

# **UNION**

**Union Theological Seminary  
Office of Student Affairs**

# Student Handbook

2017-2018



## **TABLE of CONTENTS**

<b>A MESSAGE FROM THE OFFICE OF STUDENT AFFAIRS</b>	<b>4</b>
<b>ACADEMIC INFORMATION, POLICIES AND PROCEDURES</b>	<b>5</b>
<input type="checkbox"/> Academic Advisement at Union	5
<input type="checkbox"/> Course Evaluations	7
<input type="checkbox"/> Academic Policy on Guided Readings at Union	7
<input type="checkbox"/> Procedures For Changing Degree Programs	8
<input type="checkbox"/> Good Standing, Marginal Credit, Academic Probation and Discipline	9
<input type="checkbox"/> Plagiarism	12
<input type="checkbox"/> Policies and Procedures for Academic Appeals	13
<input type="checkbox"/> Policies and Procedures for Leave of Absence	14
<input type="checkbox"/> The Process for Withdrawing from Union	15
<input type="checkbox"/> Procedures for Re-Admission	16
<input type="checkbox"/> Access to Educational Records and Privacy Rights	17
<input type="checkbox"/> Jury Duty Policy	18
<input type="checkbox"/> Policy on Religious Observance	18
<b>COMMUNITY LIFE POLICIES, PROGRAMS, AND AUXILIARY SERVICES</b>	<b>19</b>
<input type="checkbox"/> Governance	19
<input type="checkbox"/> Disability Policy and Services	19
<input type="checkbox"/> AIDS and HIV Policy	22
<input type="checkbox"/> Policy on Alcohol and Drugs	24
<input type="checkbox"/> Financial Aid	31
<input type="checkbox"/> Communications and Publications	36
<input type="checkbox"/> Scheduling of Events	38
<input type="checkbox"/> Health Insurance and Services	40
<input type="checkbox"/> Worship Life	41
<input type="checkbox"/> Pastoral/Spiritual Care & Counseling Resources	42
<input type="checkbox"/> Union Textbooks at Columbia Bookstore	43
<input type="checkbox"/> Landmark Guest Rooms	43
<input type="checkbox"/> Fitness	44
<b>SAFETY &amp; SECURITY</b>	<b>45</b>
<input type="checkbox"/> Title IX and Sexual Misconduct Policy	45
<input type="checkbox"/> Student Bill of Rights	67
<input type="checkbox"/> Policy on Investigation of Violent Felony Offenses, Reporting Crime and Reporting Missing Students	70

<input type="checkbox"/> Campus Safety and Maintenance Policy	72
<input type="checkbox"/> Policy on the Marketing of Credit Cards	76
<input type="checkbox"/> Green Zone Policy	76
<input type="checkbox"/> Smoking Policy	76

**EMERGENCY PROCEDURES** **77**

<input type="checkbox"/> Building Related Emergencies: Maintenance and Security Problems	77
<input type="checkbox"/> Reporting a Crime at the Seminary	77
<input type="checkbox"/> Health-Related Emergencies	77
<input type="checkbox"/> Other Emergency Numbers	78
<input type="checkbox"/> 24-Hour Hotlines	78

**COMMUNITY EXPECTATIONS** **80**

<input type="checkbox"/> Policy of Non-Discrimination	80
<input type="checkbox"/> Inclusive Language at Union	80
<input type="checkbox"/> Student Grievance Policies	80
<input type="checkbox"/> Student Conduct Standards: Academic Integrity and General Misconduct	81
<input type="checkbox"/> Behavioral Standards	89
<input type="checkbox"/> Student Senate By-Laws	91

*“Our wisdom, experience, and long history, coupled with our commitment to speaking relevantly to the demands of a growing metropolis make us a pedigreed theological university, a peer of the finest schools in the world that is continually becoming anew, limber and agilely present where the word of truth and justice most needs to be heard.”*

*Rev. Dr. Serene Jones, President  
Union Theological Seminary*

## **A MESSAGE FROM THE OFFICE OF STUDENT AFFAIRS**

Dear Seminarians,

Union Theological Seminary holds a diverse educational community of gifted and talented students, brilliant and dedicated faculty, and thoughtful and committed staff who share a deep passion for theological conversation, reflection, education, action, and service.

You are the scholars, visionaries, ministers, and leaders who see, and work towards, all that our city, nation, and world can be: a place of equity, justice, goodness, and grace. Your studies at Union will enrich your spiritual and academic journey. We hope you will participate fully—in mind, body, and soul—in the community life and learning opportunities at Union, whether you live on or off-campus.

This handbook is a handy guide for both new and returning students. You will find important policies and procedures, your rights and responsibilities as a student and community member, as well as services you may be eligible to receive.

The policies and procedures outlined here may be subject to change during your course of study. It is, therefore, your responsibility to keep abreast of these changes. Revisions of this handbook are ongoing—if you have suggestions or comments for future editions please address them to the Office of Student Affairs in AD106 or email [ywilson@uts.columbia.edu](mailto:ywilson@uts.columbia.edu).

*Have a wonderful academic year!*

*Rev. Dr. Yvette D. Wilson-Barnes  
Associate Dean for Student Affairs*

## **ACADEMIC INFORMATION, POLICIES AND PROCEDURES**

All information regarding degree programs, academic policies, and graduation requirements can be found through Union's Office of Academic Affairs. Please note that changes (including modification of policies and cancellation of courses) may be made at any time—the most current information can be found at [www.utsnyc.edu/academics/](http://www.utsnyc.edu/academics/). Changes in the class schedule will be published at the beginning of each semester, when students are given registration information. Additional information regarding classes and other academic matters will be posted on the bulletin board in the administrative hallway throughout the term.

### **ACADEMIC ADVISEMENT AT UNION**

Academic advisement provides assistance for students while working through the requirements of their academic program. Union strives for a holistic, team approach with appropriate boundaries and employs faculty and administrators in various key roles. The following expectations are intended to set parameters and serve as guidelines, not to rigidly delineate responsibilities. Good advisement draws upon the gifts and styles that each advisor brings to the relationship. Similarly, students may have different needs for advisement. We encourage good communication between advisor and advisee early on, in order to establish an effective working relationship.

#### ***What students should expect from and bring to the advisement relationship:***

- Meetings with faculty during office hours or by appointment.
- Assistance in discerning a vocational direction and in designing a course of study to facilitate this goal.
- Guidance in the choice and the sequence of courses in order to provide a manageable load each semester and to complete degree requirements within the time limits of the program.
- Guidance in discerning which office handles particular problems.
- Referral to an appropriate administrator for a problem that is beyond the scope of the advisor's role.
- Assistance in identifying potential mentors and resources for vocational interests.
- Willingness to take seriously the advice that is offered and to initiate follow-through.

***What faculty should expect from and bring to the advisement relationship:***

- Understanding of the appropriate role of the faculty advisor—offering assistance about academic life at Union, not acting as a pastor or therapist.
- Clear communication with the student about their academic needs.
- Flexibility about available time for advisement (the student should be clear about the urgency of the problem).
- Preparation, clarity, and specificity regarding the issues the student wishes to discuss.

Sometimes a faculty advisor will work with a member of the Office of Academic Affairs to address concerns arising during the advisement process. Similarly, an advisor may make a referral to the appropriate administrative office. See below for types of concerns addressed by offices:

<b>Concern(s)</b>	<b>Appropriate Office</b>
<ul style="list-style-type: none"> <li>• Tuition and fees, Thesis extensions, Academic Appeals</li> </ul>	Office of Academic Affairs, AD 111 P: (212) 280.1558
<ul style="list-style-type: none"> <li>• Course work extensions</li> <li>• Changing degree programs and/or advisors</li> <li>• Taking courses at other institutions</li> <li>• Academic calendar and information</li> </ul>	Office of the Registrar, AD 105 P: (212) 280.1342
<ul style="list-style-type: none"> <li>• Financial Aid/Scholarships</li> </ul>	Office of Financial Aid, AD 112 P: (212) 280.1531
<ul style="list-style-type: none"> <li>• Diversity/Inclusivity/Disability Services</li> <li>• Health Insurance Enrollment/Waiver</li> <li>• Referral for Counseling/Psychological Services &amp; Spirit Care Support</li> <li>• Spiritual Formation/Self-Care Resources</li> <li>• Student Disputes</li> <li>• International Student Services</li> <li>• Leave of absences or withdrawals</li> <li>• Student Activities &amp; New Student Orientation</li> </ul>	Office of Student Affairs, AD 106 P: (212) 280.1555
<ul style="list-style-type: none"> <li>• Field Education (FE), FE Handbook</li> <li>• Internships/FE Sites</li> <li>• Advisement for changing from MA to MDIV Degree</li> </ul>	Office of Integrative and Field-Based Education, AD 108 P: (212) 280.1341
<ul style="list-style-type: none"> <li>• Housing concerns</li> </ul>	Office of Housing and Campus Services, AD 39 P: (212) 280.1301

## **COURSE EVALUATIONS**

Evaluations are administered at the end of each semester on the web through Moodle.

## **ACADEMIC POLICY ON GUIDED READINGS AT UNION**

Guided Readings (Code 401 courses) play a significant role in expanding the range of the Master's curriculum. These courses harmonize students' special interests and faculty expertise in cases where a full-scale class cannot be offered, or offered with any regularity. Due to the fluid nature of such course offerings, it is necessary to standardize what is regarded as an equitable learning experience for Guided Readings of one-, two-, and three- credit courses. A guided reading is not intended as an alternative means for pursuing studies normally available in regular academic courses. For this reason, such courses are not normally offered when scheduled offerings on the same or similar topic are available in the current academic calendar.

In order to receive credit for guided reading courses, a minimum amount of "contact time" is needed. Contact time in guided reading courses comprises of more than mere professor/student interactions, rather, it includes in-person meetings accompanied by out-of-class work (i.e., reading assignments, etc.)

### **Union's Policy on Academic Credit for One-Credit courses states the following:**

*The Seminary will consider one semester credit hour to equate to one fifty-minute session of classroom instruction during each week of the academic semester, when each of those periods are accompanied by out-of-class reading, research, writing, preparation or projects related to the course which requires, in the estimation of the course instructor, an additional two hours of effort for each in-class session.*

### **A Guided Reading for one credit ought to involve:**

- (a) An appropriately designed Reading List, equitable for a one credit weighting, prepared under the guidance of the professor, and demonstrably addressed either through an end-of-semester viva exam, or a submitted set of written annotations to the bibliography.
- (b) A person-to-person encounter with the sponsoring professor on at least two occasions in the semester, for a minimum of one hour each time, in addition to the viva mentioned in (a).

### **Union's Policy on Academic Credit for Two-Credit courses states the following:**

*A two-credit course at the Seminary will involve a total of not less than 100 minutes of in-class instruction each week during the semester, coupled with an additional four hours of weekly out-of-class work.*

- (a) An appropriately designed Reading List, equitable for a two-credit weighting, prepared under the guidance of the professor, and demonstrably addressed either through an end-of-semester viva exam, or a submitted set of written annotations to the bibliography.

- (b) A person-to-person encounter with the sponsoring professor on at least three occasions during the semester, for a minimum of one hour each time, in addition to the viva mentioned in (a).

**Union’s Policy on Academic Credit for Three-Credit courses states the following:**

*A three-credit course at Union will involve a total of 150 minutes of in-class instruction each week, coupled with an additional six hours of out-of-class work weekly.*

**A Guided Reading for three credits ought to involve:**

- (a) A substantive Reading List prepared under the guidance of the professor, and demonstrably addressed either through an end-of-semester viva exam, or a submitted set of written annotations to the bibliography.
- (b) A person-to-person encounter with the sponsoring professor on at least four occasions in the semester, for a minimum of one hour each time, in addition to the viva mentioned in (a).
- (c) An essay or other comparable three-credit-weighted assessed project which will form a substantive part of the final grade.

**PROCEDURES FOR CHANGING DEGREE PROGRAMS**

**I. Master of Arts (M.A.) to Master of Divinity (M.Div.)**

Students who wish to change their degree from M.A. to M.Div. should do the following:

1. Meet with the faculty advisor to discuss the student’s wish to change degree.
2. Obtain a “Change of Degree” application form from the Registrar. Complete an application form that *includes a rationale for the change*. The application should be submitted to the Academic Dean. The Academic Dean will review the application, degree audit, time-to-degree, assessment portfolio, and advise on fulfilling M.Div. requirements sequentially. The application form will serve as a checklist to insure that all steps are taken.

*Once the Academic Dean approves the change, the student should do the following:*

3. If the student is receiving any form of institutional (scholarship, grant, or loan) or federal financial aid, meet with the Associate Dean for Admissions and Financial Aid to discuss impact of the degree change on the financial aid package.
4. If in on-campus housing, meet with the Director of Housing and Campus Services to discuss extension of housing.



5. Meet with Senior Director of Integrative and Field-Based Education to discuss field education placement.
6. Submit the completed application to the Registrar who will make the change in the system. The Registrar will inform the advisor and the academic office staff of the degree change.

There is a \$50 change of degree application fee. A student cannot change more than once during their academic program.

## **II. Master of Divinity to Master of Arts**

**Students who wish to change their degree from M.Div. to M.A. should do the following:**

1. Meet with the faculty advisor to discuss the student's wish to change degree.
2. Obtain a "Change of Degree" application form from the Registrar. Complete an application form that *includes a rationale for the change and a specification of one's program focus; also, submit a writing sample*. The application should be submitted to the Academic Dean. The Academic Dean will review the application, degree audit, time-to-degree and advise on fulfilling MA requirements. The application form will serve as a checklist to insure that all steps are taken.

*Once the Academic Dean approves the change, the student should do the following:*

3. If the student is receiving any form of institutional (scholarship, grant, or loan) or federal financial aid, meet with the Assoc. Dean for Admissions and Financial Aid to discuss impact of the degree change on the financial aid package.
4. Submit the completed application to the Registrar who will make the change in the system. The Registrar will inform the advisor and the academic office staff of the degree change.

There is a \$50 change of degree application fee. A student cannot change more than once during their academic program. Approved, Academic Affairs Committee,

4/10/2013

## **GOOD STANDING, MARGINAL CREDIT, ACADEMIC PROBATION AND DISCIPLINE**

Satisfactory work in courses and satisfactory progress in fulfilling the degree requirements is expected of all candidates. Every student at Union is expected to observe the highest standards in their academic and scholarly work. Any student found guilty of plagiarism or other forms of academic dishonesty will be subject to the discipline of the Seminary, including suspension and dismissal from the student body.

The Committee on Standing (COS), made up of faculty members, the Academic Dean, the Senior Director of Academic Governance, the Associate Dean for Student Affairs, and the Registrar, meets at the end of each semester and at other times as may be necessary to consider the standing of students whose academic work or progress is less than satisfactory or otherwise deemed deficient. The minimum Title IV requirement for a student in their second academic year is a “Credit” (CR) average or standing consistent with graduation. The records of students who have received no credit in a course or whose course evaluations indicate Marginal Credit are also subject to review. In the case of students who receive Marginal Credit, the COS may issue letters of warning; however, if a student receives two or more Marginal Credits within a semester, or if a student receives a Marginal Credit in two subsequent semesters, the student will be placed on academic probation for the following semester, or such longer period as the COS may deem appropriate (the “probationary period”). If within the probationary period the student receives another Marginal Credit, it is within the power of the COS to propose additional sanctions or remedial measures, up to and including Academic Dismissal for the student.

In the case of students who receive no credit for a course, the COS will place that student on academic probation; the probationary period will be a minimum of one semester. Students will have until the end of the next complete semester or other probationary period following receipt of the probation letter in which to meet the criteria set by the COS. At the end of the probationary semester or other probationary period, the COS shall recommend, in writing, one of the following: removal of probation, continued probation, or dismissal from the Seminary.

The COS may dismiss students for situations other than those specified above, and nothing herein shall limit the Committee’s discretion in this regard. When dismissal from the Seminary is proposed or considered, the COS must notify the student in writing of the possibility of dismissal. If the COS concludes that the situation is remediable, the student must be clearly informed of the remedial action expected, the time frame in which such action is to be taken and completed by the student, and any other conditions deemed appropriate by the COS. If the student does not complete the remedial action in the specified time frame, or otherwise fulfill the conditions specified by the COS, they may be dismissed from the Seminary. The COS may also determine, in its sole discretion that the situation is not remediable, and that immediate dismissal from the Seminary is warranted. Circumstances that may be not remediable may include, but are not limited to: academic deficiencies that are deemed not to be susceptible to reasonable remedial activity; situations involving threats of violence or imminent harm; moral turpitude; occurrences or conduct reflecting or potentially reflecting negatively on the Seminary’s reputation or community; and other situations where remedial action will, in the judgment of the COS, not be appropriate or available.

Students who are placed on academic probation will also be placed on on-campus housing probation. This means students will maintain their on-campus housing during one semester of academic probation. Students who remain on academic probation a consecutive semester will no longer be able to maintain on-campus housing unless an

extenuating circumstance affected the student's ability to maintain satisfactory academic progress, such as an illness, or personal or family crisis.

Students who are placed on academic probation will be notified by the Office of Financial Aid via the official Seminary email address and will be placed on Financial Aid Warning during the semester of academic probation. Students will continue to receive institutional aid including grants and scholarships from the Seminary during the semester of academic probation. Students will also continue to receive federal Financial Aid (all federal loans including Stafford Loans, Perkins Loans, and the award of Federal Work-Study Funds) during the semester of academic probation. However, if a student is not in compliance with all financial aid regulations for satisfactory academic progress at the end of the semester of academic probation, the student may lose eligibility for federal financial aid unless mitigating circumstances exist. Should a student lose eligibility for federal financial aid because of unsatisfactory SAP (Satisfactory Academic Progress), the student may reapply once having achieved the necessary standing and credits. All semesters of enrollment are considered, whether or not the student received aid. For more information about the financial aid regulations for satisfactory academic progress contact the Director of Financial Aid and consult the financial aid policy in this handbook.

Students who are placed on academic probation are ineligible to serve in Student Senate and Caucus leadership positions and on governance committees within the seminary, such as Faculty and Board of Trustees committees.

A student may be required to take a leave of absence or withdraw from the Seminary for other than academic reasons, since the personal behavior and emotional health of students is within the scope of the COS. While an individual situation is being assessed, a student may be required by administrative referral to have an evaluation by the Seminary's mental health consultants.

A Committee on Doctoral Studies consults with the Academic Dean annually, or as necessary, on the progress of doctoral students in such matters as language examinations, comprehensive examinations, dissertation proposals and examinations, and other requirements of the Ph.D. program of study at the Seminary.

## **PLAGIARISM**

Students at Union are expected to observe the highest standards of integrity and honesty in their academic work.

A critical part of such honesty consists of proper acknowledgement of the ideas of others and the complete absence of plagiarism in submitted work.

Plagiarism consists of **the appropriation and presentation of the writings or other creative work of another person or persons as one's own without acknowledgement**. It is a dishonest violation of the intellectual property of another,

and ethically akin to fraud and theft. All students at Union are expected to understand what plagiarism is and to avoid it in all circumstances.

Plagiarism can take the form of quoting sentences or whole paragraphs of text (or images, or musical scores, as the case may be) without the use of quotation marks, or without adequate bibliographic citation. It can also be committed by the close paraphrasing of text written by another if it is done without due acknowledgement of the source. Minor verbal changes in a text that has been appropriated do not remove the consequences of plagiarism.

To avoid plagiarism, students should *always* use quotation marks and an appropriate bibliographic reference when quoting the text of another. Verbal transcription of a substantial piece of text *without* quotation marks may constitute plagiarism even if the original author is cited or referred to in some way.

It is also good academic practice always to cite, with appropriate bibliographic reference, the source of an idea presented in a paper or other submission, when that idea originated with another person and was derived from another person's work. This applies even when the idea is presented in the student's own words. Failure to cite the ideas of another is bad scholarship. Plagiarism is subject to **academic penalties** including receiving No Credit for the course in which the plagiarism occurs. It is also subject to disciplinary penalties up to and including dismissal from the Seminary.

### **Disciplinary Procedure for Treating Allegations of Plagiarism**

Whenever plagiarism is suspected in a student's work, the instructor of the class is required to meet with the student to inform them of the suspicion. If the instructor is satisfied after the meeting that either no plagiarism has in fact occurred, or that the fault was very minor and the student has promised to correct his or her academic practice in the future, then no further action need be taken. Nevertheless, the instructor shall in all such cases draw the student's attention to the Seminary's policy documents on the subject and submit a brief written report of the incident to the Academic Dean.

Where the infraction is serious and substantial, the instructor must report the facts in full to the Academic Dean, who will meet with the student and the instructor separately and/or together. After investigating the matter the Academic Dean will refer the matter to the Committee on Standing (COS) for adjudication. In that event both instructor and student will be permitted to make representations to the COS in writing, in person, or both. The decisions of the COS shall be communicated by the Academic Dean to the students and to the instructor in writing. These decisions are final and not subject to appeal.

## **POLICIES AND PROCEDURES FOR ACADEMIC APPEALS**

Note: All appeal procedures may take place only on regular business days, Monday through Friday, excluding holidays. No matter adjudicated in one appeal can be used to form the basis of a second or separate appeal.

### **A. Appealing Failing Grade**

If a student believes that an instructor erroneously evaluated their class work to result in a grade of No Credit (NC), the following process of appeal should be used to resolve the matter.

#### **Step 1. Discussion with the Instructor and Request for Review by**

**Instructor.** The student is expected to bring their complaint to the instructor's attention in writing, with a copy to the Academic Dean, and to have a conference with the instructor to discuss the grade and the evaluation. The written request must be made **by registration day of the semester following** receipt of a NC grade. The instructor will normally provide the student and the Registrar with an additional written explanation of the grade **by the end of the first full week of classes**. The student may continue to Step 2 if the instructor does not issue a written reply by this time or if the student desires to continue the appeal after further explanation by the instructor.

**Step 2. Petition to the Committee on Standing.** The petition to the Committee may only be made if the terms in Step 1 are met, and must be issued in writing **by the end of the second full week of classes**. The petition must state the grounds for appeal and be accompanied by a copy of the course syllabus, copies of all assigned written work and examinations, and a copy of the instructor's evaluations. The instructor will also be notified and asked to provide a copy of the syllabus, along with any revisions of the syllabus and any additional information they might think fit, **by the end of the third week of classes**. The Committee on Standing shall review the materials and make a decision that is not subject to appeal **by March 15 or October 15**. The Academic Dean normally will inform the student and the instructor of the result of the appeal **by March 30/October 30**. During the appeal process, the grade given by the instructor will continue to appear on the student's record.

### **B. Appealing Academic Dismissal**

A student who has received a letter of academic dismissal from the Committee on Standing may feel that extenuating circumstances warrant reconsideration of their case. The student may file a *Petition to the Academic Dean* **within 10 days** of receiving their letter of academic dismissal. This written petition should contain all new and relevant information bearing upon the student's academic work and the appeal. The Dean shall make the final decision on the matter and shall inform the student of the result of their appeal **within 10 days**. The Dean's decision is not subject to appeal.

## **POLICIES AND PROCEDURES FOR LEAVE OF ABSENCE**

Students are generally required to be enrolled continuously from admission to graduation. However, students who are faced with extraordinary personal circumstances may be eligible for a leave of absence.

### **Leave of Absence for Medical Reasons**

- The student must complete a “Request for Leave of Absence” form available from the Office of Student Affairs.
- **Obtain a letter of recommendation from a relevant health professional.** Please have the letter addressed to the Office of Student Affairs.
- The Academic Dean will decide whether the leave of absence can be granted.
- The student will not be eligible for an “in-school” deferment of Seminary loans or loans obtained from other student loan programs during the leave of absence. Upon return, any need-based grants will be recalculated in light of the student’s latest financial information. While the Seminary tries to renew scholarship support for the duration of the degree program, there is no guarantee.
- Once granted, the student may **renew** the leave of absence status, up to a **maximum of two years**, each semester by writing to the Academic Dean and sending a copy of the letter to the Registrar **by June 15<sup>th</sup> for the fall semester** and **December 15<sup>th</sup> for the spring semester**. If this deadline is missed, the student will be withdrawn *effective immediately* and will need to reapply to Union (see pg. 11).
- If the student wishes to be **reinstated** within the two-year normal limit of a leave of absence, they must write to the Academic Dean to request reinstatement **by June 15<sup>th</sup> for the fall semester** and **December 15<sup>th</sup> for the spring semester** (a copy of the letter must be sent to the Registrar). If this deadline is missed, the student will be withdrawn and must reapply to Union (see pg. 11).
- Clearance from an appropriate medical professional is necessary for reinstatement after a medical leave of absence.

### **Leave of Absence for Other Reasons:**

- The student must file the “Request for Leave of Absence” form available from the Office of Student Affairs.
- Write a letter to the Academic Dean with reasons for requesting a leave. This letter should accompany the leave of absence form, but if the student wishes it can be placed in a sealed envelope.
- The Academic Dean will decide whether the leave of absence can be granted.

- The student will not be eligible for an “in-school” deferment of Seminary loans or loans obtained from other student loan programs during the leave of absence. Upon return, any need-based grants will be recalculated in light of the student’s latest financial information. While the Seminary tries to renew scholarship support for the duration of the degree program, there is no guarantee.
- Once granted, the student may **renew** the leave of absence status up to a **maximum of two years**, each semester by writing to the Academic Dean and sending a copy of the letter to the Registrar **by June 15<sup>th</sup> for the fall semester** and **December 15<sup>th</sup> for the spring semester**. If this deadline is missed, the student will be withdrawn *effective immediately* and will need to reapply to Union (see pg. 11).
- If the student wishes to be **reinstated** within the two-year normal limit of a leave of absence, they must write to the Academic Dean to request reinstatement **by June 15<sup>th</sup> for the fall semester** and **December 15<sup>th</sup> for the spring semester** (a copy of the letter must be sent to the Registrar). If this deadline is missed, the student will be withdrawn and must reapply to Union (see pg. 13).

## **THE PROCESS FOR WITHDRAWING FROM UNION**

Students who wish to *withdraw*—to leave the Seminary without a definite intention of returning, but wish to do so in good standing—must adhere to the following process:

- The student must confer with her/his Faculty Advisor, the Academic Dean, or the Associate Dean for Student Affairs. Such a conference is not a substitute for a formal withdrawal.
- The student must complete a “Request for Permission to Withdraw” form available from the Office of Student Affairs. The form, accompanied by a letter of withdrawal, must be returned to the Office of Student Affairs.

Students are considered registered until the date on which written notice of withdrawal is received by the Registrar. The student’s responsibilities, both academic and financial, will continue until that date, and any adjustment of fees that the student owes or has paid to the Seminary will be reckoned from that date. The withdrawing student will be required to obtain clearances from the Library, Accounting, Housing, Financial Aid, Registrar, and Student Affairs offices. Except in rare cases, withdrawal is allowed only prior to the examination period. Students will be dropped from all their courses upon completing the withdrawal process.

A student withdrawing before classes begin will be refunded 100 percent of the tuition paid to the Seminary, minus a withdrawal fee of \$50. Once classes begin, a student may withdraw and, after deducting the withdrawal fee, a partial tuition refund will be made according to the following schedule of reimbursement:

***If the withdrawal occurs in the... Amount of remaining tuition to be refunded:***

<i>1<sup>st</sup> week of classes</i>	90%
<i>2<sup>nd</sup> week of classes</i>	80%
<i>3<sup>rd</sup> week of classes</i>	70%
<i>4<sup>th</sup> week of classes</i>	60%
<i>5<sup>th</sup> or 6<sup>th</sup> week of classes</i>	50%
<i>7<sup>th</sup> week of classes</i>	40%
<i>After 7<sup>th</sup> week of classes</i>	No refund will be made

The refund schedule also applies to housing charges for on-campus housing. Special fees, such as the student activities fee and medical fees, are not refundable at any time. Health insurance coverage continues until the end of the term for anyone who withdraws after the insurance enrollment cut-off date.

Students will only receive a refund on tuition paid, that is, the Seminary's full tuition minus grants or loans given. Federal regulations require that any aid that is in excess of expenses (as calculated by federal guidelines) is to be repaid to the funding agency. The Seminary's refund policy complies with federal regulations and New York State Law. Any calculated over-award will be returned to the appropriate aid programs. These awards include federal loans and Union grants, scholarships, fellowships, and loans.

## **PROCEDURES FOR RE-ADMISSION**

- The student may reapply here: <https://utsnyc.edu/admissions/apply-to-union/>
- The re-admission application will become part of a regular application pool.
- Application for re-admission does not guarantee reacceptance into the program.
- The student must notify the Seminary as soon as possible once a decision of reacceptance is made. Failure to indicate intent to return **by June 15** may jeopardize any financial aid award.

## **ACCESS TO EDUCATIONAL RECORDS AND PRIVACY RIGHTS**

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), students registered at the seminary have the right to review their educational records. A student or former student who wishes to examine any part of their file should make a request in person or in writing to the Registrar, indicating which records are to be examined. Such records generally include course grades, evaluations, and information concerning fulfillment of degree requirements; certain financial aid and admissions documents; and the application for admission. Certain records, defined in FERPA, are not accessible, and will not be made available, such as restricted reference letters, third party financial records, employment and medical records, and law enforcement records.



The Seminary does not keep letters of recommendation from the admissions file once a student matriculates.

Students have the right to seek correction or amendments of records they believe are inaccurate, misleading, or which violate their privacy rights. Students should contact the Academic Dean in this case.

The Seminary does not release education records, or allow third parties access to such records, without the written consent of the student, except as permitted by FERPA. The Seminary will, as provided by the Act, release data to certain persons, including officials of the Seminary, who have a legitimate educational interest in obtaining access to the records. These records may also be released pursuant to any lawfully issued subpoena, in which case the Seminary would make a reasonable attempt to notify the student prior to such release.

In certain additional instances, educational records may be released without student consent. Generally, such non-consensual release is available to specified federal officers or state officials as prescribed by law, to accrediting agencies carrying out accreditation functions, to law enforcement officials in connection with criminal investigations, in emergency situations when release of the information is needed to protect the health or safety of the student or others, and in other limited circumstances as specified in FERPA.

With respect to the privacy of students, the Seminary may make only directory information generally available. This information includes: the student's full name; dates of attendance and degrees conferred; postal and e-mail addresses; telephone numbers; religious and/or denominational affiliation; colleges and universities previously attended and degrees earned.

This information will primarily be used to publish a Union Seminary Community Directory. Any student who does not wish to have their information published must complete the opt-out form available from the Registrar's office when registering as a student. The Seminary also reserves the right to release information on prizes, fellowships, and honors awarded.

Complaints regarding alleged violations of a student's rights under the Act should be sent to the Academic Dean. They may also be submitted in writing to the:

*Family Policy Compliance Office*  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-8520

Additional information on FERPA may be accessed through the Department of Education's [website](#).

## **JURY DUTY POLICY**

New York State legislation permits no exemptions from jury duty. The policy for students who are called for jury duty is as follows:

The student should **notify** the Office of Student Affairs that they have been called for jury duty. The student should obtain a letter from the Registrar's Office certifying that they are enrolled in a degree program. The student can then seek a deferment with the Clerk of the Court using this letter.

In cases where a student must be absent from class for jury duty, **it is the student's responsibility to notify the instructor that they will be absent**. It is also the student's responsibility to find another member of the class willing to take notes or record the class. Students wishing to record a class must first ask permission of the instructor.

In cases where jury duty coincides with exams or other in-class assignments, accommodations will be made for the student to make up the work missed.

## **POLICY ON RELIGIOUS OBSERVANCE**

If a student's religious observance prevents her or him or they from participating in class, the student should contact the instructor as soon as possible, but no later than two weeks prior to the scheduling conflict, to explain the situation and create a plan to address the situation. If the student and instructor are unable to create a mutually agreed upon plan, the student may appeal to the Dean of Academic Affairs.

## **COMMUNITY LIFE POLICIES, PROGRAMS, AND AUXILIARY SERVICES**

### **GOVERNANCE**

**The Board of Trustees, the Faculty, and the Academic Affairs Committee**, which is composed of faculty, staff, and student representatives, contribute to the governance of the seminary.

The Board of Trustees 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 (see by-laws in this handbook)**. 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 or attending Senate meetings each month.

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

### **DISABILITY POLICY AND SERVICES**

Union admits students regardless of race, color, sex, sexual orientation, religious affiliation, national or ethnic origin, gender identity and expression, or disability to all the rights, privileges and programs generally accorded or made available to students at the seminary. Union does not discriminate on the basis of 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 made by a qualified student with a documented disability, the seminary will provide health and disability-related services, including reasonable academic accommodations, in order to ensure students with disabilities have equal opportunity to attain the same quality of education as students without disabilities.

The Associate Dean for Student Affairs coordinates services for students with permanent and temporary disabilities, in accordance to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These national civil rights laws are designed to prohibit discrimination on the basis of disability. Eligibility requires that the disability be current and substantially limit a major life activity (e.g., walking, hearing, seeing, and learning). Impairment alone does not qualify as a

disability that is protected under the ADA because not all impairment is substantially limiting to a major life activity. The seminary is responsible for determining the appropriate academic accommodation, adjustments, or auxiliary aids.

### **Requesting Disability Services/Reasonable Academic Accommodations**

If a student needs health or disability related services including reasonable academic accommodations, the student should do the following:

- Complete the Disability Service Request Form available at <https://utsnyc.edu/life/student-affairs/disability-services> or from the Office of Student Affairs in AD 108, which includes providing clinical documentation outlining the disability and its duration, as well as limitations and anticipated need (See guidelines for medical documentation). If a disability is undiagnosed students can seek testing for appropriate documentation.
- Meet with the Associate Dean for Student Affairs **Yvette D. Wilson-Barnes**, available at (212) 280-1396 or at [ywilson@uts.columbia.edu](mailto:ywilson@uts.columbia.edu).

### **Guidelines for Medical Documentation**

The seminary uses the following guidelines and procedures for medical documentation of disabilities:

1. The clinician must be qualified to make a diagnosis in the area of specialization (and cannot be a member of the student's family).
2. The evaluation should be written on professional letterhead, be current (usually within 6 months, but no more than one year) and it should contain the date of the last appointment with the student.
3. The clinician must clearly indicate the disability claimed to be covered under the ADA.
4. The documentation must clearly support the claimed disability with relevant medical and other history.
5. The evaluation must include a description of current treatments and assistive devices and technologies (if any), with estimated effectiveness in ameliorating the impact of the disability.
6. There must be a description of the functional limitations the student experiences as a result of the disability, which specifically addresses a post-secondary residential and educational setting.
7. The documentation must clearly support the need for the requested accommodation(s).

The Associate Dean for Student Affairs will review the documentation and may consult with the student's clinician only if clarification is needed and if the consent form included with the disability service request form has been completed. The Associate Dean for Student Affairs will then meet with the student to determine what accommodations will be reasonable and appropriate.

Note that a professor does not have a legal right to demand access to the student's actual documentation, including testing scores, dates, or names of professionals providing such documentation. The United States Department of Justice has indicated that a professor, generally, does not have a need to know what the disability is; **only that it has been appropriately verified by the Associate Dean for Student Affairs.** The Associate Dean for Student Affairs may share information regarding a student's disability with the Academic Dean as well as the Professor and Teaching Fellow of the course for which the student seeks accommodation **only when there is a compelling reason for disclosure.** This may mean sharing with the Academic Dean as well as the Professor and Teaching Fellow information that a student has a documented disability and need for accommodation(s).

A student's professor(s) may also be consulted concerning the student's particular course requirements. Thereafter, the student's professor(s) and their teaching fellow(s) will be notified of the accommodations in writing by the Associate Dean for Student Affairs.

### **Appealing Academic Accommodations If It Is Denied**

If a student's request for reasonable academic accommodations has been denied, a student may appeal the decision of the Associate Dean for Student Affairs by petitioning the Academic Dean in writing **within 15 days** of being informed of the Associate Dean for Student Affairs' 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 Academic Dean will inform the student of a decision **within 10 days.** The Academic Dean's decision is not subject to appeal.

### **Appealing 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 Associate Dean for Student Affairs, who will conduct the investigation of the complaint. All complaints will be investigated promptly.

Appeals of the Seminary's decision may be directed in writing to the President of the Seminary.

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 Associate Dean for Student Affairs.

## **Confidentiality**

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

FERPA provides numerous exceptions to the general requirement to seek student consent prior to 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 their ability to learn. The Office of Student Affairs will only share information with other Seminary officials when appropriate and will carefully balance a student's request for confidentiality and the request for additional, relevant information about the student. The Office of Student Affairs seeks to preserve the student's wish to keep their 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 contained in the files that is incorrect, misleading, or not accurate and request an amendment to this misinformation.

## **Appointments or Questions**

Contact Associate Dean for Student Affairs Yvette D. Wilson-Barnes at (212) 280.1396 or [ywilson@uts.columbia.edu](mailto:ywilson@uts.columbia.edu).

## **AIDS AND HIV POLICY**

The Seminary will make reasonable accommodations for any persons with AIDS or HIV to ensure their full participation in the Seminary community. Union strives for equitable treatment of all who study and work in the Seminary community and to follow the legal guidelines for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The Seminary will ensure that opportunities for education about HIV and AIDS are available to its constituencies through the formal academic curriculum, as well as non-

curricular programming like seminars and workshops to reach as wide a constituency as possible.

### **Guidelines**

1. Except as required or permitted by law, the Seminary will not ask students, faculty, or staff to respond to questions about the existence of HIV infection or AIDS, nor will any person, group, agency, insurer, employer, or institution (including churches and church judicatories) be provided with medical information of any kind without the prior written consent of the person. Students, faculty, or staff whose HIV-related information has been released without their consent can contact the New York State Department of Health Confidentiality Hotline at (800) 962-5065 to request a "breach of confidentiality" form.

Any member of the Seminary community who has AIDS or HIV will be treated fairly and compassionately, and their right to privacy will be respected. The Seminary should and will condemn all such occurrences of discrimination and mistreatment as intolerable, and will respond to them quickly and effectively through those preexisting channels most relevant to the nature and context of the discrimination or mistreatment.

2. A student with AIDS or HIV infection is encouraged to make a request for special accommodations (i.e., housing) to the Associate Dean for Student Affairs. The Seminary may assist the individual in locating appropriate housing, if seminary housing is no longer an option.
3. If completion of coursework in a timely way becomes a problem, the student must see the Associate Dean for Student Affairs who will decide on the appropriate course of action. All efforts will be made to include the student involved in these deliberations and to maintain an atmosphere of ongoing, open communication among all parties involved. All discussions will be handled in a way to maximize privacy, confidentiality, and sensitivity, and to gain an understanding of the relationship of the person's disability to academic performance.
4. GHAP (the Gay Health Advocacy Project), a program of Health Services at Columbia University, is available to provide Union students assistance with all aspects of HIV/AIDS. Students can receive information, confidential antibody testing, counseling, and access to medical services for HIV-positive people. If a Union student is positive, GHAP and Health Services will help with all aspects of obtaining treatment and receiving practical and psychological support. GHAP may be contacted at (212) 854-6655 or found [here](#).

Treatment with an HIV expert is covered by the Columbia Health Insurance plan. For people without insurance, an excellent source of high-quality care is available at the Center for Special Studies at New-York Presbyterian Hospital ([www.centerforspecialstudies.com](http://www.centerforspecialstudies.com)). Students may use Medicare, Medicaid, or

ADAP insurance at this clinic: for the uptown location (East 68th St.) call (212) 746-4180; for the downtown location (West 24th St.) call (212) 746-7200.

Payment for medication is available to New York State residents through the ADAP (AIDS Drug Assistance Program). This program will pay for medication for those earning under \$44,000 per year. Other states have ADAP programs with different levels of eligibility. Columbia students with insurance are eligible for ADAP and will require it to pay for the full cost of medication. For information about ADAP (which also provides access to medical care) see: [www.health.state.ny.us/diseases/aids/resources/adap/index.htm](http://www.health.state.ny.us/diseases/aids/resources/adap/index.htm)

The following link takes you to the Columbia University Handbook on HIV/AIDS:

[www.health.columbia.edu/files/healthservices/pdf/GHAP\\_HIV\\_Aids\\_Handbook.pdf](http://www.health.columbia.edu/files/healthservices/pdf/GHAP_HIV_Aids_Handbook.pdf)

5. Seminary staff and faculty who have AIDS or HIV are protected by federal and state non-discrimination employment policies. It is a violation of the New York State Human Rights Law to restrict employees' duties or fire them solely because of HIV infection or AIDS. In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act 1990, the Seminary shall make reasonable accommodation for any employee who is disabled including HIV infection and illness. Any Union employed student is encouraged to discuss special needs and benefits such as health insurance with the Associate Dean for Student Affairs.

## **POLICY ON ALCOHOL AND DRUGS**

Union Theological Seminary (Union) is committed to creating and maintaining a community, free of alcohol and drug abuse, complying with federal, state, and city laws that promote the health and well-being of students, faculty, and staff as well as 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 that those who wish to include alcohol as part of their activities will 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.

The bylaws of all organizations operating at the Seminary must include a prohibition against forced consumption of alcohol for any reason as an operating principle of the organization. Violations of this prohibition will be subject to disciplinary action, and may include not only those who are in direct violation but also those who condone, encourage, or permit the violation. If an organization is found to have members violating this prohibition, Union's support for the organization may be revoked and the organization may be disbanded. If violators are visitors to campus or contractors, they will be removed from campus immediately and may be prohibited from accessing campus in the future.

Adding alcohol to an event can introduce complexities—even more careful management is necessary to keep the safety and well-being of participants at the forefront. 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.

### **Alcohol-Related Health Risks**

The National Council on Alcoholism and Drug Dependence cites that alcohol consumption may impact the liver as well as 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 and inappropriate behavior.

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.

## Support Services

Union students who are covered by Columbia University's Health Insurance Plan can call Columbia's Counseling and Psychological Services appointment line at (212) 854-2878. If the situation is urgent after scheduled clinical hours, please call the clinician-on-call at (212) 854-9797. **In an acute crisis, students should dial "911".**

### **Resources for Alcohol/Drug Counseling, Consultation & Crisis Intervention**

<b>OASAS Drug Abuse Information Line</b>	(800) 522-5353 <a href="https://www.oasas.ny.gov">https://www.oasas.ny.gov</a>
<b>Cocaine Hotline</b>	(212) COCAINE <a href="http://www.ca.org">www.ca.org</a>
<b>Alcoholics Anonymous</b>	(212) 647-1680 <a href="http://www.aa.org">www.aa.org</a>
<b>Al-Anon</b>	(212) 941-0094 <a href="http://www.nycalanon.org">www.nycalanon.org</a>
<b>Narcotics Anonymous</b>	(212) 929-6262 <a href="http://www.na.org">www.na.org</a> or <a href="http://www.newyorkna.org">www.newyorkna.org</a>
<b>Cocaine Anonymous</b>	(212) 929-7300 <a href="http://www.ca-ny.org">www.ca-ny.org</a>
<b>Marijuana Anonymous</b>	(212) 459-4423 <a href="http://www.ma-newyork.org">www.ma-newyork.org</a>

Please also see "Go Ask Alice!" at [www.alice.columbia.edu](http://www.alice.columbia.edu): a health question and answer Internet resource produced by the Alice! Health Promotion Program at Columbia University.

## Alcohol and 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 their 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 under an organization charging 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 and/or 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 and 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 who will be present during the event to assist in 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.
- All student events where alcohol is served require approval by the Office of Student Affairs. 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 relevant 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 Affairs 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 (McGiffert 1st & 2nd Floor & 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. When on the McGiffert roof, please be aware that it is a residential area and that the designated public area of the McGiffert roof is the west side of the roof adjacent to Riverside Church.
  - While the individual student or host has primary responsibility for abiding by this policy, members of the Student Affairs team may address individual consumption or possession violations in their respective buildings, referring students to the Office of Student Affairs.

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

Where there is an event involving no money changing hands, an organizer of an event or gathering may extend a BYOB/W invitation to its 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 their designee. In turn the Pub-tender will store the beverage in distribution area. The attendee will be issued a beverage card with their name, the type of alcohol and amount of beverage checked in. When the attendee wants their beverage, they will present the card to the Pub-tender to receive the beverage. The Pub-tender will punch a card every time a drink is issued to the attendee. At the pub-tenders 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 and as well are 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. 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 upon the individual drug and amount involved in the crime.

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.

## **Health Issues Related to Drugs**

While adverse health effects may vary depending on the substance, most drugs can produce one or more of the following reactions: headache, nausea, dizziness, anxiety, damage to organs, addiction, and, in extreme cases, death. Interactions between drugs and alcohol can be especially extreme. Moreover, the use of drugs can result in asocial or violent behaviors, and can have a severe negative effect on personal development, schoolwork, and job performance.

A list of counseling, treatment, and educational programs are located in the Support Services section of this policy.

## **Drugs and Federal Aid**

In addition to these provisions, Higher Education Amendments of 1998 included a new student eligibility provision. It provides that, effective July 1, 2000, a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a Controlled Substance. The period of ineligibility begins on the date of the conviction and lasts until the end of the statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program that meets certain statutory and regulatory requirements (including two unannounced drug tests), or if the conviction is overturned.

## **FINANCIAL AID**

Union's Financial Aid Office in AD112 is ready to assist students in finding the resources to pay for their education and in budgeting their money. Students are invited to visit the office for an explanation of the financial aid process and its effect on their financial situations.

Union offers a variety of financial aid programs designed to help all eligible students to attend the Seminary regardless of financial circumstances. While a significant number of non-need-based merit scholarships are awarded, most aid is awarded on the basis of financial need, defined as the difference between the cost of attendance and personal resources or "family contribution." The family contribution is determined on the basis of a federally mandated formula that analyzes student income and assets.

With the exception of some external awards and Federal Work-Study funds, financial aid awards are normally disbursed by crediting your account each semester. Students will be advised of the disbursement procedures for specific awards when they receive their financial aid letters.

### **1. Continuing Aid Eligibility**

In order to remain eligible for grant, scholarship, or fellowship assistance, students must make satisfactory academic progress and be in full-time attendance (enrolled in 7 credits or more). Part-time students who are enrolled for at least half-time (6 credits) may retain eligibility for federal and institutional loans, but not institutional grants or scholarships. The Seminary is prevented from assigning all types of financial aid, including institutional grants, scholarships and fellowships, to students currently in default on federal loans.

### **2. The Application Process**

Continuing students, including those previously awarded merit scholarships, must reapply for financial aid every year, by filing the Union Application for Financial Aid and the Free Application for Federal Student Aid (FAFSA) since their financial situation may change each year. Students who make satisfactory academic progress and are in good academic standing may expect their Union grant or scholarship to be renewed, provided that they complete their academic requirements within the guidelines. Students in joint programs with Columbia University should consult with Columbia's Financial Aid Office as well; all other returning students should file the FAFSA and Union's Financial Aid Application.

The necessary forms are normally available in the Financial Aid Office in early December, and must be filed after January 1 for the next academic year. New students should file the Union financial aid application and the FAFSA when they apply to the Seminary; returning students should file the Union financial aid application and the FAFSA by February 15 to ensure that the results will be received by the Financial Aid Office from the processor by the March 15 deadline for priority consideration. FAFSA processing time can be as long as six weeks. After the FAFSA is processed, students receive a Student Aid Report (SAR), which they should review and submit to the

Financial Aid Office. Once the Financial Aid Office has received the processed information from the SAR, the student's financial information and resource analysis will be carefully reviewed. Need will be determined, and an award letter outlining procedures for each award in the aid "package" will be sent to the student. The aid package usually includes need- or merit-based grants, scholarships, fellowships, loans, and part-time employment eligibility. All students will be required to submit tax returns and complete a "verification form" before any aid can be disbursed.

### **3. Grants and Awards**

Continuing first-degree students who maintain satisfactory academic progress as outlined below and who reapply by the appropriate deadline may expect their gift aid from Union (Union Grants, Scholarships, and Special Awards) to be renewed for at least the same amount. Those grants, awarded to full-time first-degree students, are renewed as follows: six semesters for students in the M.Div. program, four semesters in the M.Div. /M.S.S.W. program (four is the number of semesters of tuition payment to Union), and four semesters in the M.A. program.

Fellowships, awarded to doctoral candidates upon admission are normally renewed during the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years of their programs. Advanced students in the doctoral programs may also be offered tutorships, which include some salary and some scholarship aid. For specific information regarding various forms of available assistance, please contact the Financial Aid Office.

### **4. Other Sources of Aid**

Students are strongly encouraged to apply for funding from external sources, such as churches, foundations, and denominational offices. Receiving funding from such sources will not impact the amount of grant, scholarship, or fellowship awards given by Union.

### **5. Work-Study**

Students who have been awarded Federal Work-Study eligibility should report to the Financial Aid Office to review the available jobs on- or off-campus.

On-campus placements include work in various departments of the Seminary; off-campus work is limited to non-profit agencies serving the public interest. No Work-Study placement can be religious in nature. The Financial Aid Office attempts to refer students to academically relevant employment opportunities that will enhance their overall educational experience.

All placements must be cleared through the Financial Aid Office and the Human Resources Office. All forms of employment will require proof of citizenship and permanent residency, including a social security card. Students are paid directly for hours worked; those funds cannot be credited to their Union accounts. Work-Study earnings are taxable income and cease upon the student's graduation from Union.

### **6. Academic Progress and Standards (for Financial Aid)**

Federal regulations require all institutions to establish, publish, and apply standards of Satisfactory Academic Progress (SAP) for federal financial aid eligibility to ensure that



recipients of federal financial aid not only demonstrate financial need but also are making satisfactory progress toward degree completion. For students to maintain eligibility for federal funds (including Federal Stafford, Federal Unsubsidized Stafford, Federal Perkins, and Federal Work-Study funding) Federal regulations require that the Seminary track the academic progress of financial aid recipients from the first date of enrollment at the Seminary, whether or not financial aid was received. SAP for financial aid is evaluated at the end of each semester for Master's students and at the end of each spring semester for S.T.M. and Ph.D. students.

The components of SAP reviewed at Union include both quantitative progress (pace of completion) and qualitative progress (academic progress as measured by grade point average equivalent). The Registrar provides a report with the students' quantitative data and qualitative information to the Director of Financial Aid. Such information is documented through notation in the student's academic file. A student will be notified of lack of SAP via correspondence sent to their official email address.

### **First-Degree and S.T.M. Students**

**Maximum Time to Completion:** All requirements for the Master of Divinity (M.Div.) must be completed **within five years of admission, except by special permission of the Academic Dean.** M.Div. candidates are deemed to have completed their residency or tuition-unit requirements for their program after six semesters.

All requirements for the M.A. must be completed **within four years of admission, except by special permission of the Academic Dean.** Master of Arts candidates are deemed to have completed their residency or tuition-unit requirements after four semesters.

S.T.M. students must complete the degree requirements **within four years of admission. International S.T.M. candidates are expected to complete the degree in one academic year since international students are always required by federal regulations to be enrolled full-time.**

If the student has not completed requirements after their degree program's residency requirements, they must register for Extended Residence in the subsequent semester. Seminary degree candidates who have been enrolled for one semester of Extended Residence but who still have not completed degree requirements must continue to register for Matriculation and Facilities. During the semester of Extended Residence or Matriculation and Facilities the candidate must, insofar as possible, complete all degree requirements that remain outstanding.

**Academic Progress:** In the first two semesters, at least 50% of the minimum 12 credits must be satisfactorily completed to achieve SAP. In the third and fourth semesters, 75% of the minimum 12 credits must be satisfactorily completed. Thereafter, SAP requires satisfactory completion of all credits. All federal aid applicants must meet the credit accumulation standard.

Should a student lose eligibility for federal financial aid because of unsatisfactory SAP, the student may reapply once having achieved the necessary standing and credits. All

semesters of enrollment, however, are considered in determining whether or not the student receives aid.

Should the student transfer into a different program, academic progress will be reviewed on the basis of the requirements for the program to which the student transferred, with appropriate consideration given to those courses accepted for transfer into a new program. Repeat courses can be considered for aid eligibility as long as the student continues cumulatively to acquire the credits required for the program.

**Grades:** Federal regulations require the calculation of a minimum grade equivalent average for financial aid purposes. The minimum Title IV requirement for a student in their second academic year is a “Credit” (CR) average or standing consistent with graduation.

### **Ph.D. Students**

**Maximum Time to Completion:** Ph.D. students will retain eligibility for federal aid for 10 years.

**Academic Progress:** Ph.D. students must satisfactorily complete 40 credits during their two-year residency.

**Grades:** Federal regulations require the calculation of a minimum grade equivalent average for financial aid purposes. The minimum Title IV requirement for a student in their second academic year is a “Credit” (CR) average or standing consistent with graduation.

### **Financial Aid Warning**

A student who is not in compliance with all financial aid regulations for SAP will either be placed on Financial Aid Warning or have their status changed to Financial Aid Denied, depending upon the circumstance. A student on financial aid warning will be disbursed federal aid for that semester only. A student may receive up to a maximum of two periods of financial aid warning before their status is changed to Financial Aid Denied. No federal aid will be disbursed to students whose financial aid status is Financial Aid Denied. A student will be notified via correspondence to their official email address about being placed on financial aid warning or if their status is changed to Financial Aid Denied.

A student is automatically placed on financial aid warning the first time there is a failure to make SAP or a student receives a letter of academic warning from COS. A student who fails to come into compliance with all financial aid regulations for SAP at the end of the first warning period may petition the Academic Dean **in writing within 10 days** of the expiration of the first term of financial aid warning to be placed on one final term of financial aid warning. This written petition should contain all new and relevant information bearing upon the circumstance of the student’s failure to make SAP and a written statement of how SAP standards will be met by the end of the next evaluation period.

A student who is granted a second period of financial aid warning and fails to be in compliance with all financial aid regulations for SAP at the end of the second period of financial aid warning, or whose petition for a second period of financial aid warning is denied, will have their financial aid status changed to Financial Aid Denied.

A student who is placed on academic probation will be placed on a single semester of financial aid warning so long as they agree to meet the criteria set by the COS. If such student does not agree to meet the criteria set by the COS, or if the student is not in compliance with all financial aid regulations for SAP at the end of the period of financial aid warning, the student's financial aid status will be changed to Financial Aid Denied.

The financial aid status of a student placed on continued academic probation or a student dismissed from the Seminary is automatically Financial Aid Denied and no federal financial aid will be disbursed.

### **Appeals & Reinstatement**

Financial aid warnings cannot be appealed. Consistent with policies and procedures for academic appeals of dismissal, a status of Financial Aid Denied can be appealed by petitioning the Academic Dean **in writing within ten days of receiving the correspondence advising of Financial Aid Denied status**. This written appeal of Financial Aid Denied status must contain all new and relevant information, and must be accompanied by written documentation of the circumstance that led to prior failure to meet SAP. The appeal documentation must also include a written statement of how SAP standards will be met by the end of the next evaluation period. The Academic Dean will make the final decision on the matter and shall inform the student of the appeal decision within ten days. A student appealing on the basis of their failure to meet the Maximum Time to Completion standard must have been granted an approved leave of absence and such leave must be on file with the Academic Office prior to the appeal. The Academic Dean's decision is final and not subject to appeal.

If the appeal is granted, the student's financial aid status will be changed to Financial Aid Warning and federal aid will be disbursed for the semester. The student's record will be reviewed at the conclusion of the subsequent semester and the student must meet all financial aid regulations for SAP. If the student fails to meet financial aid regulations for SAP during this Financial Aid Warning period, the student's status will be changed to Financial Aid Denied. This decision is final and not subject to appeal.

### **Impact of Financial Aid Warning & Financial Aid Denied on Registration**

A student may still register for courses and maintain status in their degree program, whether they are on Financial Aid Warning or if their financial aid status is Financial Aid Denied, provided that the student still meets the academic regulations of their program of study. Any student who registers for a term during which their status is Financial Aid Denied is obligated to pay full current tuition and fees, even though financial aid was not awarded.

## **Federal Work-Study Program**

Federal Work-Study employment cannot be religious in nature. In order to receive payment, students must be cleared through the Financial Aid Office and provide proof of citizenship and their Social Security number to HR. Students must also complete a W-4; Federal Work-Study earnings are considered taxable income by the IRS. Students will be placed on Union's payroll whether or not the Work-Study job is on- or off-campus.

## **Policy on Good Financial Standing**

It is the student's responsibility to stay in good financial standing with Union Theological Seminary. This means that the student's account is paid in full through the Bursar. Any student who is not in good financial standing within one week prior to the date of Commencement is not permitted to participate in the Commencement ceremony. All student balances must be paid in full prior to Commencement. Neither diplomas nor transcripts will be issued to students with outstanding balance as of the date of Commencement.

## **COMMUNICATIONS & PUBLICATIONS**

In order to stay informed about upcoming events at Union and in the larger community there are a number of resources available. The following is not an exhaustive list, but includes the most common or most available publications at the Seminary:

- **Poster & 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 first by the Office of Student Affairs prior to the creation of any notices, posters and/or fliers.
- All notices, posters and/or fliers will need to include the name of the (co)sponsoring caucus' 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.

- **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 (TSD) is a weekly e-newsletter for Union students and contains up-to-date information on activities (both on and off campus), job opportunities, as well as important community announcements. Students are encouraged to submit content to TSD to promote upcoming programs & events via the following online form:

[https://utsnyc.formstack.com/forms/sd\\_submit](https://utsnyc.formstack.com/forms/sd_submit) or by emailing [studentdigest@utsnyc.edu](mailto:studentdigest@utsnyc.edu). Please be advised—submissions to TSD must be received by Friday at 12noon to be included in the Sunday afternoon edition.

- **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 understand what kinds of services—design, social media, e-news—can be leveraged. Please provide a minimum of two weeks' notice for any communications support requests. For more information, please contact Benjamin Perry at X1590.

- **Union Network**

Union's magazine for alumni/ae and friends is produced by the Office of Development & Alumni/ae Affairs and is published bi-annually. Copies are made available to all Union students.

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

Student e-mail distribution lists were created in order to facilitate the flow of important information from the faculty, administration, and student representatives of student groups to all the students. The purpose of the list is for ANNOUNCEMENTS ONLY. The guidelines for the All-student e-mail list are as follows:

- Messages must be "official" and directly pertain to all the students.
- Avoid posting announcements specific to only a particular segment of students on the list.
- Large e-mail attachments take a long time to download. Please be considerate.
- Students cannot opt off the list, and must delete any unwanted messages.

## **SCHEDULING OF EVENTS**

Union requires all events; large and small, public and private, be approved and scheduled several weeks in advance of the date of the event. This enables the seminary staff to know what is occurring in particular buildings and rooms at all times, and to know who is responsible for an event if questions arise. The date, time and room of the approved event is entered into a scheduling system maintained by the Facilities Department and distributed to our front desk personnel. 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. There is usually no room rental fee for events sponsored by Union for the Union Community. These rental fees are an essential part of the Seminary's income.

Please familiarize yourself with the procedures. Help keep the overall operation of reserving and designating space at the Seminary orderly and "conflict" free.

EVERONE (students, faculty, and staff) is required to submit an approved and completed EVENT APPLICATION (Pink Form) to the Facilities Office. The application will be reviewed for necessary approvals and will take into consideration other events occurring that day/week. You will be contacted if there are questions or further information is needed. Once everything is clear the event will be booked and confirmed.

It is advisable to prepare an EVENT APPLICATION (PINK) with ample time to get all required approvals, arrange publicity, organize your needs, and to acquire use of your preferred room and time. Planning ahead by three or four months is suggested.

### **Scheduling Basics:**

- Event or meeting planners must identify the person responsible AT THE EVENT and supply contact information to the Hastings Desk.
- Events may involve expenses such as honoraria, travel, security, facilities staff overtime, etc. 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 the expense approved by the department head.
- **A Security Guard's presence IS REQUIRED** at events when more than 50 people from off-campus/public may attend. The cost for the security guard will be billed directly to the event budget or sponsor.

- 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.
- The seminary insures artwork brought on campus for “official” exhibitions. The seminary does not insure artwork brought on campus for other purposes, nor does the seminary insure personal property.
- If Union alumni/ae and other seminary friends will be invited to an event, please inform the Development Office as soon as possible so we might welcome them back to the Seminary.

### **Event categories and requirements:**

- All student events generating expenses must be pre-authorized by the appropriate office or designated person(s), especially the Student Senate. The Office of Student Affairs is available to advise students for these approvals.
- Events co-sponsored with outside groups/individuals require approval from the Associate Dean for Student Affairs approval. Events held in James Chapel also require approval of the Director of Worship. The Director of Housing and Campus Services must meet with the (co-)sponsor(s) before the event to facilitate the reservation contract, insurance requirements, and sources of payment.
  - 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 Reimbursement/Payment Request Form 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 if approval is required, facilitate the space reservation contract, secure insurance, security requirements, and the source of payment.
- For questions, call Dean Wilson at X1396, Michael Orzechowski at X1301 or Kevin McGee at X1590.

## HEALTH INSURANCE AND SERVICES

Health Insurance AND Services are provided to Union students through the Columbia University Student Health Insurance Plan. Details of the plan are on the website here: [Aetna Student Health](#). Students planning to waive the Columbia Student Health Insurance Plan must provide comparable proof of insurance. Students may enroll or waive the Columbia Student Health Insurance Plan [here](#).

### 1) Health Service Fee

The Health Services Fee is *required* of all full-time students including all students living in Seminary residences. **This fee cannot be waived.** It allows Union student's access to Columbia Health Services. Health insurance coverage through Columbia University is mandatory for enrolled students unless they provide comparable proof of insurance coverage.

### 2) Dental Discounts

For students enrolled in the Columbia Student Health Insurance Plan, Columbia Dental Associates (CDA) offers specially discounted rates for a select group of services. CDA provides a dental discount program and offers:

- Convenient locations near campus
- Comprehensive care including all specialty services
- No claims forms to complete
- No requirement to choose a primary care dentist

#### Located Close to Morningside Campus

Columbia Dental Associates  
1244 Amsterdam Avenue (between 121st and 122nd Streets)  
New York, NY 10027  
(212) 961-1266

#### Services Covered By the Plan

As part of enrollment in the Student Health Insurance plan, preventative coverage will be provided to all students enrolled in the Gold and Platinum levels, with other services at a discount. The following services are available each plan year and only require a copay for each visit:

- One routine examination per academic year
- X-rays as needed, and with routine exam
- One dental cleaning (prophylaxis) per academic year
- Evaluation of emergency dental conditions, including relief of pain



Emergency services are provided by appointment during regular office hours. Coverage does not include final treatment or restorations.

Any additional services that are not included above will be charged a discounted rate:

- Gold Plan - 10% discount
- Platinum Plan - 25% discount

Gold plan members can **upgrade** for \$180 to 2 preventive visits and the 25% discount on any additional services that are not included above. Platinum members already have a 25% discount so no need to enroll.

*This program is operated by the Columbia University College of Dental Medicine, and is not underwritten by Aetna or administered by Aetna Student Health.*

### Specified Routine and Emergency Services

PLAN NAME	COPAY PER VISIT
GOLD PLAN	\$20 copay per visit
PLATINUM PLAN	\$10 copay per visit

### Aetna Vision<sup>SM</sup> Discount Program

Available to all students enrolled in the Gold or Platinum levels of the Student Health Insurance plans. Enrollment in the insurance plans provides access to discounted prices for many eye care products, including sunglasses, contact lenses, non-prescription sunglasses, contact lens solutions and other eye care accessories. Plus, you can receive discounts on LASIK surgery (the laser vision correction procedure). A listing of participating providers is available through the "**DocFind<sup>®</sup>**" **Opens in a new window** feature at [www.aetnastudenthealth.com/columbiadirect.html](http://www.aetnastudenthealth.com/columbiadirect.html) **Opens in a new window**.

The **Aetna Vision<sup>SM</sup> Discount Program** providers closest to the Morningside Campus are:

- Columbia Opticians, Inc. 1246 Amsterdam (at 121st Street)  
(212) 316-2020
- Lens Crafters 2770 Broadway (between 106th and 107th Streets)  
(212) 678-0530

### WORSHIP LIFE

Spiritual life has nearly as many definitions as there are people engaging in its expression. At Union and in New York City there are unlimited opportunities to participate in a wide variety of spiritual practices. James Chapel, located on Union's campus, is the setting for regular chapel worship during the academic term at 12:00PM, Monday through Thursday as well as special services at various times throughout the

week. Leadership can be volunteered as well as invited; the Director of Worship works with students and faculty in planning these services. Participation in the Seminary Choir and the Gospel Choir provide opportunities for singing in chapel services and other special events.

## **PASTORAL/SPIRITUAL CARE AND COUNSELING 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. The following resources exist to assist community members requiring pastoral, spiritual or psychotherapeutic care. The Seminary offers the following services:

### **Associate Dean for Student Affairs: Rev. Yvette D. Wilson-Barnes**

The Associate Dean for Student Affairs has responsibility 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 programming of student activities at the Seminary to maintain a positive environment for living and learning. Appointments can be made with the Associate Dean for Student Affairs by emailing Stephen Marcinowski, Assistant to the Associate Dean for Student Affairs and Registrar at [smarcinowski@uts.columbia.edu](mailto:smarcinowski@uts.columbia.edu) or by calling (212) 280-1555.

### **Student Life Assistants**

Student Life Assistants (SLAs) are available to provide peer support and mediate conflicts, as necessary. SLAs also facilitate community building and serve as advocates and liaisons for housing-related issues.

Quanita Hailey, [qh2161@utsnyc.edu](mailto:qh2161@utsnyc.edu)

Nicole Renna, [nr2540@utsnyc.edu](mailto:nr2540@utsnyc.edu)

### **Spirit Care Services**

Union currently offers interfaith chaplaincy and spiritual direction on campus:

---

#### **INTERFAITH CHAPLAIN**

#### **SPIRITUAL DIRECTOR**

**Gadadhara Pandit Dasa** acts as a resource for spiritual formation, encouraging thoughtful reflection and dialogue and providing spiritual support in times of personal concern.

**By Appointment Only:** by email:  
[nycpandit@gmail.com](mailto:nycpandit@gmail.com)

**Rev. Fran Thiessen** helps students discover the place where one's deepest desire meets God's invitation.

**By Appointment Only:** via cell at  
(201) 390.1546 or by email:  
[franthiessen@gmail.com](mailto:franthiessen@gmail.com)

---

## **Columbia University Counseling and Psychological Services**

Columbia University Counseling and Psychological Services (CPS) supports the psychological and emotional well-being of students by providing counseling, consultation and crisis intervention — all of which adhere to [strict standards of confidentiality](#).

Counseling and Psychological Services offers [short-term individual counseling](#), referrals for longer-term therapy, [student-life support groups](#), [medication consultation](#), and emergency consultation. Union students are welcome to select a mental-health clinician ([bios and photos are available online](#)). Some students may wish to select clinicians based on areas of special interest, among them [Trauma Support](#), [LGBTQ concerns](#), [Religious/Spiritual Concerns](#), [Multicultural Concerns](#), or [Body Image issues/Eating Disorders](#).

CPS is located in Lerner Hall, 2920 Broadway, and 8th Floor. Hours are Monday to Thursday 8:30AM - 6:30PM; Friday 8AM - 4:30PM. Appointments can be made by calling (212) 854-2878 during business hours. After hours you may contact an on-call clinician at (212) 854-9797. Students must be evaluated at CPS to receive coverage on outpatient psychological care.

## **UNION TEXTBOOKS AT COLUMBIA BOOKSTORE**

Barnes & Noble Bookstore at Columbia University sells textbooks for all courses offered at Union. Textbooks may be purchased in the bookstore or ordered online [through the Columbia Bookstore](#). Union's prefix is "UTS," and the site will request course numbers. Once the order is placed, it may be shipped or picked up at the bookstore on Broadway and 115<sup>th</sup> Street.

Union faculty, staff, and students will be able to sell used books to the bookstore for 50% of the new selling price (provided the book is a good used copy) until the bookstore has filled its quota for books that will be used during the following semester. If books are not being used, they will be purchased at the wholesale price. Used books in good condition will be sold by Barnes & Noble at 25% less than the new selling price. Books must include all original materials (CDs, workbooks, etc.) and a Student ID or identification may be required at the time of buyback.

In addition, faculty books will be stocked in the trade books section of the bookstore.

## **THE LANDMARK GUEST ROOMS**

The Seminary operates 25 guest rooms located on the first and second floors of Hastings Hall. The Landmark Guest Rooms are available year-round. All rooms are seasonally air-conditioned, and each has a private bath, a desk and chair, a color television, and a twin or double-sized bed. You can find more information about The Landmark Guest Rooms at <http://www.utsnyc.edu/landmark> or by calling (212) 280-1313.

**FITNESS CENTER**

Union is able to offer students, faculty, and staff access to athletic facilities at Columbia and Teachers College. Memberships to Dodge Fitness Center are available by the semester or by the year. Membership to the Dodge Fitness Center also allows Union students to join Columbia Club Sports teams. For membership fee and detailed information on the Center call (212) 854-2546 or visit the website:

[www.gocolumbialions.com](http://www.gocolumbialions.com).

## **SAFETY & 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 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 open a door to a stranger.
- Never prop open outside doors to Seminary buildings.
- Students should never allow strangers to follow them into dorm rooms and residences.
- Do not leave keys in the door even for a short time.
- Dorm rooms that are not self-locking always should 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.

## **TITLE IX AND SEXUAL MISCONDUCT POLICY**

### **I. Introduction**

The Union Theological Seminary (“Union”) is committed to the principle that discrimination and harassment will not be tolerated in the Union community. All members of the Union community must be able to work and study in an atmosphere that discourages discrimination and harassment. It is Union’s goal to foster an environment that is free from these acts.

Union does not discriminate on the basis of sex in its education programs and activities. Sexual harassment, sexual assault and other types of sexual misconduct are forms of sex discrimination. Union maintains processes, in accordance with applicable federal and state laws and Union policies, to provide redress and support to individuals who believe they have been subjected to these acts.

Students who believe they have experienced violations of this Policy are encouraged to report the situation so that Union can provide them with support, investigate and redress the incident, and take any other necessary steps to protect and strengthen the Union community.

## **II. Conduct Covered by this Policy**

This Title IX Policy applies to instances of sexual harassment, assault, and misconduct, gender-based harassment, domestic violence, stalking, and dating violence, all of which constitute forms of sex discrimination.

Any individual can experience sexual violence, harassment or misconduct regardless of sex, gender or sexual orientation.

This Policy applies whenever a student believes that he, she or they have experienced sexual violence, harassment or misconduct, regardless of whether the incident at issue occurred on or off campus. This Policy also applies to incidents that occur during any study abroad program, including but not limited to Union's international travel seminars.

This Policy does *not* apply to complaints against individuals who are not part of the Union community. In those instances, Union will support the student in reporting the incident to the Chief Human Resources Officer, or the police. Additionally, Union will offer counseling and other resources to the student in accordance with this Policy.

## **III. Title IX Coordinator**

Diana Torres-Petrilli, Chief Human Resources Officer, is the Title IX Coordinator at Union.

The Title IX Coordinator's office is located in Room AD107. She can be contacted by telephone at (212) 678-8011; or email at [dipetrilli@uts.columbia.edu](mailto:dipetrilli@uts.columbia.edu).

The Title IX Coordinator's responsibilities include but are not limited to:

- (1) Serving as a resource for students who believe they have experienced any act of sexual violence, harassment, or misconduct, as discussed in this Policy;
- (2) Providing oversight for all Title IX procedures, including the filing of complaints and related disciplinary proceedings, to ensure compliance with Title IX;
- (3) Identifying broader systemic issues or patterns in the Union community regarding sexual misconduct that must be addressed; and
- (4) Conducting and supporting training initiatives that will educate all Union community members concerning issues of sexual violence, harassment, and misconduct as well as the Union Title IX policy.

## **IV. Applicable Definitions**

### **A. Sexual Assault**

Sexual assault is prohibited by New York law and this Policy.

Sexual assault includes:

(1) Sexual intercourse by any person upon another without consent, including oral, anal, and vaginal penetration, however slight, with any object; and

(2) Sexual contact without consent, including any touching that is sexual in nature by any person upon another.

Sexual assault may also include dating violence and/or domestic violence, as defined below and by the Violence Against Women Act.

### **B. Sexual Harassment**

Sexual harassment is prohibited by New York law and this Policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other unwanted verbal or physical conduct that is sexual in nature when:

(1) Submission to or rejection of such conduct is made, either expressly or implicitly, a term or condition of employment, educational benefits, participation in services or activities, and/or a basis of educational or employment-related evaluation or other decisions; and/or

(2) Such conduct is so severe or pervasive that it has the purpose or effect of interfering with an individual's education, academic performance or work performance and/or creating an intimidating, hostile, humiliating or offensive environment, based on a reasonable person standard.

Sexual harassment includes a range of conduct and may involve individuals of the same or different sex. Sexual harassment may also include stalking, as defined below and by the Violence Against Women Act.

### **C. Dating Violence**

Dating violence is prohibited by New York law and this Policy.

Dating violence includes violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Whether the relationship is deemed a romantic or intimate relationship will be evaluated based on its length, the type of relationship, and the frequency of interaction between those involved in the relationship.

### **D. Domestic Violence**

Domestic violence is prohibited by New York law and this Policy.

Domestic violence includes felony and misdemeanor violent offenses committed by a current or former spouse or cohabitant, by a person with whom the victim shares a child in common, by a person similarly situated under domestic or family violence law and/or by any other person against a victim who is protected under the state domestic or family violence laws.

Under New York Law, domestic violence includes any act:

which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation; and

- (i) such act or acts have resulted in actual physical or emotional injury or have created substantial risk of physical or emotional harm to person or such person's child and
- (ii) such act or acts are alleged to have been committed by a family or household member.

N.Y. Soc. Serv. § 459-a.

### **E. Stalking**

Stalking is prohibited by New York law and this Policy.

Stalking means a course of conduct directed at a specific individual that would cause a reasonable person to fear for his, her, or their safety, fear for another individual's safety, and/or suffer substantial emotional distress.

This conduct may include, but is not limited to, making unsolicited and/or unwanted telephone calls, sending unsolicited and/or unwanted letters, gifts or messages (including but not limited to texts, emails, instant messages and social media communications), spying, use of social media, spreading rumors and/or following the victim. A definition of stalking under New York law can be found in Penal Code §§ 120.44, 120.50, 120.55 and 120.60.

### **F. Gender-based Harassment**

Gender-based Harassment is prohibited by New York law and this Policy.

Gender-based harassment is verbal or physical acts that demonstrate hostility toward or disparage an individual due to conforming with or failing to conform to stereotypes based on gender, including an individual's perceived masculinity or femininity, and that has the purpose or effect of interfering with an individual's education, academic performance, or work performance and/or creating an intimidating, hostile, humiliating or offensive environment, based on a reasonable person standard.

### **G. Affirmative Consent**

An individual who engages in sexual activity without affirmative consent violates New York law and this Policy.

The following definition is adopted from New York's Enough Is Enough Act:



Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent may be initially given but withdrawn at any time.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

When consent is withdrawn or can no longer be given, sexual activity must stop.

## **H. Retaliation and Intimidation**

Retaliation and intimidation is prohibited under New York law and this Policy.

Any conduct that harasses or intimidates an individual to prevent or obstruct the reporting of a violation of this Policy in response to the individual's decision to report a potential violation, file a complaint or cooperate with an investigation of such a complaint.

## **V. Confidentiality**

Students who believe they have experienced violations of this Policy are encouraged to meet with someone to receive support, obtain information about their options, and learn about available resources. **Depending on whom a student chooses to speak with, there are limits on the level of confidentiality afforded to the shared information.** Students are encouraged to consider the following information when making this decision.

### **A. Confidential Resources**

Confidential communications include conversations which, pursuant to the law, cannot be disclosed to another person without the speaker's consent, unless the communications involve an imminent threat or danger to the speaker or others.

**The Spiritual Director or Interfaith Chaplain at Union is not required to report identifying information about students who believe he, she or they have experienced a violation of this Policy to the Title IX Coordinator.** Thus, communications with these individuals may be confidential or made anonymously.

Union students have access to the Columbia Health Service including counseling and psychological services. Please note, however, that the health care professionals at Columbia Health Service are not Union employees. Health care professionals are not required to report identifying information concerning a possible violation of this Policy to the Title IX Coordinator.

- For more information, please go to their website at: <https://health.columbia.edu/medical-services>.

In order to identify patterns or systemic issues related to violations of this Policy, Union may collect *non-identifying* data from confidential resources. All personally identifiable information will remain confidential when provided to confidential resources.

### **B. Mandated Reporters**

Students who believe they have experienced violations of this Policy may also meet with the following Union employees (“Designated Officials”):

- Chief Human Resources Officer
- Academic Dean, Associate Academic Dean
- Associate Dean for Student Affairs
- Associate Dean for Financial Aid/Admissions
- Director of Housing/Campus Services

Excluding the confidential resources noted above, **the Designated Officials and all other Union employees, including but not limited to professors, housing/campus services staff, student affairs staff including student life assistants, are considered mandated reporters, and are required to report any possible violation of this Policy to the Title IX Coordinator and to Union Security.**

A clergy person is not required to report identifying information concerning a possible violation of this Policy *in certain limited circumstances*. These conversations may be kept confidential *only* when he or she is acting as a “pastoral counselor,” meaning the clergy person is (1) associated with a religious denomination, (2) is recognized as someone who provides confidential counseling, and (3) is functioning within the scope of that recognition during the confidential communication, such as when an individual is seeking spiritual or moral guidance or counseling from the clergy person. **Generally the faculty and administration of Union, even if they are clergy persons, are not acting in their capacity as pastoral counselors when interacting or communicating with Union students. Thus, Union presumes that these individuals are required**

***to report any possible violation of this Policy to the Title IX Coordinator and Union Security.***

Any mandated reporter, including Designated Officials, must report the claims, even if the student confiding in them requests that his, her, or their conversation be kept confidential. These employees will maintain the student's privacy to the extent possible, but will be required to inform the Title IX Coordinator of any information that is necessary for an investigation of the claims. The information provided to a non-confidential resource will be relayed only as necessary for Union to investigate and/or seek a resolution.

Union will take reasonable steps to maintain the confidentiality of records produced in the investigation and hearing process; to the extent it is possible. However, Union cannot and does not guarantee that confidentiality will remain protected. Confidentiality must be consistent with the requirements under Title IX as well as the Clery Act.

If the reporting student does not want to file a formal complaint, to supply a name or other identifying information when reporting a potential violation and/or to proceed with an investigation, the Title IX Coordinator must weigh the student's request against Union's obligation to provide a non-discriminatory, safe environment for the Union community. The Title IX Coordinator will make its determination based on these considerations. The Title IX Coordinator may decide that a student's request cannot be honored when Union's failure to investigate could cause a hostile or unsafe environment, or would violate Title IX or this Policy.

## **VI. Resources for Individuals who Experience Sexual Misconduct**

There are a number of on-campus and off-campus resources available to offer assistance after an incident of sexual violence or misconduct.

Union encourages all students affected by gender-based misconduct to seek immediate assistance. Seeking assistance promptly may be important to ensure a student's physical safety or to obtain medical care, emotional support, or other support; it may also be necessary to preserve evidence, which can assist Union and/or law enforcement in responding effectively. Assistance is available twenty-four hours a day, seven days a week. After experiencing a traumatizing event such as sexual assault, it can be important to find a place where you feel comfortable and safe from harm and get help from a friend or **student life assistant**.

- If you've been sexually assaulted, it is very important to receive medical care as soon as possible.

***Important: To preserve evidence, do not shower, bathe, brush teeth, change clothing or drink liquids before going to the hospital or the police after experiencing an act of sexual assault or other misconduct.***

**(i) Resources for Immediate Assistance:**

- **911 or Union Security (212) 280-1427**
- **Columbia University's Sexual Violence Response & Rape Crisis/Anti-Violence Support Center** is available to all Union students. They have trained staff and volunteers available 24 hours a day, seven days a week, to accompany survivors to the emergency room, NYPD, or campus departments. Advocates provide information about reporting options and offer support for survivors. Contact Sexual Violence Response (SVR) at (212) 854-HELP (4357) for 24/7/365 support. [www.health.columbia.edu/svr](http://www.health.columbia.edu/svr)
- **Crime Victims Treatment Center** [www.cvtcnyc.org/](http://www.cvtcnyc.org/)

**Mount Sinai St. Luke's Emergency Department** 1111 Amsterdam Avenue (113th Street)

The [Emergency Departments](#) of Mount Sinai St. Luke's, Mount Sinai Roosevelt and the Lenox Hill HealthPlex have a [Sexual Assault Response Team](#) that includes a Sexual Assault Forensic Examiner and a Volunteer Rape Crisis Advocate. These individuals are specially trained to provide both comprehensive and expert medical care, as well as compassionate emotional support in the Emergency Department. You will be offered **preventative treatment for STDs and possible HIV exposure, emergency contraception, and a full medical exam. Forensic evidence** can also be collected and preserved in case you decide to report to the police at any time in the next 18 months. Everything that happens in the Emergency Department is your choice. At Mount Sinai St. Luke's, Mount Sinai Roosevelt, and the Lenox Hill HealthPlex, you'll be seen as soon as you arrive and treatment for sexual assault is provided *free of charge*.

- The New York City Police Department at 911 can help with criminal sexual misconduct, including sexual assault, dating violence, stalking and domestic violence. If an individual reports an assault to the police, a member of the Special Victims Squad may contact him or her. You can also call the Special Victims Division directly at (646) 610-7272.
- St. Luke's Crime Victims Treatment Center (CVTC) Advocates and services can be reached by calling (212) 523-4728.
- Reports of criminal sexual misconduct may also be directed to the NYPD's sex crimes hotline at (212) 267-RAPE or the Manhattan District Attorney's hotline at (212) 335-9373.

**(ii) Counseling Resources at Columbia:**

In addition to Columbia University's Sexual Violence Response (212) 854-HELP (4357), the following confidential resources are available for counseling support:

- Counseling & Psychological Services at Columbia, (212) 854-2878

- The Title IX Coordinator and any of the Designated Officials listed above may also provide assistance after an incident of sexual misconduct. **Important:** as discussed above, these individuals are required to report the incident and a student's identifying information to the Title IX Coordinator and Union Security. As mentioned above, Union Counseling Center and its staff of therapists are completely confidential and are not required to report any conversations involving sexual harassment or assault.
  - Diana Torres-Petrilli, Chief Human Resources Officer, is the Title IX Coordinator at Union. Her office is located in Room AD107. She can be contacted by telephone at (212) 678-8011; or email at [dipetrilli@uts.columbia.edu](mailto:dipetrilli@uts.columbia.edu).
- Off-campus Resources
  - Crime Victims Treatment Center, 411 West 114 Street at (212) 523-4728
  - Safe Horizon Sexual Assault 24-hour Hotline at (866) 689-HELP
  - National Domestic Violence Hotline at 1-800-656-HOPE (4673)
  - National Teen Dating Abuse Helpline at 1-866-331-8453
  - Stalking Resource Center at 1-202-467-8700
  - NotAlone at <https://www.notalone.gov> (federal VAWA website)
  - NY Hotline for reporting sexual assaults on campuses at 1-844-845-7269

## **VII. Filing a Complaint with Union**

If a student believes they have experienced sexual assault, harassment and/or any other violation of this Policy, he, she or they may choose to file a complaint with Union, the police, or both. Students, faculty and staff can also report an alleged incident to Union even if they are not the victim.

To file a complaint with Union and initiate the discipline process, a student should contact the Title IX Coordinator at (212) 678-8011 or [dipetrilli@uts.columbia.edu](mailto:dipetrilli@uts.columbia.edu). This individual will explain the complaint and discipline procedures as well as provide resources to the student. She will also assist the student in drafting the complaint, if requested.

As explained above, if a student discusses a potential violation of the Policy with any employee, the employee is required to relay the necessary information to the Title IX Coordinator for investigation.

Students are encouraged to file a complaint as soon as possible after the incident. There is no deadline for filing a complaint. However, the Respondent must be enrolled at Union at the time the complaint is made and throughout the entire disciplinary process for any disciplinary action to be taken against the Respondent. If a Respondent is no longer enrolled, Union will still conduct an investigation of the complaint.

In addition, a promptly filed complaint will improve Union's ability to gather all relevant information, and thus, timeliness increases Union's ability to fully investigate the complaint.

A student has the right to make a report to the Title IX Coordinator, Union security, local law enforcement and/or state police and also has the right to choose not to report. Union will take all steps available to protect the student from retaliation for reporting an incident and will provide assistance and resources to support the student.

If a student discloses information regarding a past incident of sexual violence or harassment at a public awareness or advocacy event, such as a candlelight vigil or protest, or on social media, such as a Facebook page, such disclosure shall not be deemed notice to Union of such incident and Union is not obligated to begin an investigation based on that information. Information disclosed at public awareness or advocacy events and on social media may influence Union's efforts to provide educational or prevention resources.

### **VIII. Alcohol and Drug Use Amnesty**

The health and safety of every student at Union is of utmost importance. Union recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Union strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials.

A reporting individual or bystander, acting in good faith, who discloses any incident of domestic violence, dating violence, stalking or sexual assault to Union officials or law enforcement will not be subject to Union code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

*[Adapted from New York's Enough is Enough Act]*

### **IX. Protection from Retaliation**

Union will not tolerate any retaliation or discrimination against a person and/or his, her or their family and friends, who files a complaint, reports an alleged violation of this Policy, cooperates in an investigation, acts as a witness, or participates in the discipline process described in this Policy.

If an individual believes he, she or they have experienced retaliation due to his, her or their participation in any portion of the procedures described in this Policy, he, she or they should report the alleged retaliation to the Title IX coordinator immediately. The alleged retaliation will be investigated and, if a violation is found, the Respondent in the proceeding addressing the retaliation will be subject to disciplinary action.

### **X. Reporting to the Police**

A student may decide to file a criminal report with the New York City Police Department or other local law enforcement. If a student decides to file a criminal

report, Union will assist the student in contacting the appropriate law enforcement officials.

Any questions regarding whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney.

The Union complaint and discipline process operates separately from the police and criminal justice system. Union will investigate alleged violations of this Policy regardless of whether a student chooses to file a report with the police or to pursue charges.

Additionally, Union will not wait for the conclusion of a criminal investigation or proceeding to begin its own investigation of the allegations. Union may choose or be required to delay its proceedings until a portion of the criminal investigation has been completed. This delay should not last longer than 10 days unless law enforcement requests or the situation validates a longer delay.

The standards for finding a violation of criminal law are different from the lower standards of proof which colleges and universities are required to follow. Accordingly, the outcome of a criminal investigation does not determine whether sexual misconduct has occurred under this Policy. Conduct may violate this Policy even though the DA determines that there is insufficient evidence to prosecute the alleged crime.

The below chart details the differences between the criminal justice system and the College Title IX Process.

### **Distinctions between the New York State Penal Law and the College Disciplinary Processes**

**Published: October 28, 2015** (available at <http://system.suny.edu/sexual-violence-prevention-workgroup/College-and-Criminal-Resource/>).

	<i>Criminal Justice System</i>	<i>College/University Disciplinary System</i>
<b><i>Goals.</i></b>	Public safety, deterrence, and punishment.	Education; safety; safe and supportive campus environment.
<b><i>Governing Law.</i></b>	New York State Penal Code; New York State Rules of Criminal Procedure (or another state's rules if the crime took place there), Federal Criminal Law, and Rules of Evidence.	Title IX; The Clery Act as amended by the Violence Against Women Act; NYS Education Law sections 129-A and 129-B. More specific rules govern particular colleges and universities.
<b><i>How to report and whether there must be action once a</i></b>	Crimes involving sexual violence may be reported to campus police (if the campus has police officers), the local police agency, or to the New York State Police. Certain	Victims may disclose sexual violence to various college employees who are designated confidential resources or to others who will try to ensure privacy to the extent consistent with the institution's obligation to provide a safe

<i>report is made.</i>	crimes may also be reported to federal law enforcement agents. Once a report is made, the decision whether to investigate is made by the police/law enforcement agency, often in consultation with a District Attorney or other prosecuting agency. An investigation may be conducted without the consent or participation of a reporting individual. The ultimate decision of whether to initiate a criminal prosecution is initially made by a prosecutor. In cases involving felony charges, the final charging decision is made by a Grand Jury.	educational environment. Disclosures made to a confidential resource will not trigger an investigation. When a report is made to the Title IX Coordinator (TIXC) or another Non-Confidential resource, the TIXC will determine whether an investigation is necessary by weighing a request for confidentiality by the reporting individual against the continuing safety of that person and the safety and best interests of the campus community.
<i>Who investigates?</i>	Police or other law enforcement officials.	Investigators employed or retained by the college or university; these individuals may work for different departments within the institution, including, but not limited to, the police/public safety department, student affairs and academic affairs.
<i>Procedures</i>	See Governing Law. Procedures established by police departments, prosecutors' offices, etc.	College/University policies and Bylaws, which generally incorporate requirements of Governing Law. Collective bargaining agreements may impact some procedures.
<i>Standard of Evidence.</i>	Crimes must be proven "Beyond a Reasonable Doubt"	A violation of disciplinary rules must be found by a "Preponderance of the Evidence" (more likely than not)
<i>Confidentiality.</i>	Law enforcement agencies offer some confidential assistance, but a criminal charge and trial must be public.	Colleges and universities offer confidential resources, but a disciplinary proceeding requires that relevant information be shared with those involved. Columbia's Counseling & Psychological Services is a resource for students. Its staff of therapists are completely confidential.
<i>Privacy.</i>	Criminal trials must be public.	Disciplinary proceedings are kept as private as possible, but information must be shared with certain individuals within the college, the parties, and pursuant to law.
<i>Who are the</i>	The prosecution and defendant. The victim/survivor is <u>not</u> a party,	Varies by school—some consider the institution and the respondent to be parties,



<i>parties?</i>	but often the critical witness for the prosecution.	and confer on the reporting individual certain rights to participate, as the law provides. Otherwise, reporting individual and accused/respondent.
<i>Participation in the process.</i>	In limited circumstances, a criminal prosecution can proceed without the participation or cooperation of the reporting individual, but without a reporting individual's participation, it is generally more difficult to prove a crime beyond a reasonable doubt.	Reporting students cannot be required to participate in the college process. However, a college will be limited in its ability to respond if a reporting individual does not participate.
<i>Who initiates the proceedings?</i>	A prosecutor, acting on behalf of the state (or the United States in federal cases).	The college or university initiates proceedings. While rules vary from school to school, they most provide an active role for the reporting individual.
<i>Testimony.</i>	In a court, testimony is generally public. Other parties are, through counsel, entitled to cross-examine witnesses.	The rules are established by individual colleges and universities, but some institutions provide for alternative approaches that permit students to testify without having other parties in the room and/or to ask cross-examination questions only through the disciplinary panel, investigator, or representative of the reporting individual and/or respondent.
<i>Role of attorneys.</i>	Both the state and the defendant are represented by counsel; counsel may question witnesses.	Varies by school. Many permit the parties to be advised by attorneys but some limit the attorney's roles to quietly speaking with their clients or passing notes.
<i>Mental Health and Sexual History.</i>	In New York, a reporting individual's prior sexual and mental health history is generally, but not always, inadmissible in a criminal case. There are limited circumstances under which directly relevant evidence of that kind may be admitted.	Generally not admissible, but subject to quite limited exceptions. Education Law 129-b permits parties to exclude information about their prior sexual history with persons other than the other party and also to exclude evidence of their own mental health history in the fact finding phase of the disciplinary process.
<i>Possible Results.</i>	If a prosecution takes place, the defendant may <ul style="list-style-type: none"> <li>• plead guilty or "no contest"</li> <li>• have the case dismissed by the judge (on legal grounds)</li> <li>• be found "guilty" or "not</li> </ul>	In cases that do not involve sexual assault, some schools permit mediation or similar procedures if parties agree.  If there is a formal proceeding, the respondent may be found "responsible" or "not responsible" for violations of the institution's

<b>Sanctions.</b>	<p>guilty” by a judge or jury</p> <p>An individual found guilty may be fined, imprisoned, or both. In some courts, alternative sanctions are sometimes used.</p>	<p>rules. Respondents may also accept responsibility before a finding by an adjudicator.</p> <p>An individual found responsible for violating college policy may be given a range of sanctions (depending on the severity of the conduct and other factors, such as prior judicial history), ranging from a warning to suspension or expulsion from the institution.</p>
-------------------	--	--

## **XI. Orders of Protection**

A student may also wish to seek an order of protection from a court. Students who decide to seek an order of protection will receive assistance from Union to do so, generally with the help of a local agency.

After an order of protection is issued, both parties may meet with a Union employee who will explain the terms of the order, including the potential sanctions for its violation, and answer questions regarding it. Union will help to contact the New York Police Department or other local law enforcement if it becomes aware that the order has been violated.

## **XII. Informal Resolution**

Union community members have the option to attempt to reach a resolution between the Complainant and Respondent through informal means *unless* accusations of sexual violence, domestic violence, stalking or dating violence are involved. Complaints involving allegations of sexual violence, domestic violence, stalking or dating violence *must* be resolved through the formal procedures.

If the Complainant agrees, the Title IX Coordinator can contact the Respondent to request his, her or their participation in the mediation process. Both parties must agree to participate in the mediation.

The mediation process will be conducted by a trained individual. If the parties can reach a mutually satisfactory resolution, the matter will be considered final without a formal investigation and hearing panel determination.

If the Complainant or Respondent decides that he, she or they do not want to participate in an informal resolution at any time, the informal resolution efforts will end. The matter will then proceed to a formal investigation and hearing panel determination.

There is no appeal option after the parties reach a resolution through informal means.

### **XIII. Investigation and Hearing Panel Procedures**

#### **A. Investigation**

After receiving information regarding an alleged violation of this Policy, Union has the obligation to investigate the allegations and may pursue disciplinary action. The investigation will be conducted in an impartial, prompt, thorough, and respectful manner.

The Complainant may withdraw his, her or their complaint at any time. As noted above, however, if the reporting party withdraws the complaint, requests confidentiality or does not wish to pursue an investigation, Union is required to balance that request against its obligation to ensure a safe, non-discriminatory environment for its entire community to determine whether an investigation will still occur.

The investigation will be conducted by the Title IX Coordinator or his/her designee. The Title IX Coordinator has received training on how to investigate in a manner that protects the safety of the parties and promotes accountability.

If there is a perceived conflict with the Title IX Coordinator or the complaint involves the Title IX Coordinator, the President and Executive Vice President will select an alternate employee who has received acceptable training to conduct the investigation.

First, the investigator will conduct an initial review of the complaint and determine if it alleges a violation of this Policy. If the complaint does not describe a potential violation, the complaint will be dismissed. The Complainant will be informed of this outcome and his, her or their right, if applicable, to an appeal.

If the complaint describes a possible violation, the investigator will notify the Respondent that a complaint has been filed against him, her or them and provide the Respondent with a copy of the complaint. The investigator will request that the Respondent submit a written response to the complaint within a reasonable time period, as selected by him/her.

At this time, the Title IX Coordinator will meet with both parties separately to discuss the investigation and hearing panel process and procedures.

If an investigation is implemented, the investigator will gather evidence relating to the alleged violation of this Policy from various sources. The investigator will conduct interviews of the Complainant, Respondent, and, when appropriate, third-party witnesses. The investigator will also collect any other available evidence, such as relevant documents.

Both the Complainant and Respondent may provide other evidence to the investigator and/or recommend witnesses to her. The investigator will not consider purely character evidence.

Throughout the investigation, the Complainant and Respondent may seek advice from an advisor, including an attorney. The Complainant and Respondent may bring their

advisor to their interview with the investigator. The advisor, however, may not answer questions on behalf of his or her client and may not ask questions.

Additionally, as discussed in detail below, Union reserves the right to implement interim measures, as necessary, during the investigation and hearing panel process. At a minimum, the Complainant and Respondent will be instructed not to contact each other during the process.

After gathering the relevant evidence, the investigator will issue a report, and present it to the hearing panel. This report will include: the investigation's scope, a summary of findings, recommended charges, and, where appropriate, recommended restorative measures.

### **B. Hearing Panel Determination**

The hearing panel will consist of three persons, chosen from a pool of designated and trained faculty and staff at Union based on availability (and excluding any members with a conflict of interest). The participants on the hearing panel will have received training on how to proceed with the process in a manner that protects the safety of the parties and promotes accountability.

Once it receives the investigator's report, the hearing panel will review it. The hearing panel may consult with Union counsel or appropriate administrative officials regarding whether the investigation was sufficient. If it deems it to be insufficient, it may request that the investigator continue the investigation.

Before making its decision, the hearing panel will provide the investigator's report to both the Complainant and the Respondent, simultaneously, so they may review it. The hearing panel must give the Complainant and Respondent a reasonable opportunity to submit written comments—generally within ten (10) business days—regarding the investigation, charges, and the investigator's recommendations.

The Complainant and Respondent also must be given the opportunity to address the hearing panel orally regarding the same. When the Complainant and Respondent address the hearing panel, they may bring their respective advisors if they so choose. The Complainant and Respondent will not be permitted to question or cross-examine each other at any time during this process.

The hearing panel also may, but is not required to, collect additional evidence and/or call additional witnesses after reviewing the investigator's report and considering the Complainant's and Respondent's statements.

Based on its review of the evidence, including the parties' written and oral statements, the investigator's report, and any additional information it has gathered, the hearing panel will determine whether the Respondent is responsible for violating this Policy.

The standard of proof for determining whether a violation has occurred is the "preponderance of the evidence" standard—whether it is more likely than not a violation occurred.

If the hearing panel determines that the Respondent committed a violation of this Policy, it will determine the appropriate sanctions. The possible sanctions are described in greater detail, below.

The Complainant and Respondent will be informed, in writing, of the hearing panel's decision. The parties will be notified of the outcome simultaneously. This notification will comply with the requirements of the Federal Education Right to Privacy Act (FERPA).

**Please refer to the Appendix to this Policy for additional information relating to the investigation and hearing procedures, including:**

- **The Students' Bill of Rights; and**
- **The Rights of the Complainant and Respondent.**

#### **XIV. Timeframe for the Disciplinary Process**

Union will make every effort to complete the investigation and reach its decision regarding an alleged violation of this Policy within sixty (60) calendar days after the complaint is filed. Both parties will receive a response regarding the outcome of the complaint within five (5) business days of the hearing panel's determination, unless otherwise notified.

If circumstances occur in which more time is needed to complete the investigation or reach a responsibility determination, including but not limited to unavailable witnesses or the effect of a criminal investigation, Union will notify both the Complainant and the Respondent of the reasons for the delay and the expected resolution date.

Both the Complainant and the Respondent may request status updates from the Title IX Coordinator at reasonable intervals.

#### **XV. Interim Measures**

During an investigation and/or hearing, Union has the right to impose certain interim measures if they are deemed necessary by the Title IX Coordinator. The Title IX Coordinator must consider the objective of ensuring equal access to Union's education programs and activities to all students with any perceived need to protect the Complainant.

The interim measures implemented and the procedures for implementing them will differ based on the facts of each case and what measures may be possible or appropriate. Interim measures may include, but are not limited to:

- Prohibiting contact between the Complainant and Respondent;
- Providing counseling or academic support;
- Restricting the Respondent from areas of campus or residential areas;
- Changing class schedules and/or on-campus work schedules;
- Altering transportation arrangements; and/or

- Enforcing an interim suspension.

If Union issues a “no contact” order, continued intentional contact between the Complainant and the Respondent will be prohibited. If the parties observe each other in a public place, the Respondent must leave the area immediately without contacting the Complainant.

If the Respondent poses a continuing threat to the health and safety of the Union community, the Respondent may be subject to an interim suspension pending the outcome of the disciplinary process. This interim suspension will comply with all other Union policies and procedures.

The failure to comply with these interim measures may be considered a violation of the Title IX Policy, and the violator will be subject to a conduct charge for his, her or their violation.

Upon the student’s request and in accordance with Union’s policies, a student has the right to prompt review of the need for/terms of a “no contact” order, housing change, and/or interim suspension. A student may also ask for review of a request for additional interim measures, and submit evidence in support of the request.

## **XVI. Sanctions**

If the hearing panel finds the Respondent responsible for violating this Policy, it may impose one or more of the following sanctions. The sanctions imposed will depend on the severity of the conduct and the number of violations that occurred.

Sanctions that may be imposed against a student include:

- A written warning or probation;
- Referral for Counseling, anger management, or substance abuse treatment (typically off-campus private providers);
- Required community service;
- Changes to his, her or their class schedule;
- Reassignment of housing;
- Removal from housing permanently or for a certain time period;
- Reassignment of campus employment or employment responsibilities;
- Removal from campus employment;
- Suspension; and/or
- Expulsion.

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), Union will make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For a Respondent who withdraws from Union while such conduct charges are pending, and declines to complete the

disciplinary process, it will make a notation on the transcript of such students that they “withdrew with conduct charges pending.”

A student has the right to appeal such transcript notation to request its removal in the event of a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed. (*Adapted from the New York Enough is Enough Act*)

### **XVII. Remedial Measures**

Union may provide accommodations for the Complainant as part of the remedy, when appropriate. These accommodations may include, depending on the circumstances:

- Providing medical services;
- Providing counseling;
- Enforcing a no-contact order;
- Providing academic accommodations or support, such as tutoring; and/or
- Providing an escort to assist the Complainant in moving between classes and extracurricular activities.

Union may also implement training, education or prevention programs for the Union community, if appropriate.

### **XVIII. Appeal**

The Respondent and the Complainant may appeal the hearing panel’s decision. This appeal must be made in writing within five (5) business days after notification of the hearing panel’s decision and sent to the Title IX Coordinator.

An appeal may be made for only the following reasons:

- A procedural error significantly prejudiced the outcome for the appealing student;
- New information or evidence that was unavailable or unknown to the appealing student at the time of the investigation/hearing panel evaluation has been discovered and the consideration of this information or evidence may materially alter the outcome; and/or
- The sanctions were inappropriate for the Policy violation at issue.

The appeal will be considered by a three-member appeals panel consisting of employees at Union, selected based on availability and excluding any member with a conflict of interest. An individual who was involved in the investigation or resolution process cannot be part of the appeals panel. The participants on the appeal panel will have received training on how to proceed with the process in a manner that protects the safety of the parties and promotes accountability.

If either party files an appeal, the other party will be notified and will have the opportunity to also submit a written response for the appeals panel to consider. This must be provided to the appeals panel within a reasonable time period, as decided by the panel.

The appeals panel will render a written decision based on the information in the parties' written statements on appeal, and the written record of the case, and will include in its decision the basis for such ruling. The appeals panel has the power to modify the outcome of the disciplinary proceedings or the sanctions imposed by the hearing panel, if it finds such actions are appropriate.

This decision will be issued within thirty (30) days of filing the appeal. The Complainant, Respondent, and hearing panel will be notified of this decision, in writing, simultaneously. This decision is final.

## **XIX. Policy on Consensual Relationships Between Faculty and Students**

### **DEFINITIONS**

**Consensual relationship:** sexual relationship to which both parties have given their consent.

**Employee:** as used in this policy, the term includes all who are employed by the Seminary, including but not limited to all categories of faculty, administrators, and staff, and those persons who are under contract or assignment by the Seminary.

**Faculty:** as used in this policy, the term includes all teaching staff at the Seminary, including tenured and non-tenured teaching staff, and senior members of the Seminary's administration, including all department heads or heads of functional areas, such as facilities, finance, operations, student services, and similar positions.

**Student:** as used in this policy, the term refers to currently enrolled individuals who are taking courses at or pursuing degrees from, the Seminary.

### **TERMS OF THE CONSENSUAL RELATIONSHIP POLICY**

Union Theological Seminary ("Seminary" or "Union") is characterized by its commitment to inclusion and openness. The Seminary's tightly-knit social structure promotes a sense of community and collegiality between and among students, faculty, and employees. The Seminary is committed to developing within the context of community the spiritual and intellectual depth of individuals of all gender/sexual identities and expressions.

Consensual relationships are particularly perilous when the faculty member exercises a direct supervisory role over a student with whom she/he is romantically or sexually involved. Moreover, Union has a relatively small faculty, and its curriculum specifies required courses, typically taught by specified members of its faculty. Further, faculty and many students live in the same building (or in an adjacent building), and thus are in



close proximity to one another. For these reasons, the Seminary is especially mindful that faculty members are in a position to impact a student's vocational, academic, professional, and personal development; moreover, students are in close proximity to the professional and personal lives of faculty.

**Therefore, Union Theological Seminary prohibits consensual relationships between faculty and students.**

Consensual relationships may indeed have positive aspects, heightening mutually supportive relationships between two persons. However, they may end in destructive ways. On occasion, the termination of a consensual relationship can evoke acrimony and rancor. Such emotions can negatively affect the student and/or the faculty member and disrupt the community. Thus, this policy is designed to promote the treatment of each member of the Seminary with dignity and respect, and to eliminate the possibility of negative repercussions.

If, contrary to policy, a consensual relationship exists or develops between a faculty member and student, both the faculty member and student are required to disclose the nature of the relationship to a designated member of the administration (i.e., the President, the Academic Dean, the Associate Academic Dean, Chief Human Resources Officer, Title IX Coordinator or the Associate Dean for Student Affairs).

The president and academic dean are responsible for deciding the consequences for violating this policy on consensual relationships. Immediately upon the disclosure or discovery that a faculty member engaged in a consensual relationship with a student, she/he will be prohibited from any direct or indirect supervisory role vis-à-vis the student. In all such deliberations, administrators will proceed in a confidential, sensitive, and judicious manner, seeking the wellbeing of all involved.

Should a charge be made to a designated member of the administration that this policy has been or is being violated; the Seminary will investigate the charge and determine how to address any violation. The Seminary will then determine whether to initiate processes outlined in this *Title IX and Sexual Misconduct Policy* or section VII of the *Faculty Guide* (as relevant) to sanction the student and/or faculty member.

Students aware of a potential violation of this policy or who have questions or concerns about the application of this policy should promptly contact the Title IX Coordinator.

**XX. Education, Training and Prevention**

The Title IX Coordinator oversees legal compliance with prevention, education and training relating to sexual misconduct and violations of this Policy. The frequency and types of training will be determined each year by the Title IX Coordinator. This decision may depend on the circumstances at Union that year.

All students and employees of Union will be fully informed of the Title IX policy, reporting obligations, and the disciplinary procedure as well as education in prevention and intervention.

All individuals involved in the investigation and hearing panel procedure will receive training on Title IX issues in accordance with the law.

Union provides an assortment of educational and training programs for students, faculty, and staff regarding sexual misconduct, assault and harassment. Examples of these programs include:

- Annual mandatory new student orientation;
- Training for student life assistants,
- Information and brochures from the Office of Student Affairs; and
- Online training programs.

### **XXI. Reporting**

The Title IX Coordinator will maintain a confidential record of complaints regarding alleged violations of this Policy, including but not limited to reports of alleged sexual assault, sexual harassment, domestic violence, dating violence, and stalking for ten (10) years after a final decision is made, and may keep the records longer in his or her discretion.

The Title IX Coordinator will also keep records of investigation reports, decisions, and sanctions for ten (10) years after a final decision is made, and may keep the records longer in his or her discretion.

In compliance with the Clery Act and VAWA, Union publishes an annual statistical report regarding crime on-campus, in non-campus buildings or properties and near campus. This report is available on the in this handbook. Union also issues warnings to the community regarding safety and security concerns and crimes that occurred near campus.

### **Students' Bill of Rights**

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

*[Adopted from New York's Enough is Enough Act]*

### **Rights of the Complainant and Respondent**

1. The right to request that student conduct charges be filed against the accused in proceedings governed by this article and the procedures established by the institution's rules.
2. The right to a process in all student judicial or conduct cases, where a student is accused of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct that includes, at a minimum:
  - (i) notice to a Respondent describing the date, time, location and factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions;
  - (ii) an opportunity to offer evidence during an investigation, and to present evidence and testimony at a hearing, where appropriate, and have access to a full and fair record of any such hearing, which shall be preserved and maintained for at least five years from such a hearing and may include a transcript, recording or other appropriate record; and
  - (iii) access to at least one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest. In order to effectuate an appeal, a Respondent and reporting individual in such cases shall receive written notice of the findings of fact, the decision and the sanction, if any, as well as the rationale for the decision and sanction. In such cases, any rights provided to a reporting individual must be similarly provided to a Respondent and any rights provided to a Respondent must be similarly provided to a reporting individual.
3. Throughout proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, the right:
  - (i) For the Respondent, accused, and reporting individual to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process. Rules for participation of such advisor shall be established in the code of conduct.
  - (ii) To a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the Respondent, including the right to a presumption that the Respondent is "not responsible" until a finding of responsibility is made pursuant to the provisions of this article and the institution's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault.
  - (iii) To an investigation and process that is fair, impartial and provides a meaningful opportunity to be heard and that is not conducted by individuals with a conflict of interest.

- (iv) To have the institution's judicial or conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.
- (v) To review and present available evidence in the case file, or otherwise in the possession or control of the institution, and relevant to the conduct case, consistent with institution policies and procedures.
- (vi) To exclude their own prior sexual history with persons other than the other party in the judicial or conduct process or their own mental health diagnosis and/or treatment from admittance in the institution disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
- (vii) To receive written or electronic notice, provided in advance pursuant to the college or university policy and reasonable under the circumstances, of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the Respondent based upon the outcome of the judicial or conduct process, at which time the designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed.
- (viii) To make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- (ix) To simultaneous (among the parties) written or electronic notification of the outcome of a judicial or conduct process, including the sanction or sanctions.
- (x) To be informed of the sanction or sanctions that may be imposed on the Respondent based upon the outcome of the judicial or conduct process and the rationale for the actual sanction imposed.
- (xi) To choose whether to disclose or discuss the outcome of a conduct or judicial process.
- (xii) To have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

[Adopted from *New York's Enough is Enough Act*]

## **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 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, immediately, to the police.*** 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 Associate Dean for Student Affairs, the Director of Housing and Campus Services, and Deputy Vice President of Buildings and Grounds are helpful resources for victims of criminal conduct as well, particularly where assistance with reporting or requesting police support may be 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 are:

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

The 26<sup>th</sup> Precinct has primary patrol responsibility for the Seminary's campus and surroundings. In the event that for some reason the 26<sup>th</sup> Precinct cannot easily be accessed, another area Precinct is:

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 Associate Dean for Student Affairs, the Director of Housing and Campus Services, or the Deputy Vice President of Buildings and Grounds.

In the event that a report of a violent felony offense is received by any of these people, 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 Associate Dean for Student Affairs, 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 immediately will be made. 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 make a report to law enforcement, the Seminary will conduct its own, independent investigation into the reported facts and circumstances, generally resolved in 60 calendar days (though the process can sometimes take longer).

In all events, victims and others will be informed that retaliation against a person making a report of allegedly criminal or improper conduct is strictly prohibited, and sanctions can be imposed upon 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, therefore, may not access the campus proper for lengthy periods due to off-campus commitments, the Seminary recognizes the importance of identifying those situations where 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.

## **CAMPUS SAFETY 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 two entrances:

- The Hastings Hall entrance at 121<sup>st</sup> and Broadway (accessible 24 hours a day; attended either by Seminary employees or security guards at all times)
- The McGiffert Hall entrance at 99 Claremont Avenue (accessible 24 hours a day; attended either by Seminary employees or security guards 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.
- 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 or the reception desk in McGiffert Hall.
- A Union student must accompany persons who are not members of the Union community in order to gain access to the Beverage Co-op (Pub).

### *2. Reporting Incidents and Emergencies*

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 back-up to desk attendants and guards for monitoring the building and investigating incidents. The staff and guards keep in close communication with the Associate Dean for Student Affairs, Director of Housing and Campus Services, Deputy VP of Buildings and Grounds, and the Student Life Assistants (SLAs), working together in many instances to handle emergencies and security breaches.

### *3. Security Awareness and Crime Prevention Education*



Each year during orientation, the Deputy Vice President of Buildings and Grounds 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 security and that 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 8/1/16 through 7/31/17, there were two (2) reported incidents of a crime on Seminary property.
- During the period 8/1/15 through 7/31/16, there was one (1) reported incident of a crime on Seminary property.
- During the period 8/1/14 through 7/31/15, 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 meets no less than annually and reviews and makes recommendations on the following areas:

- Education and policy on sexual assault, nonconsensual sexual activity, professional sexual misconduct, domestic and relationship violence, stalking, and hate or bias offenses
- How criminal activity, especially incidents involving alleged sexual assaults, domestic violence issues and stalking incidents, should be reported
- Policies related to the referral of complaints to law enforcement authorities, victim counseling, and responses to inquiries from concerned persons
- Education of the Seminary community regarding security resources, both internal and external, and community law enforcement resources that are available to Seminary community members.
- How to best act 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.

The Advisory Committee on Campus Security is made up of at least six members— at least two of whom are students and two of whom are faculty— and two of whom are selected by the President. 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 less than three female members.

The Advisory Committee will communicate its findings annually in writing to the President in a form that can be made available to any in the Seminary community upon request.

#### *6. Policy on the Maintenance of Public Order*

Union strives to be a healthy, welcoming community to live and learn in for all of its members. The maintenance of public order is paramount to creating this kind of community. The following prohibited conduct prevents Union from being this kind of community.

#### **A. Prohibited Conduct**

*No person, either singly or in concert with others, shall:*

1. Willfully cause or threaten physical injury to another person for any reason
2. Physically restrain, or detain, any other person or remove another person from a place they are authorized to be in
3. Physically strike, punch, or harass any other person, or threaten to do so
4. Physically, menace, intimidate, or bully any other person, or threaten violence against another person
5. Willfully damage, destroy, or remove property of the Seminary or property under its care
6. Use Seminary property or property in the Seminary's care without authorization or in a manner antithetical to the Seminary's purpose or mission
7. Enter into any private office of an administrative officer, or office of a member of the faculty or staff without implied or explicit permission
8. Enter into and remain in any Seminary building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use
9. Remain in any building or facility after it is closed without authorization or refuse to leave when required to do so by an authorized administrative officer
10. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, or meetings
11. Deliberately disrupt or prevent the freedom of any person to express their views, including invited speakers

12. 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 President, whether or not a license to possess the weapon has been issued to the person
13. Willfully incite others to commit any of the acts prohibited in this section with the intent to cause them to do so
14. Take any action, create any situation, or participate in the creation of any situation which 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 gaining entry into, being initiated into, or affiliating with any organization
15. 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 gaining entry into, being initiated into or affiliating with any organization.

### **B. Applicability**

The Rules for the Maintenance of Public Order shall govern the conduct of students, faculty, Seminary staff, contractors, licensees, invitees, and all other persons, whether or not their presence is authorized, who are in, on, or immediately adjacent to any Seminary premises, or who are in attendance at any Seminary-sponsored, affiliated, or supported event, whether on or off the Seminary's premises. These Rules also apply when conduct is directed at or which is, in the Seminary's judgment, intended to impact any member of the Seminary community, whether on or off the Seminary's premises.

Each organization operating at the Seminary shall review these Rules no less than annually with its members.

### **C. Communication and Dissemination of the Rules**

The Rules for the Maintenance of Public Order shall be provided to all students enrolled in the Seminary, through publication on the Seminary's website, and/or in any other manner as may be deemed practicable.

### **D. Procedures and Penalties for the Violation of the Rules of Maintenance of Public Order**

1. Any student, faculty member, staff member, or employee at the Seminary who violates any of the above Rules may face the imposition of discipline, up to and including expulsion, termination of employment, suspension, or removal from Seminary housing.
2. In the event that sanctions include an immediate suspension, expulsion, termination, or removal from Seminary housing, and the perpetrator would otherwise have had a right to internal review and appeal, notice

will be given and a hearing convened no more than ten business days after the sanction begins.

3. Organizations, which encourage, condone, ratify, or support conduct that violates one or more of the Rules for the Maintenance of Public Order above may lose their authorization to function or exist at the Seminary.

## **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 damage to the environment, and dependence upon lifestyles and choices that exploit it. It also includes attempting actively 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 with regard to smoking in the workplace and 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, Union's policy is as follows:

*Smoking is prohibited in all hallways, restrooms, library rooms, meeting and conference rooms, offices, classrooms, lounges, the Pit, all sections of the Refectory and Upper Refectory, the Social Hall, the elevators and all other areas not specifically designed as a smoking area. This policy is applicable to all employees, students, visitors, and any other individuals*

While smoking on Seminary property is only allowed in the Quadrangle, pursuant to the law, the Seminary has designated the area on the west side of the Quad where the scaffolding on James Memorial Chapel ends, south, to where the pathway begins to curve, as the 'Designated Smoking Area'. Ashtrays have been installed on both ends to delineate this space.

## EMERGENCY PROCEDURES

### BUILDING RELATED EMERGENCIES: MAINTENANCE AND SECURITY PROBLEMS

#### *Days (8AM – 5PM)*

Call Facilities at (212) 280-1300 or email [facilities@uts.columbia.edu](mailto:facilities@uts.columbia.edu) or speak with a Student Affairs Assistant (SLA).

#### *Nights and Weekends*

Contact the Engineer on duty by calling the Hastings desk at (212) 280-1427 or the SLA in your building:

Nicole Renna, [nr2540@utsnyc.edu](mailto:nr2540@utsnyc.edu)

Quanita Hailey, [qh2161@utsnyc.edu](mailto:qh2161@utsnyc.edu)

**IF THE SLA CANNOT BE REACHED CONTACT THE ENGINEER ON DUTY BY CALLING THE HASTINGS DESK AT (212) 280-1427**

Life and safety emergencies should be referred to the Police and Fire departments immediately by dialing 911.

### REPORTING A CRIME AT THE SEMINARY

The following telephone numbers should be used by members of the Union community to report all criminal acts, breaches of security, and other emergencies:

- ***Weekdays (9AM – 5PM):***  
Call the Office of Housing and Campus Services at (212) 280-1301
- ***Evenings and Weekends:***  
Call the Security Line at Ext. 1427 or (212) 280-1427
- ***Police Emergency:*** dial 911
- ***Police non-emergency:*** Call the 26th precinct at (212) 678-1311

### HEALTH-RELATED EMERGENCIES

**Columbia University Emergency Medical Services (CU-EMS)** formerly known as CAVA is a student-operated, 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. To contact CU-EMS, dial (212) 854.5555. For more detailed information about CU-EMS, see: <http://cuems.columbia.edu/>

**St. Luke's Hospital** at 113<sup>th</sup> 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.

- **Days (8AM – 5PM)**

*Call Columbia Health Services:*

- General (212) 854-2284
- Primary Care Medical Services (212) 854-7426
- Special Services for Women (212) 854-7426
- Counseling/Psychological Services (212) 854-2878
- Dental Care: Morningside Dental Associates (212) 865-8467

- **Nights And Weekends**

*Contact the Student Life Assistants (SLA) in your building:*

**Nicole Renna**, [nr2540@utsnyc.edu](mailto:nr2540@utsnyc.edu)

**Quanita Hailey**, [qh2161@utsnyc.edu](mailto:qh2161@utsnyc.edu)

If both of the Student Life Assistants are unavailable, call the Associate Dean for Student Affairs, Rev. Dr. Yvette Wilson-Barnes (347) 415-6498 or Director of Housing/Campus Services, Mike Orzechowski (917) 860-5493.

## **OTHER EMERGENCY NUMBERS**

- Fire dial 911 or (212) 628-2900
- Police or Ambulance dial 911
- Morningside Area Alliance (212) 749-1570
- 26th Precinct (212) 678-1311

## **24-HOUR HOTLINES**

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

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

**CDC National STD/AIDS Hotline** (800) 227-8922: Provides anonymous, confidential information and referrals.

**Center for Substance Abuse Treatment, National Drug and Alcohol Treatment Referral Service** (800) 662-HELP: Links caller to a variety of hotlines that provide treatment referrals.

**Eating Disorders Association Information and Referral Helpline** (800) 931-2237: Provides support services, help, and guidance to individuals struggling with disordered eating, their loved ones and families.

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

**LifeNet** (Mental health, substance abuse, crisis hotline) (800) LIFENET: A Confidential hotline serving NYC. LifeNet trained referral specialists will listen to the problem, assess the situation, and provide referrals.

**CONNECT's Legal Help Line** (212) 683-0605: Founded in 1993, CONNECT is a leading, non-profit training, educational and advocacy organization dedicated to the prevention and elimination of interpersonal violence in New York City.

**New York City Domestic Violence Bilingual Hotline** (800) 621-HOPE

**New York State Adult Domestic Violence Hotline** (800) 942-6908

**National Domestic Violence Hotline** (800) 799-SAFE: Provides crisis intervention, domestic violence information, and referrals to local programs.

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

**Rape, Abuse, and Incest National Network (RAINN)** (800) 646-HOPE: Connects callers directly to the rape crisis center nearest them.

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

## **EMERGENCY CLOSINGS AT UNION**

### *Closing Due to Severe Weather or Other Emergency*

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

## **COMMUNITY EXPECTATIONS**

### **POLICY OF NON-DISCRIMINATION**

Union welcomes all persons and is committed through language and practice to cultivate 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 where students, faculty, and staff can enjoy the full benefits of 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.

### **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 alleged violations of Student Standards of Conduct shall be governed by the policies, procedures, and mechanisms for redress set forth in this Student Handbook. Such complaints against Seminary faculty or staff may be superseded or may be governed, in whole or in part, by the policies, procedures, and mechanisms of redress set forth in the Faculty Guide or in the Employee Handbook and/or by the provisions of any applicable Federal, State, or Local laws.

Students who are unclear about which policies, procedures, and mechanisms or redress may be applicable in a given situation, particularly those not expressly covered in the Student Handbook, should consult with the Associate Dean for Student Affairs and/or the Academic Dean and/or the Associate Academic Dean 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 such direct contact is not feasible or may be counterproductive, he or she may seek the assistance of one of the following persons to facilitate an informal resolution: the Associate Dean for Student Affairs, the Associate Academic Dean, or the Academic Dean. In cases involving diversity-related issues, the student may enlist the Associate Dean for Student Affairs; in cases involving Title IX and Sexual Misconduct, the student may enlist the Title IX Coordinator and in the case of complaints involving the Academic Dean, the student may enlist the assistance of the President or the President's designee.

## **STUDENT CONDUCT STANDARDS: ACADEMIC INTEGRITY AND GENERAL MISCONDUCT**

*Discipline and Dispute Resolution Committee (DDRC): Committee that determines student conduct adjudication*

### **Statement of Seminary Student Conduct**

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 which 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.

### **1. Definitions and Organization of the Disciplinary 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 students. All students fall under the jurisdiction of the Student Conduct Code. 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 discretion of Union.

1.2. Jurisdiction: Misconduct committed by students. Students who also serve as Union employees may be subject to separate disciplinary proceedings by virtue of their employment status. Nothing in this Code 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 and 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 of 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 of 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 written no less than 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 also may 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. Academic Integrity: Reviewed by the Committee on Standing**

2.1. Professional and Ethical Standards: Union is an academic community whose most fundamental purpose is the pursuit of knowledge. High principles of academic integrity are essential to the function and continued growth of the community. Students and faculty are responsible for adhering to the principles of the Academic Integrity Policy, and Union will not tolerate any abuse of its stipulations. Students who engage in any of the prohibited actions below may be subject to charges under this Academic Integrity Policy. However, the Committee on Standing may determine that other behaviors violate Union's Professional and Ethical Standards and Academic Integrity Standards. Those who violate these standards should expect to be sanctioned up to and including dismissal from Union.

2.2. Responsibilities of Community Members: Every member of the Union academic community is responsible for upholding the standards of professionalism and ethics declared in this Policy. Members of the community are expected to promptly report to the Committee on Standing, or the Academic Dean, any situations or circumstances they believe constitute violations of this Academic Integrity Policy.

If a student is unsure whether her or his actions might constitute a violation of academic integrity, he or she has the responsibility to counsel with the instructor in advance about any ambiguities.

2.3. Behaviors that constitute academic misconduct or behaviors violating this Academic Integrity Policy include:

- Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work;
- Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgement or citation, whenever and however used;
- Fabrication: submitting contrived or altered information in any academic exercise, such as making up data, citing nonexistent articles, contriving events and sources of information;
- Duplicate submissions: submitting any work submitted to fulfill another assignment without appropriate revision to meet the instructional goals of the current course. In cases of uncertainty or ambiguity, a student should check with their instructor before submitting such work;
- Misrepresentation of academic records, or attempting to tamper with transcripts or any portion of a student's academic record;
- Facilitating academic dishonesty by knowingly helping another student to violate academic integrity standards or to engage in academic misconduct;
- Unfair advantage through attempting to gain unauthorized access to examination materials, or obstructing another student's efforts.

- Submission of written work or engagement in oral presentations or exchanges that contain abusive or threatening content or matter, or that include sexually explicit or offensive material not reasonably related to the topic or subject at issue.

### **3. General Misconduct: Reviewed by the Discipline and Dispute Resolution Committee**

3.1. 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.

3.2. 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.
- Physical abuse, verbal abuse, threats, intimidation, stalking, harassment, coercion or other conduct that may endanger the health or safety of members of the Union community. This includes threats of violence against another person, stalking, and physical or verbal intimidation that unreasonably impairs the security or privacy of another person. See related policy in this handbook.
- Harassment, sexual abuse or misconduct. (Please note that a separate policy exists in this handbook with respect to harassment, sexual abuse or misconduct, and the DDRC reserves the right to cause complaints in this area to be reviewed and proceed under that policy).
- Unauthorized entry or use of Union facilities or unauthorized possession or use of Union property or property of others.
- Disorderly conduct, or obscene conduct or expression.
- 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 Seminary computer use policy, using computing facilities and resources to send obscene or abusive messages, or other unauthorized use of computing facilities and resources.
- Violations of copyright law by unlawful copying, distributing, sharing, or storing copyright-protected information or material, including but not limited to music, film, and video on the Internet.

- 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 performance of their duties.
- Failure to engage in responsible social conduct that reflects credit upon Union and to model good civil conduct and citizenship.
- Violations of any other Union policy, rule or regulation, or of federal, state or local law.

3.3. 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 Dean, whose determination shall be final.

#### **4. Informal Procedures**

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

- **Personal 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 that they should immediately report any circumstance where the complainant feels an imminent threat of harm or danger from the person against whom the complaint is being made.
- **Informal Resolution of Academic Integrity Concerns:** A faculty member or other instructor who believes that a student has engaged in misconduct will apprise the student of the suspected academic misconduct and refer the student to the Student Conduct Code. The instructor shall also provide the student with the opportunity to meet with him or her to discuss the nature of the charges and the possible institutional responses to the charges. If, in discussion with the student, the instructor decides that the violation was the result of an innocent misunderstanding, the instructor and student may agree upon appropriate sanctions.

4.2. **Mediation:**

- Union encourages mediation of disputes, whether involving academic integrity or general conduct, whenever practical and appropriate. Mediation may take place only if the complainant and respondent agree to participate; a matter is resolved through

mediation only if all parties agree on a resolution. Mediation usually occurs within the office of the Associate Dean for Student Affairs, but may be delegated elsewhere.

- Academic Integrity: If an informal resolution fails, the instructor and student may approach the Academic Dean to move forward with mediation. The Academic Dean or the Dean's designee may (without obligation) then convene a mediation meeting to discuss possible resolution of the matter. If sanctions are imposed and agreed upon pursuant to that mediation, the Academic Dean should communicate these in writing to the student.
- General Misconduct: In situations involving alleged general misconduct, any involved party may contact the Office of the Academic Dean with a request for mediation. A representative of the Office of the Academic Dean may then convene a meeting to discuss possible resolution of the matter. If, as part of the mediation, a resolution is agreed to that involves the imposition of sanctions, these will be communicated in writing to the student by the Academic Dean and handled by the Academic Dean.

## **5. Formal Procedures**

5.1. If attempts at personal resolution or mediation fail, or any member of the community wishes to bypass informal procedures and/or mediation 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.

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

5.3. 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.

5.4. 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.

5.5. 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.

5.6. 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 experience of those involved. All information, including hearsay evidence, may be considered.

5.7. 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 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 then communicate the findings of the Hearing Panel in writing to the respondent.
- All decisions of the Hearing Panel require a majority vote.

5.8. 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.

5.9. 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.

**6. Disciplinary Sanctions. Disciplinary sanctions may include but are not limited to one or more of the following:**

6.1. Reprimand: an admonition and an official written warning, course or grade failure.

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

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

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

6.5. 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.

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

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

6.8. 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, certified by the provider of the treatment, may also be a condition of readmission to Union or a condition for remaining at Union.

**7. Disciplinary Records and Confidentiality**

7.1. Records of disciplinary proceedings are maintained by the Office of the Academic Dean. Records are only entered into the student's official Seminary file when 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.

### **Consortium Schools—Rules of Conduct**

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 eradication of permission to visit these campuses or use of its facilities, and suspension or dismissal from Consortium school courses in which a Union student may be enrolled.

## **BEHAVIORAL STANDARDS**

Union recognizes the importance of student academic progress and personal wellbeing. Bearing in mind the safety and wellbeing of all members of its community, the Seminary may take the following actions against a student who is manifesting behavioral issues that may impede their safe and successful participation in the academic program, or that threaten the safety or well-being of others.

*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 Associate Dean of Student Affairs) can immediately affect a Temporary Suspension from the Seminary and/or residence halls. The Temporary Suspension will be in writing and delivered to the student and cannot be appealed. Such a suspension will be 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.

*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 wellbeing 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 provide the final decision to the student within seven business days of receipt. There is no further appeal of the President's decision.

*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 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.

# STUDENT SENATE BY-LAWS

## 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

1.1 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. Such meetings may be called by the Senate Executive Committee or by a petition of 25% of the Student Body to invite student participation in decisions affecting the entire community. All members of the Student Body are also entitled to vote in general elections.

1.2 Official Meetings of the Student Senate shall consist of one-tenth of the membership of the Student Senate in addition to the Student Senate Executive Committee. Meetings of the Student Senate may be called by the elected members of the Student Senate or a petition signed by thirty-three percent of the membership of the Student Body. A quorum of the Student Body shall consist of one-tenth of its membership. Meetings of the Student Senate shall be open to any member of the Seminary community. Non-members may speak either by invitation of the Moderator(s) (3.1b; 3.2i) or by a majority of the eligible voters present. The President of the Seminary shall always have the right to speak at open meetings of the Student Senate.

1.3 The Student Senate shall be an elected and representative body of the Student Body, and shall:

- Advocate for student concerns;
- Administer the revenues of the Student Body; and
- Exercise full powers of the Student Senate.

1.4 The members of the Student Senate shall be:

- The Co-Chairpersons, Treasurer, Secretary, and Elected Representatives;
- The Student members of the Seminary and Board of Trustees Committees;
- The Representatives of approved Caucuses (3.11); and
- Any member of the Student Body present at the meeting.

## **Article II: Student Senate Meetings and Procedure**

### ***Meetings***

2.1 The Student Senate shall meet monthly during the academic year. Special meetings of the Student Senate may be called by:

- A joint consensus of the Co-Chairpersons
- The Executive Committee; or
- A petition signed by twenty-five percent of the Student Body.

2.2 A quorum of the Student Body shall consist of thirty-three percent of its membership or may be declared as provided in Robert's Rules of Order Revised.

2.3 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 (3.1b; 3.2i) or by a majority vote of the eligible Student Senate members present. The President of the Seminary shall always have the right to speak at open meetings of the Student Senate. The Associate Dean for Student Affairs shall be invited to attend all meetings of the Student Senate to act as a liaison between the students and the Administration.

2.4 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.

2.5 The rules contained in Robert's Rules of Order Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the Agreements, By-Laws, or special rules of order.

2.6 The list of members present or absent at the Student Senate meetings shall be included in the minutes (3.2h).

## **Article III: Student Senate Members and Duties**

### ***Co-Chairpersons***

3.1 The Co-Chairpersons shall be elected officers of the Student Senate (Article V), 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.

The duties of the Co-Chairpersons shall include the following:

- Convene and preside over the following meetings (which may not include all special meetings):
  1. Student Senate
  2. Executive Committee

- Serve as or designate the Moderator(s) of the Student Senate meetings.
- In the absence of the Treasurer, convene and preside over meetings of the Budget Committee.
- 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 Trustees
- One Co-Chairperson shall serve as an active student member of the Academic Affairs Committee.
- Serve as a liaison between the Student Body and the Faculty, Administration, the Board of Directors, and non-administrative staff.
- 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.
- Meet monthly with the President of the Seminary, subject to the President's consent.
- Meet monthly with the Associate Dean for Student Affairs, subject to the Associate Dean's consent.
- Ensure that the provisions of the By-Laws, standing rules, and special rules of order are carried out.
- Undertake such duties and authorities as are specifically delegated to the Co-Chairpersons by the Student Senate.

### *The Secretary*

3.2 The Secretary shall be an elected officer of the Student Senate (Article V), and shall be a voting member of the Student Senate, the Executive Committee, the Budget Committee, and the Student Appointments Committee. She/he shall receive a salary. The duties of the Secretary shall include the following:

- Take and issue minutes of the Student Senate Meetings.
- Convene and preside over meetings specific to her/his function.
- Distribute said minutes to members of the respective bodies including the Student Senate, Seminary President, Deans, and Office of Student Affairs. The Secretary is also to arrange for minutes to be placed on Reserve in The Burke Library. The minutes should be distributed at least two days prior to the following Senate meeting.
- 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.
- 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.
- 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.

- Handle any correspondence as directed by the Co-Chairpersons or the Student Senate.
- Record the presence or absence of the members of the Student Senate (to be included in the minutes), and call the roll for the roll-call votes in the Student Senate. Issue an email warning concerning Representative or Caucus privileges for missed meetings.
- Convene and preside over Student Senate Meetings in the event of the absence of both the Co-Chairpersons.
- Preside over the election of the presiding officer pro tempore in the event of the absence of both the Co-Chairpersons.
- Preside over elections.
- Convene and preside over Student Appointments Committee.
- Prepare a list of all active caucuses (those with leadership structures in place for the coming academic year) in advance of the spring Budget Committee Meeting.
- Undertake such duties and authorities as are specifically delegated to the Secretary by the Student Senate.

### **The Treasurer**

3.3 The Treasurer shall be an elected officer of the Student Senate (Article V), and shall be a voting member of the Student Senate, the Executive Committee, the Budget Committee, and the Student Appointments Committee. She/he shall receive a salary. The duties of the Treasurer shall include the following:

- Administer the funds of the Student Body and Senate, subject to the policies and directives of the Student Senate.
- 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.
- Render a current financial report at each regular meeting of the Student Senate.
- Convene and preside over meetings of the Budget Committee and any other meetings specific to her/his function.
- Publicize the impending budget process to the Seminary at large and solicit budget requests from the caucuses and other groups receiving monies from the Student Senate and Student Activities Fees.
- Undertake such duties and authorities as are specifically delegated to the Treasurer by the Student Senate.

### ***Class Representatives***

3.4 Class Representatives shall be elected by members of the Student Body (Article V) and shall consist of the following persons: one Doctoral Student Representative, three M.Div. Representatives (one from each class), two M.A. Representatives (one from

each class), one S.T.M. Representative, one M.Div. /M.S.S.W. Representative, and one Representative-at-large, from any of the Degree programs. Terms of office shall be one year, beginning May 1, for all Representatives except for all first-year representatives, whose terms shall begin immediately following elections in the fall and end at the end of the Academic Year. All Class Representatives shall be voting members of the Student Senate and the Student Appointments Committee.

3.5 The duties of the Class Representatives shall include the following:

- Attend all meetings of the Student Senate. Attendance at all such meetings is required. A representative's first and second absences will result in a warning issued by the Senate Secretary. After a third absence, the Senate may vote to recall the representative's election and hold a special election for a new representative.
- Represent, to the best of her/his ability, the views and concerns of the majority of her/his respective constituency.
- First-Year M.A. and M.Div. Representatives, the Second-Year M.Div. Representative, and the Representative-at-large will serve on the Budget Committee.
- Serve on special committees, as requested by the Student Senate.
- Undertake such duties as are specifically delegated to the Representatives by the Student Senate. For Representatives of graduating classes, this includes organizing the class gift.

### ***Community Activities Coordinator***

3.6 Two Community Activities Coordinator shall be elected by members of the Student Body (Article V). Term of office shall be one year beginning May 1st. The Ministers of Fun shall receive a salary from the Office of Student Affairs and shall be voting members of the Student Senate. The Community Activities Coordinator is accountable to the Associate Dean for Student Affairs and to the Student Senate.

3.7 The duties of the Community Activities Coordinator shall include the following:

- Coordinate programming, in conjunction with other campus bodies, which builds community life through funding, organization, planning, publicity, and/or execution. The Community Activities Coordinator 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, the Senate Executive Committee, and other Student Senate bodies to coordinate campus events.
- The coordinator shall be responsible for managing funds appropriated by the Student Senate for such activities.
- Seek out and publicize neighborhood and wider community and city events of interest to the Union community.
- Attend all regular meetings of the Student Senate and Executive Committee, and remain active as a voting member. Upon repeated absence, the Community

Affairs Coordinators shall be subject to the same protocol as Class Representatives (3.5.d).

- Keep the Community Activities Calendar.
- Serve on special committees as requested by the Student Senate.
- Undertake such duties as are specifically delegated to the Representatives by the Student Senate.

### ***Members of Seminary Standing and Temporary Committees***

3.8 Student members of the standing and other (subject to change) committees of the Seminary shall be appointed by the Student Senate. These students shall be voting members of their respective committees and of the Student Senate. In the event that the student representative does not attend three-fourths of the Senate meetings, she/he will not be eligible to vote in Senate Budget Committee Meetings. Student members of the standing committees shall consist of the following persons, subject to the policies of the Seminary By-Laws.

a. Three students, in addition to one of the Student Senate Co-Chairpersons, shall serve on the Academic Affairs Committee, one of which shall be a Ph.D. student. These four students have one vote each.

- Two students from any degree program shall serve as non-voting representatives on the following Board of Directors Committees: Budget, Buildings & Grounds, Development, Investment, and Union Medal. Three students, including at least one student representative to the Academic Affairs Committee, shall serve as non-voting representatives to the Board of Directors Educational Policy Committee.
- Students shall be elected to ad hoc and temporary committees when appropriate.
- 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.

3.9 The duties of the members of the standing and temporary committees shall include the following:

- 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.
- Each representative shall attend all regular meetings of the standing committee to which the student is appointed.
- Each representative shall represent, to the best of her or his ability, the views and concerns of the majority of the Student Body, to both the standing committees and the Student Senate.
- Each representative may serve on special committees, as requested by the standing committees of the Student Senate.
- Absences from required meetings shall be subject to the same protocol governing Class Representatives. [Refer to 3.5.d].



### ***Caucuses***

3.10 New Caucuses shall be formed and officially recognized by the Student Senate through the following procedures:

- Submission to the Student Senate of a statement of purpose and a minimum of twenty-five names of persons participating in or supportive of the formation of said Caucus.
- Approval of the Student Senate by a simple majority vote of a quorum of its membership.  
Immediately upon formation of a new Caucus, the Budget Committee will convene to allot funding for the remaining semester.

3.11 In order to be considered an active Caucus and receive funding, each Caucus shall:

- Choose at least one representative to represent it at, at least three-fourths of meetings of the Student Senate. Caucus representatives shall be voting members 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:
  - Report updates of caucus activities to the Student Senate.
  - Represent, to the best of their ability, the views and concerns of their Caucus at meetings of the Student Senate.
- Choose leadership for the following academic year and submit the names of its leaders to the Senate Secretary by May 1st.
- Submit budget updates and requests to the Treasurer before the Spring Semester meeting of the Budget Committee.

3.12 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 a Caucus for the upcoming academic year, thus forfeiting any funding from the Student Senate.

3.13 Concerning Caucus status, the following protocol will be taken by the Student Senate:

- In January and on May 1st, the Senate Secretary shall submit a report to the Budget Committee and Caucus Leaders regarding attendance at Student Senate Meetings and, on May 1st, Caucus leaders for the following academic year.
- If a Caucus fails to meet the requirements of 3.11, it will be considered “inactive.”
- If a Caucus is inactive for three years, it must go through the procedures for new Caucuses described in 3.10.

## **Article IV: Student Senate Committees**

### ***Executive Committee***

4.1 The Executive Committee shall consist of the officers of the Student Senate and the Community Activities Coordinator (3.1-3.3, 3.6).

4.2 The Executive Committee shall:

- Terms of office shall be one year beginning May 1st;
- 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;
- Set the agenda for meetings of the Student Senate, subject to amendment and approval from the floor; and
- Undertake such tasks as are specifically designated to it by the Student Senate.

### ***Student Appointments Committee***

4.3 The Student Appointments Committee shall be chaired by the Senate Secretary and consist of at least two Senate Executive Committee members, the Class Representatives, and at least two students who are Caucus Leaders but not Class Representatives of the Student Senate.

4.4 The Student Appointments Committee shall be responsible for the recommendation of student appointments to the committees of the Seminary and to the Columbia University Senate. Regular appointments shall be made: at the end of each Spring Semester for the summer; at the beginning of each Fall Semester for the following academic year, and; special appointments at any time during the year, as needed.

4.5 The Student Appointments Committee shall make recommendations for all student appointments according to the following procedures:

- The Senate Secretary will receive a list of Seminary committees from the President's Office, publicize the impending appointments, and set a deadline for the end of the nomination period that falls at least one week after elections.
- The Committee will receive nominations until the deadline. If no nominations are received by the deadline for a committee appointment, the Committee will solicit nominees for the remaining open positions by the following meeting of the Student Senate according to whatever process they deem appropriate.
- The Committee will meet as a body to identify by consensus a slate of candidates for available positions using criteria set by the Senate. This slate shall represent fairly the various degree programs, caucuses, and special interest groups of the Seminary. Where possible, priority consideration should be given both to those with prior direct involvement with the pressing issues of the committee and to those who have qualifications from other experience. Nominees for the

committees shall not be present during the Committee's deliberations. The slate of candidates identified by the Appointments Committee shall go before the full Senate at one of its regular meetings, to be voted on as a slate.

- After the Senate has approved the nominations, the Student Appointments Committee shall declare the results and notify the candidates, as well as the appropriate Seminary officers (i.e. Deans, Student Affairs Office).

4.6 The Student Appointments Committee may revoke the appointments of any student members who fail to attend Student Senate meetings and their particular meetings without providing a justifiable reason for their absence.

### ***Budget Committee***

4.7 The Budget Committee shall be chaired by the Treasurer and consist of:

- at least one Co-Chairperson
- the Community Activities Coordinator
- the following class representatives: First-Year M.A. and M.Div., Second-Year M.Div., and the Representative-at-large (3.1-3.5).

4.8 The Budget Committee shall be responsible for the composition of a budget proposal in the spring.

4.9 The budget proposal shall be composed according to the following procedures:

- The Budget Committee will receive a list of all active caucuses for the following academic year.
- The Budget Committee will allocate funds.

4.10 The Budget Committee may meet on an emergency basis during the year to discuss any additional budgetary needs or crises.

4.11 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.

### ***Special Committees***

4.12 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.

4.13 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 V: Elections and Referenda

### *Elections*

5.3 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 officers of the Student Senate shall be held near the close of the spring semester for the upcoming calendar year, and First-Year and S.T.M. Representatives shall be elected following registration in the fall for the academic year. Elections shall be overseen by the Senate Secretary (4.12-4.13).

5.4 Regular and special elections shall be held as provided below:

- Open positions shall be publicized with job descriptions and nominations received for no less than one week before the election.
- Nominations will be received for the candidates from the time the positions are publicized until seven days before the balloting is to begin. If there are positions for which no nominations have been received, the Senate Secretary will continue to solicit nominations for these positions until two days prior to the election.
- All eligible voters should vote for their class Representative in addition to other elected offices of the Student
- All positions shall be open to write-in candidates.
- The Senate Secretary shall declare the results and notify the candidates and sitting officers as well as the appropriate Seminary offices (i.e. Deans, Student Affairs, Facilities, etc.).

5.5 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.

5.6 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 vacations or examination periods.

5.7 Executive Committee members who do not fulfill their duties may be subject to recall. The process takes place as follows:

- A recall vote may be initiated either by two members of the Executive Committee or by a petition of fifty students.
- 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.

5.8 Elected Representatives who do not fulfill their duties may be subject to recall. The process may take place as follows:

- The Senate Secretary will send a written warning to any Representative who has missed two meetings of the Senate, Appointment Committee, or Budget Committee.

- 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 VI: Rules and Amendments**

### ***Rules***

6.1 The rules contained in Robert's Rules of Order Revised shall govern in all cases to which they are applicable and in which they are not consistent with the Agreements, By-Laws, or special rules of order.

### ***Amendments***

6.2 Amendments to these By-Laws may be initiated by a two-thirds vote of the Student Senate or by a majority vote of the Student Body, and is then approved by a two-thirds vote of the Student Senate.

6.3 Amendments shall be ratified by a two-thirds vote of the Student Senate.