severe penalties, including fines and imprisonment, for drug-related criminal offenses. The seriousness of these crimes and the penalties imposed upon conviction usually depend on the specific drug and the amount involved.

New York State also provides sanctions for unlawful possession or distribution of illicit drugs. Where appropriate or necessary, the seminary will cooperate fully with law enforcement agencies and may refer students and employees for prosecution.

Alcohol and Drug Support Services
Union's Office of Student Affairs is the referral base for counseling, treatment, and educational programs that can identify and help those who abuse alcohol and drugs through Columbia University's Health Services, including Columbia's Counseling and Psychological Services Center. See also hotlines and referral services on page 11.

POLICY REGARDING SEXUAL ASSAULT, NONCONSENSUAL SEXUAL ACTIVITY, PROFESSIONAL SEXUAL MISCONDUCT, HARASSMENT, DOMESTIC VIOLENCE, STALKING, AND HATE OR BIAS OFFENSES

General Statement of Intent
It is the expectation of Union that all persons within the Seminary treat every other person respectfully at all times. This is in accordance with our published commitment to inclusiveness. Therefore, it is the Seminary's expectation that every member of the Union community work and/or live in an environment free from harassment, violence, or assault, including, but not limited to, harassment, violence, or assault based upon citizenship, marital status, alienage, creed, pregnancy, genetic predisposition or carrier status, denominational or religious preference, age, national or ethnic origin, sex, sexual orientation, color, race, racial, ethnic, cultural and gender identities and expressions, disability or any other characteristic protected by law. Faculty, staff, and students are covered by, and are expected to share responsibility for, the observance of this Policy. Union is further committed to maintaining an environment free from exploitation and intimidation. The Seminary will not tolerate, and actively will seek to eradicate, rape, sexual assault, sexual harassment, any other form of nonconsensual sexual activity, domestic violence, stalking, and bias crimes. This prohibition extends to interactions on and adjacent to campus, at Seminary-sponsored or related functions and activities, and off-campus functions and activities (whether sponsored by the Seminary or not) where the conduct at issue may, in the Seminary's discretion, impair or impact the educational or community environment at Union, or the ability of community members to learn, teach, or function effectively at Union. The Seminary is also committed to supporting all victims of these acts within our community. It furthers its commitment through appropriate educational prevention programs for students, faculty, and staff, and by strictly prohibiting retaliation against persons who report alleged violations of this policy.
The Seminary may sanction violators of this policy through internal disciplinary procedures and, where appropriate, encourage criminal prosecution of alleged offenders. See also *Policy on Investigation of Violent Felony Offenses, Reporting Crime, and Reporting Missing Students* in this handbook.

Conducting Sexual Assault, Nonconsensual Sexual Activity, Sexual Misconduct, Harassment, Stalking, Domestic Violence, and Bias Crimes, Generally

A. Prohibited Conduct

Conduct deemed violative of the prohibition against ***sexual assault and nonconsensual sexual activity*** includes, but is not limited to, the following: any form of nonconsensual sexual intercourse or sexual contact committed using physical force, coercion, threat, or intimidation, actual or implied, by a person or persons known or unknown to the victim, including non-consensual, intentional physical conduct of a sexual nature, such as unwelcome physical contact with a person's genitals, buttocks or breasts; so-called "date rape" or "acquaintance rape"; or any actual or attempted nonconsensual sexual activity by a person or persons, known or unknown to the victim, including, but not limited to, sexual

intercourse or sexual touching committed with or without physical force, coercion, threat, or intimidation; exhibitionism; or sexual language of a threatening nature.
Nonconsensual sexual activity also shall include, but not be limited to, situations in which the absence of consent is not explicit but may be inferred, such as where the use of force, threat of the use of force or physical intimidation is present, or where the victim is unable to consent because he or she is physically or mentally incapacitated, such as from drug or alcohol consumption, and where the alleged violator has caused or contributed to that incapacity, and/or where the alleged violator is or should have been aware of that incapacity. Nonconsensual sexual activity also may be inferred where the victim is unconscious, regardless of whether or not the consumption of drugs or alcohol was with the victim's consent.
Professional Sexual misconduct may or may not involve non-consensual acts. Sexual misconduct occurs when one individual, with disproportionately greater power or influence, uses that power or influence to extract sexual favors or benefits from the weaker or less influential individual, or otherwise takes advantage of power or influence improperly and for personal sexual or romantic benefit.
Harassment includes, but is not limited to, sexual harassment, physical harassment, verbal harassment, and other forms of prohibited harassment. Physical harassment includes, but is not limited to, criminal assaults (*i.e.*, rape, assault, battery, menacing, and physical intimidation), as well as unwelcome touching, interference with freedom of movement, and defacing or damaging property with the intent to harass or intimidate that may not constitute criminal offenses. All such acts are prohibited by the Seminary, whether they are based upon or motivated by citizenship, marital status, alienage, creed, pregnancy, genetic predisposition or carrier status, denominational or religious preference, age, national or ethnic origin, sex, sexual orientation, color, race, racial, ethnic, cultural and gender identities and expressions, disability or any other characteristic protected by law.
Verbal expression or symbolic expression that violates federal or state civil rights (such as words or symbols that constitute sexual harassment) or "fighting words" (*e.g.*, epithets, abusive expressions, and threats that tend to incite an immediate breach of the peace) is not permitted at Union. Words or symbols that may violate this prohibition and result in sanctions or punishment of the offender often include, when viewed from the standpoint of a reasonable person, words or symbols that:

(a) are addressed directly to a specific individual or to a specific group of individuals; or

(b) insult, stigmatize, or intimidate the individual or individuals; or

(c) evidence on the part of the speaker or speaker's grave disrespect and intent to demean.

The Seminary, in its sole discretion, will assess whether, under the totality of the circumstances, the words or symbols in question violate this Policy; the subjective intent of the proponent of the words or symbols will not constitute a defense to a charged violation of this Policy.
Sexual harassment, a specific form of harassment that may include physical, verbal, or symbolic harassment, also constitutes discrimination and is illegal under federal, state, and local laws. It may include unwelcome sexual behavior by individuals or by a group, such as physical or verbal comments or suggestions, which unreasonably interferes with the working or learning environment of an individual. It is sexual harassment when, for example:

(a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or

(b) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions; or

(c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors, and may involve individuals of the same or different genders. Depending upon the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic (other than sex) is also strictly prohibited and constitutes illegal discrimination. Under this Policy, harassment is verbal or physical conduct that denigrates, abuses, or shows hostility or aversion toward an individual or group because of her/his/their citizenship, marital status, alienage, creed, pregnancy, genetic predisposition or carrier status, denominational or religious preference, age, national or ethnic origin, sex, sexual orientation, color, race, racial, ethnic, cultural and gender identities and expressions, disability or any other characteristic protected by law, and that:

(a) has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment; or

(b) has the purpose or effect of unreasonably interfering with an individual's work or educational performance; or

(c) otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the Seminary of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail and social networking websites).

Conduct violating the ban against ***stalking*** includes harassment or threats directed by one person at another person, such as "tailing" or following another with the intent to intimidate, using telephonic or electronic communications to effect such intimidation, or any other unwanted contact that directly or indirectly communicates a threat or places a person in fear.

Domestic or relationship violence typically includes acts or threats of violence, which often but not always also constitute separate crimes such as assault, menacing, and the like, directed by an individual at another individual with whom the perpetrator of the actual or threatened violence is involved in an intimate, romantic, or sexual relationship.

Bias or hate offenses include actions taken against, or crimes committed against, victims who have been "targeted" for criminal activity due to the perpetrator's identification or perception of the victim's race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation.

B. Retaliation

Union prohibits retaliation against any individual who reports a violation of this Policy, or against any person who provides information with respect to or participates in an investigation of such a report. Retaliation, which includes taking action against a person reporting an alleged violation of this Policy (whether that retaliatory action is committed by

the subject of that report, on behalf of or at the behest of that subject, or by any other member of the Seminary community, whether at the subject's behest or not), is a serious, independent violation of this Policy and, like the underlying violations themselves, will subject the retaliator to disciplinary action.

Scope of this Policy

This Policy, and the conduct prohibited by this Policy as defined herein, applies to all students, faculty, and staff of the Seminary, and all residents in the Seminary's buildings, whether matriculated at or employed by the Seminary. This Policy also applies to unaffiliated persons who may be on Union's campus for any reason—outside vendors, job or student applicants, or visitors.

Reporting of Acts Violating this Policy

Incidents involving sexual assault, nonconsensual sexual activity, sexual misconduct, stalking, and bias offenses may well constitute criminal offenses, which violate not only the terms of this Policy but also relevant provisions of the New York Penal Code or other criminal statutes as well. See also *Definitions and Related Penal Law Provisions* within this policy. **Nothing herein shall limit or foreclose the ability of the victim of criminal acts violating this Policy, or the Seminary, from reporting said acts to appropriate law enforcement authorities for investigation and prosecution**. *See* the *Reporting Crime* provisions of the *Policy on Investigation and Reporting of Violent Felony Offenses and Missing Students in* this handbook. **Moreover, victims of conduct that violates this Policy are strongly encouraged to file a complaint with the appropriate law enforcement authorities.** *See* the *Reporting Crime* provisions of the *Policy on Investigation and Reporting of Violent Felony Offenses and Missing Students* for additional pertinent information on available law enforcement resources and crime reporting in this handbook.

Victims of prohibited conduct, whether criminal in nature or not, also should promptly contact the Dean of Academic Affairs, the Associate Dean for Student Affairs, or the Director of Housing and Campus Services for assistance during the business day. During weekends, holidays, and at night, the Associate Dean for Student Affairs, the Director of Housing and Campus Services, and/or the Student Life Assistants may be called.

If they are not available, the Deputy Vice President of Buildings and Grounds, or any other member of the Seminary's administration, may be called. These persons will proceed immediately to address the situation and provide appropriate assistance. Violations of this Policy may also be addressed in the grievance provisions of this Policy—see *Procedure for Resolving Grievances* Under this Policy below.

Procedure for Resolving Grievances under this Policy

Anyone who believes that the provisions of this Policy have been violated, or who believes that they have been the victim of conduct constituting Sexual Assault, Nonconsensual Sexual Activity, Sexual Misconduct, Harassment, Stalking, Domestic Violence, or a Bias Offense, may file a complaint or may bring a grievance with the Seminary, regardless of the offender's identity or position. Anyone wishing to make a complaint or file a grievance should contact the Designated Human Resource Liaison appointed by the President, or the Dean of Academic Affairs, or the Associate Dean for Student Affairs, who will initiate an appropriate investigation into the complaint. Individuals are encouraged to promptly file a complaint before the offending conduct worsens and pertinent information becomes unavailable. This increases the possibility that constructive action can be taken.

In certain instances, such as when a single remark constitutes conduct that is potentially harassing or deemed offensive or inappropriate, the subject of that remark may choose to seek informal redress by identifying the inappropriate behavior to its proponent and asking the proponent to stop. This informal redress is available only if the subject feels comfortable in making such a request, and does not regard the conduct as sufficiently egregious to warrant a report to Union officials or to law enforcement; **the informal option is not required to be pursued if the victim wishes instead to pursue a formal complaint, nor will pursuit of a formal complaint be foreclosed in the event the victim first pursues informal redress**.
All complaints will be investigated promptly. This investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Students who have experienced conduct they believe is contrary to this policy should avail themselves of this procedure. A student's failure to fulfill this obligation could affect his/her rights in pursuing legal action.

The Seminary will attempt to maintain confidentiality throughout the investigatory process, to the extent consistent with adequate investigation and appropriate corrective action. Confidentiality cannot be assured in all instances, and certain conduct is required to be reported as provided in the *Policy on Investigation and Reporting of Violent Felony Offenses and Missing Students* in this handbook.

Where appropriate, violations of this Policy by students may be referred to a hearing pursuant to the process set forth in this *Handbook*. Complaints against a faculty member that the Dean of Academic Affairs determines warrant disciplinary action will be governed by the process set forth in Section VII of the Faculty Guide. Proceedings related to alleged violations committed by employees shall be governed by the relevant disciplinary provisions of the Employee Handbook, or as prescribed by the President or the President's designee. Other violations will be dealt with pursuant to a process to be determined by the President or the President's designee.

Sanctions Available for Violations of this Policy
Members of the Seminary community who violate this Policy in any way will be subject to severe sanctions, up to and including suspension, permanent expulsion, and/or termination of employment, as appropriate. **These sanctions do not preclude additional internal or external sanctions, including sanctions imposed by the judicial system of New York State under relevant provisions of the Penal Law and the Criminal Procedure Law**. For contractors whose employees or representatives violate this Policy, such a violation may be deemed a material breach of any agreement with the Seminary, and may therefore constitute grounds for the limitation or termination of that agreement or the relationship with the Seminary.

This Policy supplements but does not supplant all other Seminary policies related to behavior, including, without limitation, codes of conduct, which remain in effect. The Seminary will seek to apply all policies consistently and in a manner that will best effectuate their collective purposes; the Seminary, in its sole discretion, will decide how best to promote these purposes through policy application and enforcement.

COMMON QUESTIONS ABOUT RELATIONSHIPS AND DOMESTIC VIOLENCE

What is Domestic or Relationship Violence?

The term "relationship violence" refers to verbal, written, physical, or other acts of violence, threat, or intimidation, directed by an individual at another individual with whom the aggressor is involved in an intimate or confidential relationship. The physical violence, threat, or intimidation may occur at differing intervals, may involve one or more parties to an intimate relationship, and may include varying degrees of aggression.

No one deserves to be or should be abused; abuse is wrong, degrading, and intolerable in the Seminary community.

What are the characteristics of a healthy relationship?

Healthy relationships have all or most of these qualities:

- Mutual respect
- Mutual support
- Trust
- Honesty
- Fairness
- Equality
- Good communication
- Independence of thought and action

What are the signs of an abusive relationship?

Abusive relationships have one or more of these qualities:

- Hits, punches, slaps, chokes, or shoves
- Screams in anger regularly
- Destroys personal property
- Damages personal space
- Prevents a partner from seeing her/his friends or family
- Controls finances and/or forces the partner to account for what she/he spends
- Belittles a partner in public or in private
- Shows extreme jealousy of others
- Makes false accusations, typically related to fidelity
- Forces a partner to have sex against her/his will
- Threatens harm

Does violence occur in same-sex relationships?

Violence does occur in same-sex relationships. In fact, statistics show that same-sex relationship violence is as common as heterosexual relationship violence. The elements of abusive relationships are similar for heterosexual and same-sex couples.

Are men ever abused?

Men can be abused by their male (same-sex) or female (heterosexual) partners. However, **data from domestic violence programs indicate that 95 percent of domestic violence is perpetrated by men against women**.

What is the difference between "disagreements" and abusive behavior?

Arguments, disagreements, and differences of opinion are not uncommon in many healthy relationships. What distinguishes an abusive relationship is an ongoing pattern of disproportionate control, anger, and coercion. In abusive relationships, the "fight" is not between people of equal power, or an occasional occurrence; a relationship is abusive when fighting regularly occurs within a relationship wherein one party exerts an imbalance of power and abusive control tactics over another.

Why does domestic violence happen?

Contrary to popular belief, stress, mental illness, alcohol, or drugs do not normally cause domestic violence. The primary cause of domestic violence is the abuser's choice to act violently.

What are the police required to do in response to a domestic violence complaint?

When police arrive at the scene of a domestic incident, officers are mandated to complete a police report and to distribute a victim's rights notice, even if no arrest is made. The police also must make an arrest when the officer has "probable cause" to believe certain offenses that rise to the level of a felony or misdemeanor, such as a criminal assault or a sexual offense. Arrests provide immediate safety for the victim and other members of the household, and officers can also direct victims to local resources for treatment, shelter, and support if needed.

COMMON QUESTIONS REGARDING STALKING AND BIAS OFFENSES

What is Stalking?

"Stalking" involves specific kinds of behavior, such as harassment or threats, directed by one person at another. Any unwanted contact between two people that directly or indirectly communicates a threat or places a person in fear can be referred to as stalking. **A stalker may be someone the victim knows well or not at all. About 75 percent of cases involve men stalking women, but men stalk men, women stalk women, and women stalk men as well.**

Stalking behavior patterns are similar to those seen in many relationship violence situations. The pattern is usually triggered when the stalker's advances toward a victim are frustrated, whether the stalker is seeking to establish a personal relationship or to continue a previously established relationship that the victim does not want.

What are stalking behaviors?

- Unwanted or "hang-up" phone calls
- Sending unsolicited or unwanted letters or e-mails
- "Tailing" or spying on the victim
- Showing up at places where the victim is without a legitimate reason to be there
- Waiting at places for the victim
- Leaving unwanted items, including unwanted gifts such as candy or flowers
- Posting information or spreading verbal or written rumors about the victim

Why does stalking happen?

Stalking can occur for a number of reasons, but the most common reasons are these:

- Retaliation/anger/spite
- Control
- Jealousy
- Mental illness or emotional instability

Why are bias offenses different from other crimes?

Unlike other criminal acts, the perpetrator of a bias crime selects a victim not because the victim is a target of opportunity, but because the victim is a member of a particular race, creed, gender, or other characteristic protected from discrimination under the law. The crime, therefore, may be considered an act against not just the victim, but against an entire race or group of persons. The victim is chosen, in effect, because of the perpetrator's animosity toward that race or group as opposed to other factors, which is why bias offenses often are labeled "hate crimes."

What are the punishments imposed on a stalker or a bias crime offender?
Punishments can vary depending on the nature of the behavior accompanying the stalking or bias crime and the severity of the underlying criminal behavior. Relevant provisions of the New York Penal Law, and accompanying penalties available, with respect to the most common sexual offenses, stalking, and bias crimes are discussed below.

DEFINITIONS AND RELEVANT PENAL LAW PROVISIONS

Misdemeanor, as defined in the Penal Law, means an offense, other than a "traffic infraction," for which a sentence to a term of imprisonment in excess of fifteen days may be imposed, but for which a sentence to a term of imprisonment in excess of one year cannot be imposed.

Felony means an offense for which a sentence to a term of imprisonment in excess of one year may be imposed.

Violent Felony means a felony that involves violence and a significant risk of serious injury or death. Examples of violent felonies discussed in this Policy are rape, sexual assault, sexual abuse, domestic violence (involving criminal assaults and related offenses), and certain bias crimes. Union, in its sole discretion, will determine the offenses constituting violent felonies under this Policy.

Crime means either a misdemeanor or a felony.

RELEVANT PENAL LAW PROVISIONS

A. *What are the elements of the sex offense crimes?*

The primary sex offenses in New York are sexual misconduct, rape, criminal sexual act, sexual abuse, course of sexual conduct against a child, and facilitating sex using a controlled substance. These crimes are further demarcated using "degrees" of offense (*i.e.*, rape in the third degree, rape in the second degree, etc.). First-degree crimes are the most severe within each classification. *See generally* New York Penal Law §§ 130.00-130.96 [McKinney's 2009 and Supp. 2011]; *see also* Advocates' Quick Reference Guide To NYS Statutes Affecting Crime Victims.

Sexual misconduct

A person is guilty of sexual misconduct when:

1) She/he engages in sexual intercourse with another person without such person's consent; or
2) She/he engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or
3) She/he engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor. *See* New York Penal Law § 130.20.

Rape in the third degree

A person is guilty of rape in the third degree when:

1) She/he engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old; or
2) Being twenty-one years old or more, she/he engages in sexual intercourse with another person less than seventeen years old; or
3) She/he engages in sexual intercourse with another person without such person's consent, where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony. *See* New York Penal Law § 130.25.

Rape in the second degree

A person is guilty of rape in the second degree when:

1) Being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2) She/he engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony. *See* New York Penal Law § 130.30.

Rape in the first degree

A person is guilty of rape in the first degree when she/he engages in sexual intercourse with another person:

1) By forcible compulsion; or
2) Who is incapable of consent by reason of being physically helpless; or
3) Who is less than eleven years old; or
4) Who is less than thirteen years old, and the actor is eighteen years old or more.

Rape in the first degree is a class B felony. *See* New York Penal Law § 130.35.

Criminal sexual act in the third degree

A person is guilty of criminal sexual act in the third degree when:

1) She/he engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old; or
2) Being twenty-one years old or more, she/he engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or
3) She/he engages in oral sexual conduct or anal sexual conduct with another person without such person's consent, where such lack of consent is by reason of some factor other than incapacity to consent.

Criminal sexual act in the third degree is a class E felony. *See* New York Penal Law § 130.40.

Criminal sexual act in the second degree

A person is guilty of criminal sexual act in the second degree when:

1) Being eighteen years old or more, she/he engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or
2) She/he engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.
3) It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Criminal sexual act in the second degree is a class D felony. *See* New York Penal Law § 130.45.

Criminal sexual act in the first degree

A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person:

1) By forcible compulsion; or
2) Who is incapable of consent by means of being physically helpless; or
3) Who is less than eleven years old; or
4) Who is less than thirteen years old, and the actor is eighteen years old or more.

Criminal sexual act in the first degree is a class B felony. *See* New York Penal Law § 130.50.

Forcible touching

A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. For the purposes of this section, forcible touching includes squeezing, grabbing, or pinching.

Forcible touching is a class A misdemeanor. *See* New York Penal Law § 130.52.

Sexual abuse in the third degree

A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that:

1) Such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and
2) Such other person was more than fourteen years old, and
3) The defendant was less than five years older than such other person.

Sexual abuse in the third degree is a class B misdemeanor. *See* New York Penal Law § 130.55.

Sexual abuse in the second degree

A person is guilty of sexual abuse in the second degree when she/he subjects another person to sexual contact and when such other person is:

1) Incapable of consent by reason of some factor other than being less than seventeen years old; or
2) Less than fourteen years old.

Sexual abuse in the second degree is a class A misdemeanor. *See* New York Penal Law § 130.60.

Sexual abuse in the first degree

A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:

1) By forcible compulsion; or
2) When the other person is incapable of consent by reason of being physically helpless; or
3) When the other person is less than eleven years old.

Sexual abuse in the first degree is a class D felony. *See* New York Penal Law § 130.65.

Aggravated sexual abuse in the fourth degree

A person is guilty of aggravated sexual abuse in the fourth degree when:

1) She/he inserts a foreign object in the vagina, urethra, penis, rectum, or anus of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
2) She/he inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.

Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the fourth degree is a class E felony. *See* New York Penal Law § 130.65-a.

Aggravated sexual abuse in the third degree

A person is guilty of aggravated sexual abuse in the third degree when she/he inserts a foreign object in the vagina, urethra, penis or rectum of another person:

1) By forcible compulsion; or
2) When the other person is incapable of consent by reason of being physically helpless; or
3) When the other person is less than eleven years old.

A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.

Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the third degree is a class D felony. *See* New York Penal Law § 130.66.

Aggravated sexual abuse in the second degree

A person is guilty of aggravated sexual abuse in the second degree when she/he inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:

1) By forcible compulsion; or
2) When the other person is incapable of consent by reason of being physically helpless; or
3) When the other person is less than eleven years old.

Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the second degree is a class C felony. *See* New York Penal Law § 130.67.

Aggravated sexual abuse in the first degree

A person is guilty of aggravated sexual abuse in the first degree when she/he inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:

1) By forcible compulsion; or
2) When the other person is incapable of consent by reason of being physically helpless; or
3) When the other person is less than eleven years old.

Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the first degree is a class B felony. *See* New York Penal Law § 130.70.

<u>Course of sexual conduct against a child in the first degree</u>

A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration:

1) She/he engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact, with a child less than eleven years old; or
2) She/he, being eighteen years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact, with a child less than thirteen years old.

A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the first degree is a class B felony. *See* New York Penal Law § 130.75.

<u>Course of sexual conduct against a child in the second degree</u>

A person is guilty of course of sexual conduct against a child in the second degree when, over a period of time not less than three months in duration:

1) She/he engages in two or more acts of sexual conduct with a child less than eleven years old; or
2) She/he, being eighteen years old or more, engages in two or more acts of sexual conduct with a child less than thirteen years old.

A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the second degree is a class D felony. *See* New York Penal Law § 130.80.

<u>Facilitating a sex offense with a controlled substance</u> [such as illegal drugs]

A person is guilty of facilitating a sex offense with:

1) A controlled substance when she/he knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture, or substance that requires a prescription to obtain, and administers such substance or preparation, compound, mixture, or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; or
2) Commits or attempts to commit such conduct constituting a felony defined in this article.

Facilitating a sex offense with a controlled substance is a class D felony. *See* New York Penal Law § 130.90.

<u>Sexually motivated felony</u>

A person commits a sexually motivated felony when she/he commits a specified felonious act for the purpose, in whole or in part, of her/his own direct sexual gratification.
A sexually motivated felony is deemed a violent felony offense, and the available penalties applicable to the underlying sexual offense are enhanced, when it is deemed a sexually motivated felony. *See* New York Penal Law §§ 70.80, 130.91, 130.92.

Predatory sexual assault
A person commits predatory sexual assault when she/he commits specified sexual offenses (first-degree rape, first-degree criminal sexual act, first-degree aggravated sexual abuse, or first-degree course of sexual conduct against a child) and:

1) In the course of the crime or immediate flight there from she/he causes serious physical injury to the victim, or uses or threatens the immediate use of a dangerous instrument; or
2) She/he engages in the specified sexual offenses identified in the prelude above, against more than one person; or
3) She/he has been previously convicted of a felony, or incest, or use of a child in a sexual performance.

Predatory sexual assault is a class A felony. *See* New York Penal Law § 130.95.
Predatory sexual assault against a child
A person commits predatory sexual assault against a child when she/he commits specified sexual offenses (first-degree rape, first-degree criminal sexual act, first-degree aggravated sexual abuse, or first-degree course of sexual conduct against a child) and the victim is less than thirteen years old.
Predatory sexual assault against a child is a class A felony. *See* New York Penal Law § 130.96.

B. *What are the elements of the stalking crimes?*

Stalking in the fourth degree
A person is guilty of stalking in the fourth degree when she/he intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct:

1) Is likely to cause reasonable fear of material harm to the physical health, safety, or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
2) Causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning, or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or
3) Is likely to cause such person to reasonably fear that her/his employment, business, or career is threatened, where such conduct consists of appearing, telephoning, or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Stalking in the fourth degree is a class B misdemeanor. *See* New York Penal Law § 120.45.

Stalking in the third degree

A person is guilty of stalking in the third degree when she/he:

1) Commits the crime of stalking in the fourth degree in violation of section 120.45 of this article against three or more persons, in three or more separate transactions, for which the actor has not been previously convicted; or
2) Commits the crime of stalking in the fourth degree in violation of section 120.45 of this article against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime, as defined in subdivision five of section 120.40 of this article, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or
3) With intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or
4) Commits the crime of stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

Stalking in the third degree is a class A misdemeanor. *See* New York Penal Law § 120.50.

Stalking in the second degree

A person is guilty of stalking in the second degree when she/he:

1) Commits the crime of stalking in the third degree as defined in subdivision three of section 120.50 of this article and in the course of and in furtherance of the commission of such offense: (i) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, shotgun, machine gun, electronic dart gun, electronic stun gun, cane, sword, billy, blackjack, bludgeon, metal knuckles, chuka stick, sand bag, sandclub, slingshot, shirken, "Kung Fu Star", dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument, or deadly weapon; or (ii) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun, or other firearm; or
2) Commits the crime of stalking in the third degree in violation of subdivision three of section 120.50 of this article against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime as defined in subdivision five of section 120.40 of this article, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or
3) Commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree as defined in subdivision four of section 120.50 of this article against any person; or
4) Being twenty-one years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury, or death.

Stalking in the second degree is a class E felony. *See* New York Penal Law § 120.55.

Stalking in the first degree

A person is guilty of stalking in the first degree when she/he commits the crime of stalking in the third degree as defined in subdivision three of section 120.50 or stalking in the second degree as defined in section 120.55 of this article and, in the course and furtherance thereof, he or she:

1) Intentionally or recklessly causes physical injury to the victim of such crime; or
2) Commits a class A misdemeanor defined in article one hundred thirty of this chapter, or a class E felony defined in section 130.25, 130.40, or 130.85 of this chapter, or a class D felony defined in section 130.30 or 130.45 of this chapter.

Stalking in the first degree is a class D felony. *See* New York Penal Law § 120.60.

C. *What are the elements of a hate crime?*

Hate crimes: A person commits a hate crime when she/he commits a specified criminal offense, and:

1) Intentionally selects the person against whom the offense is to be committed based upon that person's sex, race, color, national origin, ancestry, cultural and gender identity and expression, religion, religious practice, age, disability, or sexual orientation; or
2) Intentionally commits the offense based on his belief or perception as to the sex, race, color, national origin, ancestry, cultural and gender identity and expression, religion, religious practice, age, disability, or sexual orientation of the victim.

A hate crime is deemed a violent felony offense, and the available penalties applicable to the underlying specified offense are enhanced. *See* New York Penal Law §§ 70.02-06, 485.05, 485.10.

D. *What are the possible penalties for these offenses?*

The New York State Penal Law provides for the following possible penalties for the various classifications of sexual assault offenses:

- Class B Felony - Imprisonment for 5 to 25 years
- Class C Felony - Imprisonment for 3 1/2 to 15 years
- Class D Felony - Imprisonment for 2 to 7 years
- Class E Felony - Imprisonment for 1 1/2 to 4 years
- Class A Misdemeanor - Imprisonment for up to 1 year
- Class B Misdemeanor - Imprisonment for up to 3 months

WHERE TO GET HELP/REPORTING OPTIONS

Reporting Crime

In order to report actual or suspected criminal conduct, follow the provisions for *Reporting Crime* in the Seminary's *Policy on Investigation of Violent Felony Offenses, Reporting Crime, and Reporting Missing Students* located in this handbook. Key contact information is set forth below. **In the event that there is injury, violence, or the threat of violence, call 911 immediately, and alert the Seminary promptly thereafter.**

POLICE ASSISTANCE AND REPORTING CRIMES ***KEY CONTACTS***	
Police Emergency	dial 911
Non-emergency Police (26th Precinct)	(212) 854-2797
Union's Office of Housing/Campus Services	(212) 280-1301
Union's Office of Student Life	(212) 280-1396
After Hours Reporting: Seminary Security Line	(212) 280-1427

TITLE IX AND SEXUAL MISCONDUCT POLICY

In May 2020, the U.S. Department of Education issued new regulations mandating how colleges and universities must investigate and adjudicate sexual misconduct, and specifically sexual harassment cases, under Title IX, the federal law prohibiting discrimination on the basis of sex in educational programs or activities. The regulations went into effect on August 14, 2020. You can find Union's Policy at this link: https://utsnyc.edu/about/institutional-info/.

ANTI-DISCRIMINATION AND HARASSMENT POLICY AND COMPLAINT PROCEDURE

Union is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Union expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

It is the policy of Union to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, national origin, age, alienage and citizenship status, status as a perceived or actual victim of domestic violence, physical or mental disability, marital status, sexual orientation, military status, partnership status, genetic predisposition or carrier status, arrest and or conviction record, or any other individual or groups of individuals protected by federal, state or local laws.

Union encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Union to promptly and thoroughly investigate such reports. Union prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Definitions of Harassment

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example

a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Other Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that

a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment;

b) has the purpose or effect of unreasonably interfering with an individual's work performance; or

c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants, employees, and others who perform services for Union (e.g., consultants, contractors, interns), whether related to conduct engaged in by fellow employees or by someone not directly connected to Union (e.g., an outside vendor, consultant, or visitor).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business- related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their

concerns with their immediate supervisor, the Office of Human Resources, or any member of management.

When possible, Union encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that the conduct is unwelcome and to request that it be discontinued. Often, this action alone will resolve the problem. Union recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Union strongly urges the prompt reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the Union's policy or who have concerns about such matters should file their complaints with their immediate supervisor or the Office of Human Resources. Individuals should not feel obligated to file their complaints with their immediate supervisor before bringing the matter to the attention of one of the other Union-designated representatives identified above.

The Complaint Form for Reporting Harassment/Discrimination is included in Appendix I of the Policy

Employees who have experienced conduct they believe is contrary to this policy have an obligation to use this complaint procedure. Managers and supervisors are **required** to report any complaint they receive or any harassment they observe to the Office of Human Resources. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Union strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Union will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its employees.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Additionally, the investigation may include a review of relevant documents, emails, or phone records, as applicable.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. We urge individuals participating in the investigative process to keep all information confidential. All employees and third parties doing business with Union are expected to cooperate in any investigations conducted by or on behalf of Union.

When Union has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation. Misconduct that constitutes harassment, discrimination, or retaliation will be addressed promptly and appropriately. If Union determines that an employee has harassed another individual, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

If a party to a complaint does not agree with its resolution, that party may appeal to the President of Union or their designee.

Retaliation

Union prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or

discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the Office of Human Resources.
Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described above.

False and malicious complaints of harassment, discrimination, or retaliation may be the subject of appropriate disciplinary action.

External Remedies
All forms of discrimination and harassment, including sexual harassment, are not only prohibited by Union's policy, but are also prohibited by federal, state, and local law. In addition to the internal complaint procedures outlined above, employees may also pursue legal remedies in state or federal court or before administrative agencies, which have the authority to award various forms of relief. Please be mindful that failure to use Union's internal complaint procedure may limit an individual's ability to file or maintain a claim with an administrative agency or in a lawsuit.

In New York City, the applicable governmental agencies are: The United States Equal Employment Opportunity Commission (EEOC) – For more information, visit www.eeoc.gov; The New York State Division of Human Rights (DHR) – For more information, visit www.dhr.ny.gov; The New York City Commission on Human Rights (CHR) – For more information, visit www.nyc.gov/html/cchr/html/home/home.shtml.

Finally, if the harassment involves unwanted physical touching, coerced confinement, or coerced sexual acts, employees may want to contact the local police department.

SAFETY AND SECURITY

Security consciousness is important. Here are a few guidelines to remember:

- Walking alone late at night is not advised anywhere in the city.
- If going out late at night, bring a friend or take a taxi/car service to the destination.
- When walking, be aware of valuables and surroundings. It is advised that students walk steadily and with purpose so as to appear street-savvy to observers; people who wander about looking bewildered or lost are much more likely to be targeted.
- Never prop open outside doors to Seminary buildings.
- Dorm rooms that are not self-locking should always be kept locked.
- Even if a door is self-locking, the residence will not be secure unless the deadbolt is secured.

The Seminary cannot replace stolen items. Any such loss should be reported immediately to the Office of Housing and Campus Services.

CAMPUS SAFETY/CRIME STATISTICS AND MAINTENANCE POLICY

1. Access to Campus Facilities

In an effort to improve security on campus, access to the Seminary's buildings has been limited to one entrance:

- The Hastings Hall entrance at 121st and Broadway
  (accessible 24 hours a day; attended by security personnel at all times)

Desk attendants are required to enforce the following procedures when allowing persons to enter the premises:

- All residents, staff, and visitors to The Burke Library, Columbia University (locations/onsite), etc., must show a valid ID card from Union or a neighboring institution (Columbia, Teachers College, Barnard, Jewish Theological Seminary, etc.). Persons without proper ID cards must sign in at the desk, indicating their name, destination, date, and time of arrival. Some type of photo identification, such as a driver's license, must support this information.
  - If you are a current student, faculty, or staff member who has forgotten their ID card, you are expected to sign in at the front desk of Hastings upon arrival, like any other guest.
- Residents and staff should inform the desk attendant when they are expecting a visitor by providing their name and expected time of arrival. When the guest arrives, the attendant will call the resident/staff member so that the guest can be escorted to their destination.
- All deliveries must be picked up at the front desk; persons delivering food from area restaurants will not be allowed to go beyond the front desk in Hastings Hall.

2. Reporting Crimes and Emergencies

When an emergency or crime is reported, a security guard or the Facilities Office will investigate the situation and respond accordingly. If necessary, a security guard or the Facilities Office will contact the local police and file a report. Incidents occurring in the evening and on weekends that do not require police involvement are recorded in-house by the Seminary Guard. An engineer is on duty 24 hours a day, 7 days a week, to handle maintenance emergencies; this person also serves as a backup to desk attendants and guards for building monitoring and incident investigation. The staff and guards maintain close communication with the Associate Dean for Student Affairs, the Director of Housing and Campus Services, and the Student Life Assistants (SLAs), often working together to handle emergencies and security breaches.

3. Security Awareness and Crime Prevention Education

Each year during orientation, the Chief Operating Officer, Head of Security, and the Director of Housing and Campus Services sponsor a program to inform students about campus security procedures and to encourage them to be responsible for their own security and the security of others.

As needed, staff and residents receive written communication about changes in security procedures, security breaches, and things to watch out for in the area. Community meetings and residence hall meetings are all used to discuss security concerns.

4. Crime Statistics

- During the period 8/1/25 through 7/1/26, there were no reported incidents of crime on Seminary property.
- During the period 8/1/24 through 7/1/24, there were no reported incidents of crime on Seminary property.
- During the period 8/1/23 through 7/1/24, there was one reported incident of crime on Seminary property.
- During the period 8/1/22 through 7/31/23, there were no reported incidents of crime on Seminary property.

5. The Advisory Committee on Campus Safety

The Advisory Committee on Campus Safety (the "Advisory Committee") is charged with the responsibility, together with the Seminary's existing Facilities Department staff, to advise the administration on key issues regarding the safety and security of the Seminary's faculty, staff, students, and visitors, as well as its premises and surroundings.

The Advisory Committee shall meet periodically, as necessary, but at least annually. The areas of focus for this Advisory Committee shall be:

Periodic reviews of the Seminary's security policies and protocols, and recommendations for the improvement or strengthening of those policies and protocols.

- Recommendations regarding programming designed to educate the Seminary community, including particularly those persons who supervise or advise students, on issues including sexual assault, domestic violence, stalking offenses, personal safety, crime prevention, and available internal and external resources for victims of crime. See also *Policy Regarding Sexual Assault/Nonconsensual Sexual Activity/Professional Sexual Misconduct/Domestic Violence/Stalking and Hate or Bias Offenses* for pertinent information regarding those crimes located in this handbook.
- Recommendations regarding the reporting of criminal activity, including particularly incidents involving alleged sexual assaults, domestic violence issues, and stalking incidents. See also *Policy on Investigation of Violent Felony Offenses, Reporting Crime, and Reporting Missing Students* for a discussion of methods for reporting criminal behavior and accessing law enforcement resources located in this handbook.
- Recommendations regarding policies related to the referral of complaints to law enforcement authorities, victim counseling, and responses to inquiries from concerned persons.
- Recommendations regarding education of the Seminary community regarding security resources (internal and external), and community law enforcement resources that are available to Seminary community members.

- Acting as a resource for members of the Seminary community seeking information about, or assistance with, safety or security issues, or for members seeking assistance in connection with loss or injury caused by a criminal act.
- Addressing such other issues as the President may identify, or that may from time to time be specified in Section 6431 of the New York Education Law.

The Advisory Committee on Campus Security shall have at least six members. At least two of these members will be appointed from the student body of the Seminary; at least two will be faculty members; and at least two will be selected at large by the President or the President's designee.

All full-time and part-time students matriculated in a degree program at the Seminary shall be eligible for membership, and all full-time and adjunct faculty and full-time and part-time staff shall also be eligible for membership. The Advisory Committee shall have no fewer than three female members.

Findings and recommendations of the Advisory Committee shall be communicated to the President annually, in writing, and in a form that can be made available for dissemination to any interested parties within the Seminary community. Such reports shall be made available on request to interested members of the Seminary community.

POLICY ON INVESTIGATION OF VIOLENT FELONY OFFENSES, REPORTING CRIME, AND REPORTING MISSING STUDENTS

While crime on the Seminary's campus is rare and violent crime exceedingly rare, the Seminary recognizes that such crime, as well as missing students, can have a devastating impact on both the victims and the community as a whole. The prompt, effective, and thorough investigation of violent crime and students missing without reason or justification is, therefore, critically important to the safety and ongoing security of the Seminary community.

Reporting Crime
Nothing in this policy, including the identification of available internal resources, should be considered as a substitute for the prompt reporting of criminal activity to the police. The police are specially trained to investigate, identify, and preserve evidence, and apprehend responsible parties. Thus, ***the Seminary urges any victims of crime to report the crime to the police immediately***. A ***911 call is the fastest*** and best way to report and should generate an immediate response. If possible, *after* making such a call, please alert the Seminary's administration and the front desk attendant so that they can provide effective assistance when the police arrive and get them to you as quickly as possible. The Assistant Dean of Students, the Director of Housing and Campus Services, and the Chief Operating Officer are helpful resources for victims of criminal conduct, particularly when assistance with reporting or requesting police support is needed.

In the event that the situation is not urgent, or you would prefer to speak with a police officer in person, the local NYPD in this area is:

- **NYPD 26th Precinct**
  520 West 126th Street (between Amsterdam and Old Broadway)
  Telephone: (212) 678-1311

The 26th Precinct has primary patrol responsibility for the Seminary's campus and surroundings.

It is the responsibility of all members of the Seminary community to *immediately* report any criminal activity, threatened criminal activity, or threatened violence. In addition to the police

reporting options discussed above, such a report can be made to the Assistant Dean of Students, the Director of Housing and Campus Services, or the Deputy Vice President of Buildings and Grounds.

If any of these people receives a report of a violent felony offense, appropriate law enforcement officials will be notified immediately, and the Seminary will cooperate with those officials as requested. The Seminary, to the best of its ability, will seek to secure the crime scene and to preserve physical evidence pending the arrival of the law enforcement officials.

In the event that a report of potential criminal conduct, not involving a violent felony offense, other violent or felonious conduct, is received by the Seminary's Assistant Dean of Students, the Director of Housing and Campus Services, or Deputy VP of Buildings and Grounds, the Seminary will request permission from the victim to report the offense to law enforcement. When such permission is granted, or if the victim is unavailable for consultation for any reason, such a report will be made immediately. If the victim refuses permission to report, and there are no other victims that have been or may have been impacted by the criminal conduct being reported, the Seminary will not make a report to law enforcement over the victim's objection, but will urge the victim to do so directly, and will facilitate that reporting process.

When a report is made to law enforcement authorities, the Seminary will expect the investigation to be undertaken by law enforcement officials and will support that investigation to the extent requested by law enforcement authorities and within the Seminary's capabilities.

Whether or not the victim of alleged criminal conduct or improper behavior wishes to report the matter to law enforcement, the Seminary will conduct its own independent investigation into the reported facts and circumstances, which is generally resolved within 60 calendar days (though the process can sometimes take longer).

In all events, victims and others will be informed that retaliation against a person who makes a report of allegedly criminal or improper conduct is strictly prohibited, and that sanctions may be imposed on any person engaging in retaliatory behavior, whether the report of underlying criminal conduct or impropriety is substantiated or not.

Reporting Missing Students

The Seminary's student body, consisting exclusively of graduate students, is a motivated, highly mobile group with many commitments on and off campus. While students may, therefore, not access the campus proper for lengthy periods due to off-campus commitments, the Seminary recognizes the importance of identifying situations in which students are missing without apparent reason or justification. In those situations, prompt and effective reporting can be critical.

The Seminary will report to responsible law enforcement agencies any situation of which it is aware when a student is absent from campus without apparent reason or justification for more than twenty-four hours, or where (regardless of the temporal duration) a student absence is accompanied by circumstances suggesting that the absence may be due to abduction, emotional breakdown, criminal activity, or other reason suggesting that the student's health or well-being might be at stake.

Upon making such a report to appropriate law enforcement authorities, the Seminary will expect a prompt investigation to be undertaken by law enforcement officials and will support that investigation to the extent requested by law enforcement authorities and within the Seminary's capabilities.

STUDENT GRIEVANCE PROCEDURES

Concerns, complaints, and grievances by students arising out of Seminary policies concerning Title IX and Sexual Misconduct, Disability Services, Academic Appeals, and the Student Standards of Conduct shall be governed by the policies, procedures, and mechanisms for redress set forth in this Student Handbook. Complaints against Seminary faculty or staff may be superseded or may be governed, in whole or in part, by the policies and procedures set forth in the Faculty Guide, the Employee Handbook, or by the provisions of any applicable Federal, State, or local law.

Students who are unclear about which policies and procedures apply in a given situation, particularly those not expressly covered in the Student Handbook, should consult with the Assistant Dean of Students, the Academic Dean, or the Associate Dean for Academic Administration for guidance. The final determination regarding which, if any, policies or procedures in the Student Handbook, Faculty Guide, or Employee Handbook may be applicable to a particular concern, complaint, or grievance rests in the sole discretion of the Academic Dean. In the event that the Academic Dean is the subject of the complaint, then this final determination shall be made by the President or by the President's designee. This final determination made by the Academic Dean or by the President (or designee) is not appealable.

Regardless of whether or not a formal policy is applicable or grievance procedures are available to an aggrieved student in a particular instance, students are encouraged to attempt to resolve complaints and grievances directly with the faculty, staff, or other student(s) whose alleged acts or omissions have given rise to their concerns or complaint. However, direct contact with involved individuals should not be attempted if the risk of physical harm to anyone is foreseeable. When the student believes that direct contact is not feasible or may be counterproductive, the student may seek assistance from the Associate Dean for Student Affairs, the Associate Dean for Academic Administration, or the Academic Dean. In cases involving sexual misconduct, discrimination, or harassment, the student may enlist the Title IX Coordinator as set out in the policies contained in this handbook. In the case of complaints involving the Academic Dean or the Assistant Dean of Students, the student may enlist the assistance of the President or the President's designee.

1. Definitions and Organization of the Disciplinary Review System

1.1. Student: any person enrolled in a degree or non-degree program at Union or taking courses or participating in activities at Union as a student. All students are subject to the Community Standards. Any alleged infraction that was committed by an individual while that person was a student or on the Union campus may be addressed under this policy. If an accused student is enrolled at another institution, that student may also be referred to his or her primary institution at the Union's discretion.

1.2. Jurisdiction: Misconduct committed by actively enrolled students. Students who also serve as Union employees may be subject to separate disciplinary proceedings by virtue of their employment status. Nothing in the Standards shall prevent an investigation or discipline under other applicable Seminary policies.

1.3. Role of the Office of the Academic Dean: The Office of the Academic Dean has an overall responsibility for overseeing proceedings on all matters related to the enforcement of the Seminary's Academic Integrity or General Misconduct policies. The Office of the Academic Dean will determine whether complaints should be referred to the Discipline and Dispute Resolution Committee and bring complaints as necessary, or resolve complaints by voluntary agreements.

1.4. Discipline and Dispute Resolution Committee (DDRC): The DDRC is responsible for hearings related to alleged violations of Union policies by students, other than policies related

to academic integrity. It is chaired by the Academic Dean or their designee and shall be comprised of the Associate Dean for Student Affairs, one faculty member, and one student chosen by the Academic Dean or the Dean's designee. The General Counsel of the Seminary, or outside counsel, may advise the DDRC as needed, along with other individuals of varying expertise, if the pending case warrants additional consultation. Faculty and student DDRC members shall serve two-year staggered terms to ensure continuity as members of the DDRC rotate on and off the committee. DDRC hearings are conducted by the entire member panel of the DDRC convened by the Office of the Academic Dean.

1.5. Advisors: A Union faculty or staff member or student in good standing can serve as an advisor during the DDRC process and can help students involved in disciplinary proceedings to understand the disciplinary process, respect and comply with the provisions of this policy, and deal with all aspects of the process. An attorney may also serve, but the Office of the Academic Dean must be alerted in writing at least five calendar days before the hearing if an attorney will be present. Dates and times of hearings will not be changed to accommodate an advisor's schedule.

1.5.1. An advisor may accompany any complainant, witness, or respondent to, and may participate in, any meeting regarding a disciplinary complaint. Advisors may also accompany complainants, respondents, and witnesses to hearings but **may not participate** in such hearings. An advisor to a respondent may quietly advise the respondent during the hearing, but shall do so in a way that does not disrupt or taint the proceedings. If an advisor engages in disruptive or inappropriate behavior, in which determination is in the sole discretion of the DDRC chairperson at the proceeding, the advisor may be dismissed from the proceeding, but such dismissal shall not cause the proceeding to be suspended or terminated unless the chairperson, in her or his sole discretion, determines a suspension or termination to be warranted.

2. General Misconduct: Reviewed by the Discipline and Dispute Resolution Committee

2.1. Any member of the Union community may bring a complaint about student conduct to the attention of the Academic Dean. Doing so in no way limits the complainant's rights to bring such matters to the attention of other Seminary offices, officers, or resources, or to seek recourse outside Union through civil or criminal legal proceedings.

2.2**.** General misconduct includes, but is not limited to:

- Obstruction or disruption of teaching, research, administration, Union procedures and activities, or other authorized activities on Union premises, including public service functions on or off the premises.
- Engaging in or threatening to engage in behaviors that by virtue of their intensity, repetitiveness, or otherwise, endanger or compromise the health, safety, or well-being of oneself, another person, or the general Seminary community, or that disrupt the effective continuation of the academic/educational process for individual students or for the general Seminary community. Such behaviors include, but are not limited to, threatening, tormenting, mocking, intimidating, and exploiting known psychological or physical vulnerabilities or impairment.
- Abusive behavior toward a Seminary employee or agent acting in the performance of their duties.
- Physical violence, actual or threatened, against any individual or group of people.
- Harassment, sexual abuse, or misconduct. Please note that a separate policy exists in this handbook regarding harassment, sexual abuse, or misconduct, and the DDRC reserves the right to refer complaints in this area for review and to proceed under that policy.
- The unlawful possession, use, or distribution of illicit drugs, unlawful drug paraphernalia, and alcohol, including public intoxication.

- Failure to comply with authorized directions of, or furnishing false information to, Union officials or representatives of the DDRC acting in the performance of their duties.
- Knowingly have in one's possession upon the premises to which these rules apply, any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written and explicit authorization of the Head of Security, whether or not a license to possess the weapon has been issued to the person.
- Willfully incite others to commit any of the acts prohibited in this section with the intent to cause them to do so.
- Violation of any provision of the Union Alcohol and Drug Safety Policy included herein.
- Take any action, create any situation, or participate in the creation of any situation that recklessly or intentionally endangers the mental or physical health of any person, including endangering the mental or physical health of any person for the purpose of entering, being initiated into, or affiliating with any organization.
- Compel the consumption of alcoholic beverages or drugs by another person, including compelling the consumption of alcoholic beverages or drugs by any person for the purpose of entering, being initiated into, or affiliating with any organization.
- Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, or meetings, or attempt to disrupt or prevent the freedom of any person, including invited speakers, to express their views.
- Disorderly, disruptive, or antagonizing behavior that interferes with the safety, security, health, or welfare of the community and /or the regular operations of the community.
- Knowingly allowing one's guests or visitors to violate this policy or other University policies, or failing to monitor the behavior of one's visitors or guests to assure their adherence to such standards.
- Participating in any adverse action against any individual for making a good faith report of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected by this policy. Unauthorized entry or use of Union facilities or unauthorized possession or use of Union property or property of others.
- Forgery, alteration, or misuse of Union documents, records, or identification, furnishing false information to Union, or possession of any false identification or identification belonging to another person.
- Identity theft: Possessing or using another person's name, address, Social Security number (SSN), bank or credit card account number, or other identifying information without that person's knowledge, and with the intent to commit fraud or other crimes.
- Theft or other abuse of computer facilities and resources, including but not limited to: any violation of the Seminary's computer use policy, using computing facilities and resources to send obscene or abusive messages, or other unauthorized use of computing facilities and resources.
- Vandalizing, damaging, destroying, defacing, or removing Union property or property under its care, or the property of others.
- Violation of any residence hall policy, including fire safety standards and guest policy.
- Violations of any other Union policy, rule, or regulation, or of federal, state, or local law.

2.3. Students taking only non-credit courses are guests of the Seminary. They are required to conform with Seminary standards of behavior, but are not entitled to the dispute resolution, grievance, or hearing provisions, or the appeal rights set forth below and herein, that are afforded to Seminary students enrolled in degree programs or for-credit students. In the event of an alleged violation of the student standards of conduct or other inappropriate behavior by a student taking a non-credit course, the discipline or remedy imposed by the professor or instructor of that course shall be reviewable only by the President or the President's designee; the process employed in connection with such a review, the standards

of review and the review determination shall be in the sole and exclusive discretion of the Academic Dean, whose determination shall be final.

DISCIPLINARY REVIEW PROCESS

3. Informal Procedures

3.1. When an issue arises involving the general conduct of a student, the Student Code provides informal avenues by which the complaint may be resolved:

- Personal/Informal Resolution: It is recommended that a complainant consider addressing the person against whom the complaint is being made. Such informal efforts at resolution often are successful. However, this effort is not required, and students are particularly cautioned to immediately report any circumstance in which the complainant feels an imminent threat of harm or danger from the person against whom the complaint is made.

3.2. Restorative Conference:

- Union highly encourages the use of Restorative Justice practices by way of a Restorative Conference when handling disputes, whenever practical and appropriate. Restorative Conferences may take place only if the complainant and respondent agree to participate. A matter is resolved through Restorative Conferences only if all parties agree on a resolution. Restorative Conferences usually occur within the office of the Associate Dean for Student Affairs, but may be delegated elsewhere.
- The goal is to develop an agreement or plan that addresses the harm caused and facilitates healing and restoration.
- Focus: Restorative Conferences seek to answer the following questions: what happened? What was the harm? How can we repair harm and rebuild trust?
- Facilitation: Restorative Conferences are co-facilitated by trained facilitators to guide the process, ensuring a safe and respectful environment for dialogue and problem-solving.
- Participants: The conference typically includes the person who caused the harm (offender), the person who was harmed (victim), and potentially their supporters (family, friends, or community members).
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4. Formal Procedures

4.1. If attempts at personal resolution or Restorative Conferences fail, or any member of the community wishes to bypass informal procedures and/or Restorative Conferences and file a formal complaint, the complainant shall notify the Academic Dean in writing. The Academic Dean will convene a Hearing Panel, which will comprise the entire DDRC (for general misconduct complaints) or the Committee on Standing (COS) (for Academic Integrity Complaints). The Academic Dean shall then deliver to the charged student a statement of the charges being brought, the student's rights in the proceeding, and potential consequences.

4.2. The student shall be informed, in writing, of the reasons for the proposed disciplinary actions with sufficient particularity to ensure an opportunity to prepare for the hearing. At least seven days' notice of the hearing will be given to both parties.

4.3. A hearing may be expedited in appropriate circumstances, including disciplinary matters involving students who have been placed on mandatory temporary suspension or conditional attendance, graduating students, or students who are about to take a leave of absence or leave campus to study elsewhere. Students who withdraw from Union remain subject to this Code and hearing policy.

44. The Hearing Panel may seek advice from the General Counsel or outside counsel, if necessary. The Academic Dean is responsible for ensuring that the process occurs in a timely fashion.

4.5. All members of the Union community are required to cooperate with these policies and procedures. Individuals who are interviewed or called as witnesses (including respondents and complainants) are obligated to provide honest and complete statements during the process.

4.6. Disciplinary or dispute hearings are not trials, and they are not governed by rules of procedure, evidence, or judicial formality. They are designed to encourage open discussion among the participants that promotes the Hearing Panel's understanding of the facts, the individuals involved, the circumstances under which the alleged incident occurred, the nature of the conduct, and the attitudes and experiences of those involved. All information, including hearsay evidence, may be considered.

4.7. The following procedures and standards apply to all hearings:

- Participants in the process may be accompanied by advisors as described in Section 1.5 above; participation of advisors shall be limited as set forth in the preceding section.
- No less than three days prior to the hearing, the parties shall submit to the Academic Dean and to each other all documents that they anticipate submitting as evidence and the names and anticipated areas of testimony of any witnesses. The Hearing Panel may exclude any evidence that is not submitted in accordance with this provision, but may consider such evidence if the party offering it demonstrates a good reason for failing to include it in the exchange of evidence.
- The complainant and the respondent may each make a brief opening statement and a brief closing statement.
- All matters upon which the decision may be based must be introduced into evidence at the proceeding. The decision shall be based solely upon such evidence, but the traditional rules of evidence shall not apply, and hearsay shall be admissible if, in the discretion of the Hearing Panel, such hearsay is probative and appropriate.
- The burden of proof rests upon the person bringing the charge. The Hearing Panel will presume a respondent to be innocent unless proven responsible for a violation by a preponderance of the evidence.
- There shall be a single official record, such as a tape recording or transcribed notes, of all hearings. Hearing Panel deliberations shall not be recorded. The record shall be the property of Union.
- If the accused fails to appear at the hearing, proceedings will continue. Evidence may be presented and considered even if the accused is absent.
- After the hearing concludes, the Hearing Panel shall deliberate in private. Upon reaching decisions on the charges and any recommended sanctions, the Hearing Panel will promptly advise the respondent of its decision. The Hearing Panel will then promptly deliver a brief written decision and any recommended sanctions to the Academic Dean, who will communicate the findings of the Hearing Panel in writing to the respondent.
- All decisions of the Hearing Panel require a majority vote.

4.8. A student who wishes to appeal a decision must submit a written appeal, including any evidence supporting the appeal, to the President within fourteen calendar days following written notification of the decision from the Academic Dean. The President will be given access to any evidence submitted at the hearing. After review, the President will notify the student in writing of their decision, which will be final. The decision on appeal is the final decision of Union.

- If the President brought the action against the student, their function with respect to that appeal shall be discharged by a full professor, who will be selected by lot from professors of that category.

4.9. In an emergency or other extraordinary situation, including but not limited to a situation involving health and safety, threatened violence, serious criminal behavior, or circumstances presenting a credible risk of harm to the mental or physical well-being of one or more

members of the Seminary community, the President or Academic Dean may take such interim disciplinary action, including but not limited to suspension from studies, suspension from campus housing, expulsion from campus housing, or such other conduct as is deemed, in the discretion of the President or the Academic Dean, necessary to deal appropriately with the situation pending a hearing or a decision on appeal, which shall take place as soon as practicable.

5. Disciplinary Sanctions. Disciplinary sanctions may include, but are not limited to, one or more of the following:
5.1. Reprimand: an admonition and an official written warning, course or grade failure.

5.2. Restitution: repair or replacement of property when loss or damage is part of the offense.

5.3. Restriction: loss of privileges consistent with the offense and the rehabilitation of the student.

5.4. Disciplinary probation: placing a student in a probationary status that takes away the privilege of holding office and may also include social restrictions.

5.5. Suspension: dismissal from Union and/or its residence halls for a specified time. Suspension, pending a hearing, may be imposed when there is reason to believe the action is necessary to maintain Union functions or to protect the safety of individuals.

5.6. Expulsion: permanent dismissal from Union and/or its residence halls.

5.7. Revocation: withholding or repealing admission or a degree award based on fraud or misrepresentation.

5.8. Counseling, evaluation, and treatment programs: in some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program by an approved counseling service may be required as a part of a sanction. The successful completion of treatment, as certified by the provider, may also be a condition of readmission to Union or of remaining at Union.

6. Additional Safety and Wellbeing Measures
Union recognizes the importance of student academic progress and personal well-being. Bearing in mind the safety and well-being of all members of its community, the Seminary may take the following actions against a student who is exhibiting behavior that may impede their safe and successful participation in the academic program or threaten the safety or well-being of others.

6.1 Temporary Suspension Policy/Procedure*.* If a student commits an act deemed threatening or dangerous to self or others, the Academic Dean (or, in their absence, the Assistant Dean of Students) can immediately impose a Temporary Suspension from the Seminary and/or residence halls. The Temporary Suspension will be in writing, delivered to the student, and cannot be appealed. Such a suspension will remain in effect until the student meets with the Academic Dean or designee(s), who will then decide whether to continue or lift the suspension, in consultation with other members of the Academic office and outside authorities, as deemed necessary. If a decision is made to lift the suspension, the student will receive written permission to return to class and/or the residence halls. If the student is not permitted to return to the Seminary, procedures for Involuntary Withdrawal will be followed. If the student is not allowed to return to the residence halls, their emergency contact will be notified.

6.2. Involuntary Withdrawal*.* The Seminary may discontinue the enrollment of a student whose conduct prevents safe and successful participation in his or her academic program,

disrupts or impedes the work of other students, faculty, or administrative staff, or threatens the safety or well-being of others. This decision shall be made by the Academic Dean in consultation with various members of the academic office and others as deemed appropriate. The student will not be eligible to re-enroll until the Conditions for Continuance as a Student have been met. An involuntary withdrawal may be appealed. A student who wishes to appeal this decision must submit the appeal in writing to the President's office within five business days of the decision. The President's office will review the appeal and issue a final decision to the student within 7 business days of receipt. There is no further appeal of the President's decision.

6.3. Conditions for Continuance as a Student. A student who has faced either of these sanctions is required to meet certain requirements before being permitted to return to the Seminary, including a recommendation for readmission or continuance by a qualified professional designated by the Seminary. The student may also be required to enter into a behavioral contract to establish conditions under which that student may continue or resume enrollment at Union. Conditions may include reduced course loads or maintenance counseling with a licensed professional. Final readmission authority for a re-entering student rests with the Academic Dean, in consultation with others. The Academic Dean reserves the right to require administrative evaluations with subsequent recommendations through the Office of Student Affairs.

7. Disciplinary Records and Confidentiality
7.1. Records of disciplinary proceedings are maintained by the Office of the Academic Dean. Records are entered into the student's official Seminary file only after a final disciplinary sanction is rendered, and any appeals are concluded.

7.2. All disciplinary proceedings, the identity of individuals involved in particular disciplinary matters, and all disciplinary files, testimony, and findings are kept confidential to the extent possible.

CONDUCT STANDARDS AT CONSORTIUM SCHOOLS

Our consortium schools (i.e., Columbia, Jewish Theological Seminary, New York Theological Seminary, General Theological Seminary, Hunter College, etc.) have separate Rules of University Conduct, which apply to all who visit their campuses or use their facilities. Violations of these Rules can lead to sanctions, including the revocation of permission to visit these campuses or use their facilities, and suspension or dismissal from Consortium school courses in which a Union student may be enrolled.

NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENT (NC-SARA)

Union Theological Seminary is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA) and follows the complaint resolution policies and procedures detailed in section 4 of the SARA Policy Manual and summarized here: https://nc-sara.org/sara-student-complaints-0. SARA consumer protection provisions require the institution's home state, through its SARA State Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity by the state's SARA-participating institutions, including the provision of false or misleading information.

Professional Disclosures
Online courses, certificates, and degrees offered by Union Theological Seminary are not designed to lead to professional licensure or certification.

Procedure for Filing Complaints (for Students Residing Outside New York)

Union Theological Seminary (Union) is committed to ensuring that any grievances or complaints are appropriately addressed in a timely manner. Consumer protection complaints arising from distance education courses, activities, and operations must first be filed with the institution for resolution. The first step is submitting information to Abigail Asgaralli (aasgaralli@uts.columbia.edu), following Union's **Student Grievance Procedures** outlined in the **Student Handbook**.

If a student is not satisfied with the outcome of Union's complaint resolution process in connection with a SARA, the next step is to appeal Union's decision by contacting the New York State Education Department (NYSED), in accordance with the NC-SARA complaint procedures. Appeals may be made within two years of the incident about which the complaint is made. More information is available on their website: https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process. Please note that this does not include complaints related to grades or student conduct violations, both of which should be fully addressed within Union Theological Seminary's processes, not through the NC-SARA complaint resolution process for consumer-protection issues.

NYSED (New York State Education Department) State Portal Entity contact:
Andrea Richards
518-474-1551
IHEauthorize@nysed.gov
New York State Education Department
Office of College and University Evaluation
89 Washington Ave
Albany, NY 12234

Office of College and University Evaluation's complaint page: https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process

STUDENT SENATE BYLAWS

Statement of Purpose

The purpose of the Student Senate is to promote the religious and social life of the community; to advocate concerns of academic and community issues; and to implement and supervise activities affecting the students of Union. The Student Senate is committed to maintaining the voice and participation of all diverse student communities and constituencies in the Seminary. It provides a forum in which students can reflect and act together for their benefit and for the benefit of the entire Seminary community.

Article I: Student Senate Membership and Structure

1. The Student Body shall consist of all students who pay the Student Activities Fee. All members of the Student Body are entitled to vote in general meetings of the Student Senate. All members of the Student Body are also entitled to vote in general elections.
    1. The Student Senate shall serve as the directly democratic decision-making body of the Student Body, and shall
        1. advocate for student concerns,
        2. create and dissolve newly elected positions and committees,
        3. administer the revenues of the Student Body,
        4. provide space for Caucus and Club announcements, and
        5. host an open forum for students to discuss issues facing the community.

Article II: Student Senate Meetings and Procedure

1. The Student Senate shall meet monthly during the academic year. Special meetings of the Student Senate may be called by:
    1. a joint consensus of the Co-Chairpersons
    2. the Executive Committee; or
    3. a petition signed by 25% of the Student Body.
2. A quorum shall consist of at least 10% of the Student Body.
3. Meetings of the Student Senate are open to any member of the Seminary community, unless closed by a two-thirds vote of the Student Senate. Non-members may speak either by invitation from the moderators (3.1) or by a majority vote of the eligible Student Senate members present.
4. The Student Senate may adopt special rules of order and may suspend the rules (but not the By-Laws) by a two-thirds majority vote.
5. The Agreements and By-Laws shall govern in all cases, however, if a case doesn't fall within the domain of the By-Laws, then Martha's Rules(or Robert's Rules of Order Revised when beyond the purview of Martha's) will govern in those exceptions.

Article III: Elected and Appointed Student Senate Officers and Duties

1. **Co-Chairpersons**
    1. The Co-Chairpersons shall be elected officers of the Student Senate Executive Committee (5.1), and shall be voting members of the Student Senate, the Executive Committee, the Budget Committee, and the Student Appointments Committee. They shall each receive a salary from the Office of Student life of

at least $3000 for the year. This amount is subject to increase from the Office of Student Life. The duties of the Co-Chairpersons shall include the following:

1. Convene and preside over meetings of the Executive Committee
2. Serve as or designate the Moderator(s) of the Student Senate meetings.
3. In the absence of the Treasurer, convene and preside over meetings of the Budget Committee.
4. The Co-chairs or their appointed designee, should observe the following meetings and report on them to the Student Senate at its regular meetings:
    1. Faculty Meetings
    2. Faculty Days of Work
    3. Board of Directors Meetings
    4. The Educational Policy Committee of the Board of Directors
5. One Co-Chairperson, or their designees, shall serve as an active student member of the Academic Affairs Committee.
6. Serve as a liaison between the Student Body and the Faculty, Administration, the Board of Directors, and non-administrative staff
7. Act as a spokesperson(s) for the Student Senate, subject to its instruction, in business with the Faculty, Administration, Board of Directors, and Staff of Union Seminary, as well as with non-Seminary groups and persons.
8. Meet monthly with the President of the Seminary, subject to the President's consent.
9. Meet monthly with the Associate Dean for Student Life, subject to the Associate Dean's consent.
10. Ensure that the provisions of the By-Laws, standing rules, and special rules of order are carried out.
11. Undertake such duties and authorities as are specifically delegated to the Co-Chairpersons by the Student Senate.

2. **The Secretary**
    1. The Secretary shall be an elected officer of the Student Senate Executive Committee (5.1), and shall be a voting member of the Student Senate, the Executive Committee, the Budget Committee, and the Student Appointments Committee. They shall receive a salary from the Office of Student life of at least $2100 for the year. This amount is subject to increase from the Office of Student Life. The duties of the Secretary shall include the following:
        1. Preside over elections.
        2. Convene and preside over meetings of the Student Appointments Committee
        3. Take and issue minutes of the decisions made at the Student Senate Meetings and Executive Team Meetings. .
        4. Before distributing Student Senate meeting minutes, the Secretary will have the minutes approved by the Executive Committee within a week following a Student Senate meeting. Upon approval, the minutes will be distributed to the Student Body. The Secretary is also to arrange for minutes to be placed on Reserve in The Burke Library.
        5. Create and distribute copies of the agenda for Student Senate meetings, subject to the instruction of the Executive Committee, at least two days prior to each meeting.
        6. Make and distribute copies of any reports to be presented at Student Senate meetings, provided those reports are given to the Secretary at least two days in advance of the meeting.
        7. Keep a complete account of the correspondences of the Student Senate, which shall remain the property of the Student Senate and

which shall be open for review at any time by request of any Senate member subject to the approval of the Executive Committee.
8. Handle any correspondence as directed by the Co-Chairpersons or the Student Senate.
9. Convene and preside over Student Senate Meetings in the event of the absence of both the Co-Chairpersons.
10. Preside over the election of the presiding officer pro tempore in the event of the absence of both the Co-Chairpersons.
11. Undertake such duties and authorities as are specifically delegated to the Secretary by the Student Senate.

3. **The Treasurer**
    1. The Treasurer shall be an elected officer of the Student Senate Executive Committee (Article VI), and shall be a voting member of the Student Senate, the Executive Committee, and the Budget Committee. They shall receive a salary from the Office of Student life of at least $2100 for the year. This amount is subject to increase from the Office of Student Life. The duties of the Treasurer shall include the following:
        1. Administer the funds of the Student Body and Senate, subject to the policies and directives of the Student Senate.
        2. Keep a complete account of the finances of the Student Body and Senate online, which shall remain the property of the Student Senate and which shall be open for inspection at any time by formal request to the Treasurer by any member of the Student Body.
        3. Render a current financial report at each regular meeting of the Student Senate. d. Convene and preside over meetings of the Budget Committee and any other meetings specific to their function.
        4. Publicize the impending budget process to the Seminary at large and solicit budget requests from the Caucuses, Clubs and other groups receiving monies from the Student Senate and Student Activities Fees.
        5. Undertake such duties and authorities as are specifically delegated to the Treasurer by the Student Senate.
        6. Prepare a list of all Active Caucuses and Clubs (Article IV) in advance of the spring Budget Committee Meeting.

4. **Ministers of Fun**
    1. Two Ministers of Fun shall be elected officers of the Student Senate Executive Committee (5.1). Each Minister of Fun shall be voting members of the Student Senate. They shall each receive a salary from the Office of Student life of at least $1000 for the year. This amount is subject to increase from the Office of Student Life.
    2. The duties of the Ministers of Fun shall include the following:
        1. Coordinate programming, in conjunction with other campus bodies, which builds community life through funding, organization, planning, publicity, and/or execution. The Ministers of Fun should take initiatives to discover unmet programming needs and attempt to fulfill them for the Union community. In particular, the Minister of Fun should work with Caucuses and Clubs, the Executive Committee, and other Student Senate bodies to coordinate campus events.
        2. The coordinator shall be responsible for managing funds appropriated by the Student Senate for such activities.
        3. Seek out and publicize neighborhood and wider community and city events of interest to the Union community.
        4. Attend all regular meetings of the Student Senate and Executive Committee, and remain active as a voting member.

5. Keep the Community Activities Calendar.
6. Serve on special committees as requested by the Student Senate.

5. **Historian**
    1. A Historian shall be an elected officer of the Student Senate Executive Committee (5.1) The Historian shall be a voting member of the Student Senate. They shall receive a salary from the Office of Student life of at least $1000 for the year. This amount is subject to increase from the Office of Student Life.
    2. The Duties of the Historian are:
        1. Working closely with the Secretary to archive important documents.
        2. They will serve to make sure that future students have a record of what current students have done, especially regarding advocacy and activism with Union Seminary and New York City. The purpose of this position is to use multiple sources, like interviews with current students, recent graduates, the Heretic, and other written and oral communication to create a record or document that can be passed from year to year so that future students can inform themselves about what past students have done.
        3. This person should plan to complete some archivable material to share with the student body towards the end of the academic year.

6. **Class Representatives**
    1. Class Representatives shall be elected officers of the Student Senate (Article VI) and shall consist of the following persons:
        1. one Ph.D. Representative,
        2. one M.Div. Representative,
        3. one M.A.R. Representative,
        4. one MASJ Representative,
        5. one S.T.M. Representative,
        6. one M.Div./M.S.S.W. Representative,
        7. one D.Min. Representative,
        8. one Matriculating Class Representative,
        9. one Graduating Class Representative, and
        10. one Representative-at-large, from any of the Degree programs.
    2. Terms of office shall be one year, beginning at the last regular Student Senate meeting of the academic year, for all Representatives except for all first-year representatives, whose terms shall begin immediately following elections in the fall and end at the last regular Student Senate meeting of the academic year. All Class Representatives shall be voting members of the Student Senate and the Student Appointments Committee.
    3. The duties of the Class Representatives shall include the following:
        1. Attend all meetings of the Student Senate.
        2. Represent, to the best of their ability, the views and concerns of their respective constituency.
        3. Meet monthly, as Class Representatives, to discuss issues facing their respective constituencies and how to collaborate on addressing these issues. The Coordinator/Facilitator of these meetings will be decided within the Class Representatives, keeping the Executive Committee informed on the Representative who is fulfilling this role.
        4. Meet with the Executive Committee, as needed to organize, discuss, and delegate tasks to fulfill administrative needs of the Student Senate. The Coordinator/Facilitator of these meetings will be decided within the Class Representatives, keeping the Executive Committee informed on the Representative who is fulfilling this role.

5. Serve as liaisons with the Alumni Council on behalf of the Student Senate in coordination with the Co-Chairpersons.
6. The M.A.R. and M.Div. Representatives, and the Representative-at-large will serve on the Budget Committee.
7. Serve on special committees, as requested by the Student Senate.
8. Undertake such duties as are specifically delegated to the Representatives by the Student Senate.
9. For Representatives of graduating classes, this includes organizing the
10. class gift.
11. The Class Representatives shall submit a budget for their program needs and service hours compensation in a timely manner for the Budget Committee.

7. **Student Members of Seminary Standing and Temporary Committees**
    1. Student members of the standing and other (subject to change) committees of the Seminary shall be elected by the Student Body Article VI). These students shall be voting members of their respective committees and of the Student Senate.
    2. Student members of the standing committees shall consist of the following persons, subject to the policies of the Seminary By-Laws:
        1. Up to six students shall serve on the Academic Affairs Committee. There shall be one student representative from each masters and doctoral degree program. These six students shall have one vote each.
    3. At least 9 but no more than 18 students from any degree program shall serve as Committee Representatives where they will serve as non-voting representatives of the following Board of Directors Committees, Faculty Committees, and other committees:
        1. Campus and Facilities
        2. Educational Policy Committee
        3. Development
        4. Investment
        5. Union Medal
        6. IT and Digital Innovation Committee
        7. Assessment Committee
        8. Justice Equity and Inclusion Committee
        9. Student Library Advisory Committee
    4. Elected students shall serve on each of the following faculty committees:
        1. Academic Affairs (6 Positions) One from each of the following programs: MDiv, MAR, MASJ, D.Min, STM and PhD.
    5. One elected student should serve as the Columbia-Senate UTS –Student Senate Observer
    6. In the case of a vacancy an appointment may be made to Standing, Temporary or Ad Hoc Committees by the Executive Committee.
    7. Should the By-Laws of the Seminary be changed or amended at any time, this section of the Student Senate By-Laws shall likewise be amended to remain compatible with the Seminary By-Laws.
    8. The duties of the members of the standing and temporary committees shall include the following:
    9. At least one student representative from each committee shall attend all regular meetings of the Student Senate. Attendance may be on a rotating basis as the student representatives determine.
    10. Each representative shall attend all regular meetings of the standing committee to which the student is appointed.
    11. Each representative shall represent, to the best of their ability, the views and concerns of the majority of the Student Body, to both the standing committees and the Student Senate.

12. Each representative may serve on special committees, as requested by the standing committees of the Student Senate.

8. **Ad Hoc Coordinators**
    1. The Student Senate may create new Coordinator positions to serve vital interests of the Student Body. The creation and dissolution of these Coordinator positions shall be ratified by a two-thirds vote of the Student Senate. The duties of these Coordinators shall be written and submitted to the Student Senate by the Executive Committee or by a petition signed by 33% of the Student Body.
    2. Upon creation, any new Coordinator position will then be elected by members of the Student Body (Article VI), with their term beginning upon election and ending May 1st. Existing Coordinator positions shall have terms of office of one year beginning May 1st. Coordinators shall serve on the Executive Committee, receive a salary from the Office of Student Life, and shall be voting members of the Student Senate.

Article IV: Student Organizations

1. **Caucuses**
    1. Caucuses are defined as student-led groups that represent, support, and participate in social and educational engagement on behalf of a historically marginalized community or communities within the Student Body. Only students may be Caucus members and serve as their Senate representatives, and only Caucus members may be eligible for paid service hours.
    2. New Caucuses shall be formed and officially recognized by the Student Senate through the following procedures:
        1. Submission to the Student Senate of a statement of purpose and a constitution of self-governance, detailing its processes for approving paid service hours, internal decision-making, and the selection of the Senate representatives for the Caucus.
        2. Approval of the Student Senate by a simple majority vote of a quorum of its membership by secret ballot.
        3. Immediately upon formation of a new Caucus, the new Caucus will submit any budget requests prior to the following Student Senate meeting. Upon submission of the budget requests, the Budget Committee will convene to allot funding for the remaining semester.
    3. In order to be considered an active Caucus and receive funding, each Caucus shall:
        1. Choose at least two Senate representatives who will serve as liaisons with the Executive Committee and approve any budget expenditures from the Caucuses. Senate representatives for the following academic year must be selected and have names submitted to the Senate Secretary by April 15th.
        2. Send at least one representative to represent the Caucus at least three-fourths of regular meetings of the Student Senate. In the event that a student serves in multiple representative and reporting capacities, they may retain only one vote within the body of the Senate. Their responsibilities shall include the following:
        3. Report updates of caucus activities to the Student Senate.
        4. Represent, to the best of their ability, the views and concerns of their Caucus at meetings of the Student Senate.
        5. Submit budget proposals, updates and requests to the Treasurer.
    4. Should any Caucus fail to meet the above requirements, it may lose its funding for the remainder of that academic year and it may lose its status as

an Active Caucus for the upcoming academic year, thus forfeiting any funding from the Student Senate.

5. Concerning Caucus status, the following protocol will be taken by the Student Senate:
    1. In January and upon request by the Treasurer, the Senate Secretary shall submit a report to the Budget Committee and Senate representatives regarding attendance at Student Senate Meetings and, by April 15th, Senate representatives for the following academic year.
6. If a Caucus fails to meet the requirements of 4.1.3, it will be considered "Inactive."
    1. If a Caucus is inactive for two years, it must go through the procedures for new Caucuses described in 4.2.
7. Concerning paid service hours for Caucus members, Senate representatives will formally submit reimbursement forms to the Treasurer no later than the finals period of each semester compensating members of its Caucus for any formally approved hours of work done on behalf of the Caucus and its functions. Senate representatives cannot approve their own paid service hours, and must receive the approval of another Senate representative in order to receive approval from the Treasurer for paid service hours. Any participation in meetings of the Appointments Committee (5.3) and the Budget Committee (5.2) on behalf of Caucuses will be automatically valid for reimbursement.

2. **Clubs**
    1. Clubs are defined as student groups that demonstrate active interest from the Student Body, fulfill an unmet social, artistic, or academic need in the student community, and demonstrate financial requests from the Student Senate budget. Only students may be Club members and serve as Senate representatives.
    2. New Clubs shall be formed and officially recognized by the Student Senate through the following procedures:
        1. Submission to the Student Senate of a statement of purpose, a constitution of self-governance detailing the process for decision-making within the Club and how Senate representatives of the Club will be selected, as well as a petition with a minimum of 20% of the Student Body of persons supportive of the formation of said Club and 5% of the Student Body of persons intending to participate.
        2. Approval of the Student Senate by a simple majority vote of a quorum of its membership by secret ballot.
        3. Immediately upon formation of a new Club, the new Senate representatives will be elected and submit any budget requests prior to the following Student Senate meeting. Upon submission of the budget requests, the Budget Committee will convene to allot funding for the remaining semester.
    3. In order to be considered an Active Club and receive funding, each Club shall:
        1. Choose at least two Senate representatives who will serve as liaisons with the Executive Committee and approve any budget expenditures from the Club. Club Co-Chairs for the following academic year must be elected and have names submitted to the Senate Secretary by April 15th.
        2. Send at least one representative to represent the Club at least three-fourths of meetings of the Student Senate. In the event that a student serves in multiple representative and reporting capacities, they may retain only one vote within the body of the Senate. The representative from the Club will report updates of Club activities to the Student Senate.

3. Submit budget proposals, updates and requests to the Treasurer.

4. Concerning Club status, the following protocol will be taken by the Student Senate:
    1. In January and upon request by the Treasurer, the Senate Secretary shall submit a report to the Budget Committee and Senate representatives regarding attendance at Student Senate Meetings and, by April 15th, Senate representatives for the following academic year.
    2. If a Club fails to meet the requirements of 4.2.3, it will be considered "Inactive."
    3. If a Club is Inactive for two semesters, it must go through the procedures for new Clubs described in 4.2.2.

Article V: Senate Committees

1. **The Executive Committee**
    1. The Executive Committee shall consist of the following elected officers of the Student Senate:
        1. The two Co-Chairpersons
        2. The Secretary
        3. The Treasurer
        4. The two Ministers of Fun
        5. The Historian
        6. Any Ad Hoc Coordinators
    2. The Executive Committee shall:
        1. Meet at least once between meetings of the Student Senate and/or upon the call of the Co-Chairpersons and before any meeting of the Student Body or Senate,
        2. Set the agenda for meetings of the Student Senate, subject to amendment and approval from the floor, and
        3. Undertake such tasks as are specifically designated to it by the Student Senate.

2. **The Budget Committee**
    1. The Budget Committee shall be chaired by the Treasurer and consist of:
        1. At least one Co-Chairperson
        2. At least one of the Ministers of Fun
        3. At least two representatives from different Caucuses
        4. The following class representatives: First-Year M.A.R. and First-Year M.Div., Second-Year M.Div., and the Representative-at-large.
    2. The Budget Committee shall be responsible for the composition of a budget proposal in the spring for the following academic year.
    3. The budget proposal shall be composed according to the following procedures:
        1. The Budget Committee will receive a list of all Active Caucuses and Active Clubs for the following academic year.
        2. At least 40% of the Student Senate full annual budget will be apportioned for distribution amongst caucuses. Caucuses may choose to use their budgets as they see fit, including for the payment of caucus members to reimburse labor on behalf of the caucus. The 40% of the full annual budget shall be apportioned evenly amongst the caucuses, unless a caucus requests a lesser amount than what would have been allotted.
        3. The Budget Committee will allocate remaining funds as it sees fit to the Student Senate fund, the Co-Sponsorship fund, the Ministers of Fun budget, the Student Senate retreat fund, the Student Emergency

Fund, the Class Representatives, all Active Caucuses who submitted a budget proposal for additional funds, and to all Active Clubs who submitted a budget proposal for the following academic year.

4. The Budget Committee may be convened by the Treasurer on an emergency basis during the year to discuss any additional budgetary needs or crises.
5. The Budget Committee shall meet before the first Student Senate meeting of the Spring Semester to reexamine appropriations and redistribute unused or unneeded monies. At this time, each caucus or fund recipient shall present an updated budget, which accounts for appropriated monies and requests any additional monies.

3. **Special Committees**
    1. Special Committees may be created by the Student Senate or the Co-Chairpersons of the Student Senate at any of its regular meetings. Their members, chairperson(s), terms, and charge shall be determined by the Student Senate or its designated agent.
    2. Special Committees may adopt their own rules, subject to their charge. In the absence of such rules, they shall meet at the call of their chairperson(s), require a majority of their members for a quorum, and follow procedures outlined in Robert's Rules of Order Revised.

Article VI: Elections and Recall

1. **Elections**
    1. Candidates for elected positions and voters in elections of the Student Senate must be members of the Student Body (1.1). Regular elections for the elected officers of the Student Senate (Article III) shall be held within the month of April, with terms for elected positions beginning and ending at the last regular Student Senate meeting of the academic year. Elections shall be overseen by the Senate Secretary (3.2) with the assistance of the Student Appointments Committee (5.3), unless the Senate Secretary is currently running for an elected office on the Executive Committee (5.1), in which case the Co-Chairpersons may preside over the election.
    2. Regular and special elections shall be held as provided below:
        1. The Senate Secretary shall initiate elections by announcing to the Student Body a call for nominations to all open positions. Any member of the Student Body (1.1) may nominate another student for an open position.
        2. Upon initiation of elections, the Senate Secretary shall receive nominations for all open positions for no less than five days following the announcement, three of which must be class days. Following this, the Senate Secretary shall give each nominee 3 days to confirm their nomination before placing their names on the ballot.
        3. All eligible voters should vote for their Class Representative in addition to other elected offices of the Student.
        4. All positions on the ballot shall be open to write-in candidates, whether or not there are nominees who have accepted nominations for those positions on the ballot.
        5. Rank choice voting is used for all positions where there are two or more candidates than open positions.
        6. Once the ballot has been disseminated, voting shall take place for no less than five days and no more than seven days.
        7. The Senate Secretary shall declare the results, in consultation with the Executive Team, and notify the candidates and sitting officers as well

as the appropriate Seminary offices (i.e. Deans, Student Life, Facilities, etc.).
8. The person(s) receiving the highest number of votes on a preferential ballot shall be elected and shall officially take seat in that position at the next Student Senate meeting.

3. In the event of a vacancy in an elected position of the Student Senate, the Secretary shall hold a special election to fill the office. If the vacant office is that of Secretary, the Co-Chairpersons may preside over the election. No special elections shall be held during summer intersession or examination periods.

2. **Recall**
    1. Executive Committee members who do not fulfill their duties may be subject to recall. The process takes place as follows:
        1. A recall vote may be initiated either by three members of the Executive Committee or by a petition of at least 25% of members of the Student Body.
        2. Any recall votes must be advertised seven days before the meeting of the Student Senate. A two-thirds majority vote of the Student Senate is required for the recall of an elected Student Senate member.
    2. Elected Class Representatives who do not fulfill their duties may be subject to recall. The process may take place as follows:
        1. The Senate Secretary will send a written warning to any Representative who has missed two meetings of the Class Representatives, the Student Senate or Budget Committee.
        2. After three absences, the Student Senate will hold a recall vote. Any recall votes must be advertised a week before the meeting of the Student Senate. A two-thirds vote is required for the recall of an elected representative.

Article VII: Rules and Amendments

1. **Rules**
    1. The Agreements and By-Laws shall govern in all cases, however, if a case doesn't fall within the domain of the By-Laws, then Martha's Rules(or Robert's Rules of Order Revised when beyond the purview of Martha's) will govern in those exceptions.

2. **Amendments**
    1. Amendments shall be ratified by a two-thirds vote of the Student Senate at a regularly scheduled meeting for which there is a quorum.
    2. Amendments must be distributed to the student body with an announcement of the intention to vote on them at least 48 hours before the regularly scheduled Student Senate meeting.

APPENDIX I

COMPLAINT FORM FOR REPORTING HARASSMENT/DISCRIMINATION

If you believe that you have been subjected to or have witnessed workplace harassment or discrimination, you may use this form to provide information supporting your concern(s) to the Chief Human Resources Officer & Title IX Coordinator, or any of the other individuals identified in Union's Non-Discrimination and Anti-Harassment Policy. If you are more comfortable reporting verbally or in another manner, you may do so.

COMPLAINANT INFORMATION

Name: _____

Work Phone:_____Job Title:_____ Email: _____

Preferred Communication Method:

COMPLAINT INFORMATION

1. Please describe the conduct or incident(s) that is the basis of this complaint, including the name and contact information of any relevant witnesses, relevant dates/locations of the conduct or incident(s) discussed, and your reasons for concluding that the conduct is harassment or discrimination. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Have you previously complained or provided information (verbal or written) about the conduct or incident(s) to a supervisor, manager, and/or the Office of Human Resources?

1 Yes 1 No

If yes, when and to whom did you complain or provide information?

3. Have you filed a claim regarding this matter with a federal, state or local government agency?

1 Yes 1 No

Have you instituted a legal suit or court action regarding this matter?

1 Yes No

Have you retained legal counsel with respect to this matter?

1 Yes No

I affirm the information I am providing is accurate to the best of my recollection and that I will cooperate with Union's investigation of this matter.

SIGNATURE: *DATE:*

EMERGENCY CONTACT INFORMATION

On-Campus Medical Emergencies 24/7	212-854-5555
Columbia Security 24/7	212-854-2797
Sexual Violence Response 24/7	212-854-4357
Police and Fire Emergencies 24/7	911
Off-Campus Medical Emergencies 24/7	911
Local 26 Precinct (non-emergency)	212-678-1311

SEMINARY CONTACTS

Hastings Lobby Desk 24/7	212-280-2440 or ext.2440
Student Life Assistants	347-234-5178
Michael Orzechowski *Director of Housing & Campus Services*	Office: 212-280-1301 Mobile: 917-860-5493