



1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

The Faculty of the College requires that all students maintain acceptable grades as well as satisfactory progress in the completion of degree requirements. Some departments specify an overall minimum grade average (see specific department statements). Any department judging a student to be performing below expectations is authorized by the Faculty to require additional course work as a means to evaluate the student's continuance within the degree program or at the College. If satisfactory progress as defined by the department is not maintained, a student may be dismissed from the program. In addition, a student whose academic performance in course work or in other requirements is seriously below the level required for successful completion of a degree may be denied permission for continued enrollment at the College on the initiative of the Faculty of the academic department in which the student is enrolled. There is no formal appeal from such a decision, but the services of the Ombudsman may be requested by the student.

Any student receiving eight or more points with grades of C- or lower is not permitted to continue registration at the College in any capacity and may not receive a degree or diploma. Petitions for exception to this policy are to be submitted, in writing, to the Registrar with a written recommendation from the department in which the student was last enrolled. Such petitions will be submitted to a faculty committee for review and decision. (See Exemption Procedures, Master's programs)

4. POLICY OWNER AND HISTORY

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:**
- E. **Last Revision Date(s):**
 - September, 2017
- F. **Next Review Date:** September 01, 2025



1. **PURPOSE OF POLICY**

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During the academic year, many of the services provided by the College are only available to credit students who are registered during the given semester. This includes, but is not limited to, library privileges and email accounts. Degree students who are not taking courses in the fall or spring semester may register for IND 4000, Master's Candidate or IND 6000, Doctoral Candidate in order to maintain registration. The fee for either IND 4000 or IND 6000 is the current college fee. Registration in IND 4000 is limited to four semesters total, and registration in IND 6000 is limited to six semesters total. During the summer term, email accounts and library access will be granted for students who were registered during the preceding spring term. Access to other services during the summer may vary. Individuals should check with the department providing the service.

4. **POLICY OWNER AND HISTORY**

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- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
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1. POLICY DETAILS

A. About the Application Process

Teachers College is a graduate school of education, health, and psychology. To be eligible for admission to any program at the College, applicants must hold, or be in the process of obtaining, a baccalaureate degree from a regionally accredited institution as recognized by the U.S. Department of Education. International applicants must hold, or be in the process of obtaining, the equivalent of a 120-credit U.S. baccalaureate degree. All applicants must have a conferred baccalaureate degree before matriculating at Teachers College.

Teachers College reviews applications for Spring, Summer, and Fall entry. However, not all programs or degree levels are available for all entry terms. Applications must be for an available entry term (based on program and degree level) in order to be considered for admission. Applicants may only have one active application at a time, and **may only apply to one degree program per cycle**. Applicants are expected to collect and prepare all credentials, including any international educational evaluations, well in advance of the application deadline. Incomplete records will not be reviewed.

Please note that students may not be enrolled concurrently in two different institutions and may not be in two different degree programs or areas of specializations at Teachers College or Columbia University.

A complete list of available programs, degrees, and entry terms can be found on our [Program Search Page](#).

The official notification of all admission decisions comes directly from the Office of Admission and all admission decisions are final. Specific details regarding an applicant's admission decision are confidential and not shared with anyone external to the admission committee.

Within a seven year timeframe, applicants may apply to the same program a maximum of three times without gaining admission. Following the third denial decision, and prior to the expiration of the seven year timeframe, any applications to TC created by the same applicant will be withdrawn by the Office of Admission.

B. How to Apply

The Teachers College application and admission requirements are available at www.tc.edu/apply.

The complete Teachers College application consists of the application form, the non-refundable application fee, and supplemental materials, which vary depending on the program and degree.

C. Application Deadlines

Only complete applications will be eligible for review. An application is considered complete when all required application materials are received by the Office of Admission by the designated, posted deadline. Teachers College's standard application deadlines are posted on our [Application Deadlines page](#). **It is the applicant's responsibility to ensure that the Office of Admission receives all required materials by the application deadline.** Applications completed after the posted deadlines may be considered on a space-available basis, but review is not guaranteed.

Select programs remain open beyond our standard application deadlines, such as those with an extended deadline or those that employ a rolling admission process. For programs with rolling admission or those with extended deadlines, applications are reviewed as they are received and on a space-available basis. Applicants are advised to complete their application as soon as possible, as these programs can close earlier if full capacity has been met.

Refer to the [Program Search Page](#) to verify our program deadlines.

D. Return of Application Materials

Under no circumstances can any application materials submitted to the Office of Admission be returned to the applicant or forwarded to another college, university, or third party. All records submitted in support of an application for admission become property of Teachers College.

E. English Proficiency

If applicant's native language is not English and baccalaureate (undergraduate) degree was from an institution where English was the sole official language of instruction, the applicant must submit official scores from an accepted English Language Proficiency exam. We accept the Test of English as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS). In order to be considered official, scores must be sent directly from the testing administrator and have been taken within the past 2 years.

Refer to the [International Applicants page](#) for more information on score requirements and minimums.

In addition to English Language Proficiency scores, some programs may also require a video essay. Please consult the [Program Search Page](#) to verify requirements.

F. Official Transcripts and Course Evaluations

As part of the application for admission, applicants are required to submit transcripts reflecting all undergraduate and graduate coursework they have completed. **Applicants must report** every school that has awarded them postsecondary-level course credits, including degree-granting institutions, transfer credit schools, postgraduate enrichment coursework, and study abroad programs. Full course titles, number of credits, final grades, and any relevant degree conferrals must be reflected on all transcripts. Unofficial copies of transcripts are acceptable for admission review. However, at the point of enrollment, applicants must provide official transcripts to the Office of Admission. If official transcripts are not received, students will be unable to register for courses. For current requirements regarding transcript submission, visit our [How to Apply page](#).

Students who completed or are completing degrees outside of the United States will be required to submit an official course-by-course evaluation from an approved servicer, confirming the completion of a 120-credit U.S. baccalaureate degree. Refer to the [International Applicants page](#) for more information.

G. Standardized Test Scores

Standardized tests are required by some, but not all, Teachers College degree programs. Please consult the [Program Search Page](#) to see if your program requires test scores. The testing center must report official scores directly to the Office of Admission by the application deadline. Expired scores will not be accepted. For tests administered by the Educational Testing Service (ETS), **the assigned institution code for Teachers College is 2905**. For more information, visit our [Application Instructions page](#).

H. Decision Notification

The Office of Admission sends official admission decision notifications electronically. All admission decisions are final. Once a decision has been made on your application, you will receive an email with instructions for viewing your decision, which will be available on your TC Pathway Portal.

Students admitted to Teachers College are expected to attend their academic program in the modality/format (on-campus, online, etc.) it was offered and to which they applied at the time of admission. The College expects students to enroll in the term for which they applied and were admitted. Requests to defer enrollment are rarely granted and subject to Admission Committee review.

I. Depositing

In order to ensure their place in a program, admitted students must submit a \$300 non-refundable tuition deposit to Teachers College by the enrollment response deadline indicated in the admission notification. Offers of admission are subject to being withdrawn by the Office of Admission if an applicant fails to respond to their offer by the designated enrollment response deadline.

J. Non-Degree Status

Non-degree status is available to applicants holding a baccalaureate degree from a regionally accredited institution as recognized by the U.S. Department of Education. International applicants must hold the equivalent of a 120-credit U.S. baccalaureate degree.

A non-degree student may take up to 16 points as long as the academic standards of the College are met. Once the 16 point maximum is met, the non-degree student must either:

- Apply to and be admitted to a Teachers College degree program, or
- Obtain approval from the Registrar for continued registration under non-degree status

Admission to non-degree status implies no commitment for admission to a degree, advanced certificate, or non-credit program. Should a non-degree student become a degree candidate, a maximum of 16 points (8 in the major field) taken in non-degree status may be applied toward a degree program, if approved by the program.

K. Students with Disabilities

The Office of Access and Services for Individuals with Disabilities (OASID) ensures that programs and services at Teachers College are physically, programmatically, and attitudinally accessible to individuals with disabilities. Equal access is achieved through individualized responses addressing the needs of individuals with conditions including, but not limited to, vision, hearing, or mobility impairments; medical conditions; or learning disabilities that affect one or more academic activities. Students who seek accommodations should [contact OASID](#) directly.

L. Statement of Non-Discrimination

Teachers College (“TC” or the “College”) is committed to providing a working, learning and living environment free from discrimination and harassment and to fostering a vibrant, nurturing community founded upon the fundamental dignity and worth of all of its members.

Consistent with this commitment, Teachers College does not discriminate on the basis of race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, national origin, age, height, weight, marital or partnership status, citizenship or immigration status, caste, military status, disability, pregnancy, genetic predisposition or carrier status, status as a victim of domestic violence, or any other legally protected status in the administration of its admissions policies, educational policies, employment, scholarship, loan, and other College-administered programs; treatment, or in access to College programs or activities.

M. Application Integrity

All information provided in the application must be complete, truthful and reflect the applicant's unique experiences and voice. Falsified application information may include but is not limited to: providing false information on the application, withholding information requested on the application, submitting fraudulent or falsified documents, and submitting written work that is not the original work of the applicant. Failure to comply may be grounds for denial, or if admitted, rescinding of admission.

For more information on admission to Teachers College, see <http://www.tc.edu/admission>.

2. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Enrollment Management
- B. Policy Approved by:** Associate Vice President, Enrollment Management
- C. Contact Information:** admission@tc.columbia.edu
- D. Original Policy Issue Date:** September 2020
- E. Last Revision Date(s):**
 - August 27, 2024
- F. Next Review Date:** August 27, 2026



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Students are expected to attend all classes for which they are registered and are responsible for absences resulting from late enrollment. Attendance in online courses is defined as regular and substantive participation in the learning activities prescribed by the course instructor. For courses that have face-to-face meetings and online components, both attendance at face-to-face meetings and regular and substantive participation in the online learning activities prescribed by the course instructor are required. Students who never attend a course for which they are registered will receive a grade of WN for that course, assigned by their instructor by the end of the change-of-program period. The WN grade is non-punitive but will remain on a student's transcript. A course with this grade assigned will not count towards a student's time status of Financial Aid Cost of Attendance.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
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- F. **Next Review Date:** September 01, 2025



1. **PURPOSE OF POLICY**

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Teachers College students currently enrolled for 15 or more points may audit one or two Teachers College courses during the term. Also, fully certified doctoral candidates may audit Teachers College courses which enhance their professional interests.

Applications for auditing privileges are obtainable from the Office of the Registrar during the change-of-program period. Students must secure the written approval of the course instructor and return the approval form to the Office of the Registrar during the change-of-program period.

Audited courses will not appear on the transcript or fulfill any academic requirement and may not later be applied for credit. Courses with limited enrollment, laboratory courses, seminars, continuing professional studies courses, and non-credit courses are not open to auditors.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
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- F. **Next Review Date:** September 01, 2025



1. **PURPOSE OF POLICY**

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Beginning in the Fall 2018 term, all students who enroll in a degree program must register for courses beginning with their initial term of entry and continuing each fall/spring term until their degree requirements have been met. To meet the continuous enrollment requirement students must:

- Register for course work, or
- Register as a master's candidate or doctoral candidate (each of which requires the College fee), or
- Request and receive a leave of absence (medical, military, or personal) according to TC's leave policy, or
- Doctoral candidates who have reached a stage at which they are obligated for continuous registration will meet the requirements of the continuous enrollment policy by registering for their department's dissertation advisement course, registering for at least 3 points of TC course work, or requesting and receiving a personal exemption or waiver according to the guidelines set forth in the appropriate doctoral student guide book.

Summer registration is not required unless it is part of the program's curriculum. Students who are in summer-only programs are not required to maintain continuous enrollment in fall and spring terms, but they must maintain summer enrollment each term.

Students must maintain an active enrollment status by selecting from option A, B, C, or D as outlined above. Students who are unable to register in a fall or spring term must inform the College of their enrollment plan by the end of the term drop/add period or else they will be placed on an administrative leave of absence. After being placed on administrative leave, students who do not communicate with the Office of the Registrar by the end of the term will be withdrawn from the College and will need to reapply for admission if they wish to resume their studies. Students who communicate with the Office of the Registrar before the end of the term may be eligible to request a change from administrative leave to personal leave, when applicable.

Students are permitted a total of two (2) terms of personal leave while matriculated at Teachers College. An administrative leave will not convert to a personal leave if the student has already reached the personal leave limit of two (2) terms.

Students should refer to the leave of absence policy for detailed information about the following areas while on leave: academic policies, financial aid, housing, health insurance, and re-enrollment.

This continuous enrollment policy does not apply to students who have been suspended under the Student Conduct Code during the term of their suspension.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Enrollment Management
- B. Policy Approved by:** Executive Director, Enrollment Management
- C. Contact Information:** Division_of_ESS@tc.columbia.edu
- D. Original Policy Issue Date:** February 21, 2018
- E. Last Revision Date(s):**
 - December 18, 2020
- F. Next Review Date:** December 18, 2025



1. PURPOSE OF POLICY

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2. POLICY AUDIENCE

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If the words below appear in a course title, in a description of the course, or in relation to the modality of the course, it should conform with meanings listed below. We note that all courses must be in compliance with credit hours policies found here: <https://www.tc.columbia.edu/policylibrary/policies/credit-hour-4006343/>

A. Basic Learning Environment

1. Hybrid Course

A course offered in a combination of environments (online, in-person).

As additional description:

- There are required in-person sessions at predetermined times
- Students in a hybrid course are expected to participate in the same combination of online and in-person activities – that is, all students attend in-person for in-person activities and all students attend online for online activities
- Utilizes an online learning management system (LMS)
- Contains online elements including but not limited to online activities, video lectures, interactive tutorials, discussion forums moderated by the course instructor, and online assignments, quizzes, or other online activities graded and reviewed by the course instructor
- Has a syllabus that outlines course materials, format, and credit hour requirements
- In illustration, but not in limitation, it can take the form of:
 - Uses in-person sessions for hands-on activities, discussions, or exams, while lectures and other course materials are available online.
 - A course that alternates between online and in-person sessions on a regular schedule.

2. In-Person Course

A course conducted entirely in-person

As additional description:

- All participation occurs in person at predetermined times
- An online learning management system (LMS) may be used for course management and submission of materials

3. Online Course (or Distance Learning)

A course conducted entirely online. May or may not require online participation at predetermined times.

As additional description-

- Faculty choose the course to be asynchronous or not:
 - Asynchronous: Course has no set online class meeting times. Course has interactive activities for students to complete. Course is delivered entirely over the internet, without requiring any online participation at predetermined times.
 - Partially or Fully Synchronous: Course has a set number of class meeting times that are conducted online at predetermined times, as well as other online learning activities.
- Utilizes an online learning management system (LMS)
- Must incorporate student-instructor interaction and be instructor-supervised
- Includes various forms of engagement including but not limited to video lectures, interactive tutorials, quizzes, discussion forums moderated by the course instructor, group projects, and assignments, quizzes, and other activities graded and reviewed by the course instructor
- Has a syllabus that outlines course materials, format, and credit hour requirement

B. Further Course Descriptions

1. Colloquium

A session or series of sessions that focus on a particular topic or area. Colloquia are sometimes conducted to permit graduate students to report and evaluate research on a specific topic. In other colloquia, professors or visiting scholars report on research or on a specific subject. When course credit is awarded, participants are held to academic expectations that are comparable to those of any other for-credit course.

2. Fieldwork

Research or professional practice conducted outside the institution and in direct contact with the people, natural phenomena or other entities being studied. May or may not be designed with regularly scheduled meeting times between course instructors and students.

3. Independent Study

A self-directed course of study under the guidance of an instructor.

Independent study courses are typically not considered part of a faculty member's or instructional staff member's base teaching load. Accordingly, faculty members or members of the instructional staff are not compensated for an independent study. All faculty members are assigned an independent study section number. Under extenuating circumstances, a department may request, via the green sheet process, an independent study section for a member of the instructional staff.

4. Internship

An extended field experience of a student under the direct supervision of an onsite professional in collaboration with the College. May or may not be designed with regularly scheduled meeting times between course instructors and students.

5. Laboratory

A first-hand experience to develop technical skills in observing and utilizing materials related to learning and teaching, clinical practice, scientific inquiry or quantitative analysis.

6. Lecture

A course that consists primarily of instructor-delivered material but may also include small-group work and discussion among students.

7. Practicum

A course or student exercise involving practical experience as well as theoretical study. May or may not be designed with regularly scheduled meeting times between course instructors and students. There are 2 types of practicum courses:

- Practicum with Field Placements - A course with a field placement has a placement in the field outside of TC.
- Practicum without Field Placements - A course that does not have a field placement.

8. Seminar

A method of conducting a class or course almost entirely by discussion among the students and instructor with groups no larger than 15 or 20 students.

Certain seminar courses are designed specifically to prepare students to apply research methods to specific problems and to demonstrate competence in implementing and presenting research and constructive criticism of research of others. Students in these courses are generally expected to produce research papers.

9. Student Teaching

A structured, supervised learning experience for a student in a teacher education program in which the student teacher practices the skills being learned in the teacher education program and gradually assumes increased responsibility for instruction, classroom management, and other related duties for a class of students in the area of the certificate sought. These skills are practiced under the direct supervision of the certified teacher who has official responsibility for the classroom at the school and in tandem with the TC instructor of record. May or may not be designed with regularly scheduled meeting times between course instructors and students.

10. Studio

Guided, studio-based practice in drawing, painting, ceramics, sculpture, printmaking, photography and video, and new and creative media.

11. Work Conference or Institute

A comprehensive or intensive experience or program of relatively short duration on a narrowly focused topic which may or may not offer credit. When course credit is awarded, participants are held to academic expectations that are comparable to those of any other for-credit course.

4. POLICY OWNER AND HISTORY

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:**
- E. **Last Revision Date(s):**
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Some credit-bearing courses are offered also on a noncredit basis, as indicated in the course description. Students registering for noncredit offerings do not earn academic credit.

A student who registers for a course on a noncredit basis may not change enrollment to credit once the course begins. A student who registers for a course for credit may not change enrollment to noncredit once the course begins.

No Teachers College fee is charged if the noncredit course registration is the only course registration for the term; however, any laboratory fees or special fees for the course are additional.

Fees for noncredit offerings such as non-credit courses, workshops, institutes, and conferences vary. See the official announcement for these offerings for the tuition and fees charges.

Teachers College reserves the right to cancel or modify the courses listed in this catalog and other official publications and to change the instructors.

4. POLICY OWNER AND HISTORY

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:** March 16, 2016
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 - March 16, 2016
- F. **Next Review Date:** March 16, 2025



Teachers College
COLUMBIA UNIVERSITY

**Credit Earned in Teachers
College & Columbia
University Graduate Courses
Taken While Enrolled at
Another School of Columbia
University**

Policy No.: 127

Effective Date: 09/29/2024

1. **PURPOSE OF POLICY**

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In most cases, students who enroll at Teachers College with prior enrollment at Columbia University may request the transfer of their earlier course work according to the policy on transfer credit. Under limited circumstances, TC students with prior enrollment at Columbia University may petition the Registrar to count earlier course work toward their TC degree program as institutional credit, as opposed to transfer credit. This course work may include Columbia University graduate courses or TC courses taken while enrolled at Columbia University.

Course work must meet the following conditions for eligibility:

- Graduate-level courses only
- Courses must not have counted toward any Columbia University academic program.

Students whose course work meets these criteria should ask their TC advisors to make a written recommendation to the Registrar. If approved to count as institutional credit, students will be required to pay the TC college fee for each semester in which they enrolled in the courses.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
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- E. **Last Revision Date(s):**
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- F. **Next Review Date:** August 17, 2025



1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

A. Credit Hour

A "point" (equivalent to a semester hour) is the College's unit of credit. The New York State Education Department¹ and the U.S. Department of Education² regulate the minimum standards for a credit hour. To meet these regulations, the following standards apply to all Teachers College courses offered for credit. These are minimum requirements; individual courses may have greater requirements as determined by the course instructor. The indicated times spent out-of-class represent averages, and some students might find it necessary to devote more time than these stated expectations. For this policy, a contact hour is defined as 50 minutes.

B. Lecture, Seminar and Other In-Person Courses

The course modality "in-person" is defined and described here: <https://www.tc.columbia.edu/policylibrary/policies/course-naming-guide-11284145/>

1. A one-point course meets for 15 contact hours plus a minimum of 30 hours in student preparation and out-of-class assignments.
2. A two-point course meets for 30 contact hours plus a minimum of 60 hours of student preparation and out-of-class assignments.
3. A three-point course normally meets for 30 contact hours plus a minimum of 60 hours of student preparation and out-of-class assignments and an additional 45 hours spent on a supervised out-of-class project.

¹ NYSED: "Semester hour means a credit, point or other unit granted for the satisfactory completion of course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year."

² Title IV: "one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each work for approximately 15 weeks for one semester hour of credit, or at least an equivalent amount of work as required in this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

4. For classes of more credit hours, the class contact hours and student preparation and out-of-class assignments are increased proportionately. A minimum of 45 hours for each additional point of credit is required in additional meeting times and/or other academic activities.
5. For a course with a variable point option, the course syllabus must clearly differentiate the additional out-of-class work required for the additional point(s) of credit. Each additional point must involve a minimum of 45 additional hours of out-of-class work and may take the form of additional reading, preparing a term paper, engaging in a project related to the course or out-of-class group activities.

C. Externship, Fieldwork, Internship, Laboratory, Practicum, and Student Teaching Courses

1. Hours for field-based courses must follow the same time standards as defined for in-person courses. For each credit point, a student must complete a minimum of 45 hours including actual time spent in the field experience, class meetings, and student preparation and out-of-class assignments.
2. Hours listed for Certificates of Equivalency must be over and above the minimum number of hours required for the point value of the student's course registration.

D. Hybrid Courses

The course modality “hybrid” is defined and described here: <https://www.tc.columbia.edu/policylibrary/policies/course-naming-guide-11284145/>

1. Hybrid courses must be comparable in level, scope, academic rigor and student study as for in-person lecture courses.
2. The same credit hour requirements as described for in-person courses are required and may be achieved through meeting in-person or online following the meeting time standards established for online courses.
3. The course instructor must document on the course syllabus the expectations for completing the minimum credit hour requirements for the credit awarded.

E. Independent Study Courses

1. Independent study is a self-directed course of study under the guidance of an instructor.
2. Academic credit awarded for independent study must be comparable in level, scope, academic rigor and student study as for the lecture courses.
3. 45 hours of supervised independent research work for each credit earned.

F. Online Courses (or Distance Learning)

The course modality “online” is defined and described here: <https://www.tc.columbia.edu/policylibrary/policies/course-naming-guide-11284145/>

1. Online courses must be comparable in level, scope, academic rigor and student study as for in-person lecture courses.
2. The same credit hour requirements as described for in-person courses are required for online courses. Meeting time is satisfied through several means which can include but is not limited to regular instruction or interaction with the course instructor; academic engagement through interactive tutorials and training; group discussions moderated by the course instructor; virtual study/group projects; engagement with class peers; and other activities graded and reviewed by the course instructor.
3. The course instructor must document on the course syllabus the expectations for completing the minimum credit hour requirements for the credit awarded.

G. Short Courses

1. For a course lasting one or two weeks, credit value may not exceed the number of weeks of the course.
2. The same credit hour requirements must be met as outlined in the preceding sections. There must be sufficient time within the timeframe of the courses offering to satisfy the credit hour requirements.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Enrollment Management
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1. PURPOSE OF POLICY

Teachers College, Columbia University offers courses of study leading to the following degrees: Master of Arts (M.A.), Master of Education (Ed.M.), Master of Science (M.S.), Doctor of Education (Ed.D.), Doctor of Education in the College Teaching of an Academic Subject (Ed.D.C.T.), and Doctor of Philosophy (Ph.D.). This *Policy* presents an overview of degree requirements, as well as how the College determines that students have met requirements.

2. POLICY AUDIENCE

This *Policy* applies to

3. DEFINITIONS

The terms below, as identified in this *Policy*, have the following definitions:

Advisor: Member of the instructional staff or faculty who provides academic guidance to students and has authority to recommend students to the Faculty for award of a degree.

Breadth Requirement: The requirement for most master's programs that students take course work outside of their major programs. Also known as the Foundations Requirement. All M.A., M.S., and Ed.M. students must complete a minimum of 6 points out of program at TC. The advisor and student will determine how the points can be reached.

Degree Application: The process by which students request that advisors and the Registrar review their academic progress and consider them for the award of a degree on a particular graduation date.

Degree Audit: A report that compares individual students' progress against degree requirements.

Degree Audit System: A computerized system that serves as the primary repository of academic requirements for degrees and that generates degree audit reports.

Degree Requirement: Any condition that students must meet in order for the Faculty to recommend them for the award of a particular degree. Degree requirements refer to successful completion of any of the following: graduate-credit courses, master's theses or integrative projects, dissertation proposals, and dissertations. Degree requirements may also include the stipulation that students complete degrees within particular time frames (e.g., the five-year period of candidacy for masters degrees).

Graduate Courses in Other University Divisions: Most Columbia University courses numbered 4000 and above are considered graduate-level courses. However, 4000-level History courses are not considered graduate-level. Barnard College courses are not graduate courses.

Graduation: The conferral of degrees upon successful completion of all degree requirements. Degrees and certificates are awarded only in October, February, and May. Degrees are formally conferred by the President of the University at the annual Commencement in May.

4. POLICY DETAILS

A. General Degree Requirements and Graduation

Member of the instructional staff or faculty who provides academic guidance to students and has authority to recommend students to the Faculty for award of a degree.

B. General Residence

For each degree, a candidate must register for and earn a minimum of thirty semester hours of acceptable graduate credits. The candidate must register for course work through Teachers College and remain matriculated in each degree program for at least two academic terms. Living on campus is not required.

The chart below shows minimum residency and point requirements for multiple degrees. It is possible that students will need to take more than the minimum point requirements to earn multiple degrees. In addition to satisfying residency requirements, a student must meet all general degree requirements for each degree as outlined in this policy and by the academic department. Consult with the Office of the Registrar for more specific information.

	Minimum Points	Minimum TC Credit	Maximum Transfer Credit
Two Degrees at Teachers College			
M.A./M.S. and M.A./M.S.	60*	60*	0
M.A./M.S. and Ed.M.	60	45	15
Ed.M. and Ed.M.	90	60	30
M.A./M.S. and Ph.D.	75	45	30
M.A./M.S. and Ed.D.	90	45	45
Ed.M. and Ph.D.	75	45	30
Ed.M. and Ed.D.	90	45	45

Three Degrees at Teachers College			
M.A./M.S., M.A./M.S., and Ed.M.	90	75	15
M.A./M.S., Ed.M., and Ed.M.	90	90	0
M.A./M.S., M.A./M.S., and Ed.D.	90	75	15
M.A./M.S., M.A./M.S., and Ph.D.	75	75	0
M.A./M.S., Ed.M. and Ph.D.	75	60	15
M.A./M.S., Ed.M. and Ed.D.	90	60	30
Ed.M., Ed.M., and Ed.D.	90	90	0
Four Degrees at Teachers College			
M.A./M.S., M.A./M.S., Ed.M., and Ed.D./Ph.D.	120	120	0
M.A./M.S., Ed.M., Ed.M., and Ed.D./or Ph.D.	120	120	0

* Plus an essay or 32 points without an essay for each degree.

Note: If you received a Professional Diploma from Teachers College, please check with the Registrar for minimum requirements.

C. Academic Performance

The Faculty of the College requires that all students maintain acceptable grades as well as satisfactory progress in the completion of degree requirements. Some departments specify an overall minimum grade average (see specific department statements). If satisfactory progress as defined by the department is not maintained, a student may be dismissed from the program. Any department judging a student to be performing below expectations is authorized by the Faculty to require additional coursework as a means to evaluate the student's continued participation in the degree program or enrollment at the College. A student whose academic performance in coursework or in other requirements is seriously below the level required for successful completion of a degree may be denied permission for continued enrollment at the College on the initiative of the Department in which the student is enrolled. There is no formal appeal from such a decision, but the student may consult with the Ombuds officer.

Any student receiving eight or more points in grades of C- or lower is not permitted to continue registration at the College in any capacity and may not receive a degree or diploma. Petitions for exception to this policy may be submitted, in writing, to the Registrar with a written recommendation from the department in which the student was last enrolled. Such petitions will be submitted to a faculty committee for review and decision.

D. Statement on Academic Conduct

Teachers College expects members of the College community to observe traditional norms of scholarly discourse, academic integrity, and fairness. All members of the College community are expected to exhibit the high level of personal integrity which society must demand of professionals.

Decisions regarding academic evaluation in all aspects of students' work at the College, including coursework, certification examinations, clinical or field experiences, and preparation of dissertations, are within sole jurisdiction of faculty members concerned, including, as appropriate, the department or program staff members. Disciplinary actions (e.g., reprimand, suspension, or dismissal) in cases of academic misconduct can be imposed by the academic program or department as described in the Student Conduct Code, www.tc.edu/policylibrary/student-conduct-code.

E. General Candidacy Requirements

Students who have not met the requirements of the continuous enrollment policy and who wish to pursue the completion of a degree must re-apply for admission and be accepted into a degree program. This applies even if they wish to resume a course of study leading to the degree program to which they had originally received admission. Applications for re-admission may be obtained from the Office of Admission. Applications for re-admission follow the same processes and standards as those for initial admission. Students subsequently readmitted to a degree program must meet degree requirements current at the time of re-admission.

All Teachers College programs that offer academic credit are graduate-level programs, and all require completion of a baccalaureate degree prior to attendance at Teachers College. Students may not enroll in a Teachers College program that offers academic credits until the Office of Admission has received official transcripts indicating a conferred baccalaureate degree or its equivalent. In addition, the Office of Admission must receive official transcripts from all post-secondary institutions where a student has earned academic credit prior to the first semester of enrollment. Questions regarding which transcripts are required should be addressed to the Office of Admission.

F. Requirements for Master's Degrees (Master of Arts, Master of Science and Master of Education)

In order to pursue requirements for a master's degree at Teachers College, candidates first must be formally admitted to a master's degree program by the Office of Admission.

The period of candidacy for the degrees of Master of Arts, Master of Science, and Master of Education is limited to five years. Every candidate for the Master of Arts, Master of Science, and Master of Education must complete at least 16 points through Teachers College during the final five-year period prior to the award of the degree so as to meet recency requirements.

A candidate may petition the Registrar for an extension of time for adequate reasons if the student has been in attendance in the degree program within the last five years. In such cases, an extension must be recommended by the major advisor and approved by the Registrar. Upon approval, all current degree requirements including the departmental integrative project must be completed. Candidates may obtain petition forms from the Registrar's web site: www.tc.edu/registrar.

1. Master of Arts (M.A.)

The M.A. is granted upon the satisfactory completion of no less than 30 points and a formal essay; 32 points and an departmental integrative project; or 32 points and completion of a departmental comprehensive examination. At least 20 points must be earned in Teachers College courses. The remaining credits must be completed through Teachers College registration, in Teachers College courses or in graduate courses in other University Divisions

The program of study for the M.A. must include a minimum of 12 points in major field courses, the exact requirement to be determined by the program and in consultation with the major advisor. Transfer credit may not be used to meet this minimum. Students must also meet the breadth requirement: They must complete a minimum of 6 points out of program at TC. Students and their advisors will determine how to meet the 6-credit minimum. In addition, students must complete a formal essay, comprehensive examination, or integrative project. Electives are chosen in consultation with the major advisor.

Students opting to prepare a formal essay should obtain instructions from the Office of the Registrar. The formal essay must demonstrate the student's ability to select, organize, and present the results of professional investigation in the major field. The essay may consist of a body of work in a studio or performance area, demonstrating the design, preparation, and presentation of professional works appropriate to the major field. Documentation of such works may include photographs, color slides, TV tapes, film, recordings, or an approved computer software program. An original copy of the formal essay must be submitted to the Registrar no later than the deadline indicated in the Academic Calendar. Approved essays are retained by library; integrative projects are maintained in the major department.

A candidate for an M.A. degree who has already earned an M.A. or M.S. degree at an earlier time must be admitted to the degree by the Office of Admission. Courses and the integrative project, comprehensive examination, or essay completed for the earlier M.A. or M.S. degree may not be applied toward the second. The same minimum point and breadth requirements apply. Consult departmental advisory statements for additional requirements.

2. Master of Science (M.S.)

The M.S. degree is granted upon the satisfactory completion of a minimum of 30 points and a formal essay; 32 points and a departmental integrative special project; or 32 points and a departmental comprehensive examination. At least 20 points must be earned in Teachers College courses. The remaining coursework must be completed, through Teachers College registration, in Teachers College courses or graduate courses in other University Division.

The program for the M.S. degree must include at least 20 points in science courses and related technical fields. Transfer credit may not be used to meet this minimum. Students must also meet the breadth requirement: They must complete a minimum of 6 points out of program at TC. Students and their advisors will determine how to meet the 6-credit minimum. In addition, students must complete a formal essay, comprehensive examination, or an integrative project. Electives are chosen in consultation with the major advisor. Consult departmental advisory statements for additional requirements.

A candidate for an M.S. degree who has already earned an M.A. or M.S. degree at an earlier time must be admitted to the degree by the Office of Admission. Courses and the integrative project, comprehensive examination, or essay completed for the earlier M.A. or M.S. degree may not be applied toward the second. The same minimum point and breadth requirements apply. Consult departmental advisory statements for additional requirements.

3. Master of Education (Ed.M.)

The Ed.M. degree is awarded upon satisfactory completion of a minimum of 60 points of graduate work. Thirty points must be completed under the auspices of Teachers College, including 18 points in Teachers College courses. A maximum of 30 points of graduate credit may be transferred from other recognized institutions. Candidates who have completed an M.A. or M.S. degree through Teachers College must register for a minimum of 45 points of the required 60 through Teachers College.

Candidates admitted to Ed.M. degree programs are required to complete the breadth requirement: They must complete a minimum of 6 points out of program at TC. Students and their advisors will determine how to meet the 6-credit minimum. Equivalent out-of-program courses for which transfer credit has been granted may be substituted for Teachers College courses with the Registrar's approval of a written petition. A formal essay, departmental comprehensive examination, or special departmental integrative project is also required. Consult departmental advisory statements for additional requirements.

4. Application for Master's Degree or Certificate Award

Candidates for the degrees of Master of Arts, Master of Science, Master of Education, or certificates must file an application to graduate using the College's degree audit system.

All courses, except those in which students are currently enrolled at the time of graduation application, must be completed before application. Degree applications are specific to particular degree dates, as shown on the Academic Calendar. Students who do not then earn the degree or certificate by the applicable degree date must file a Renewal of Application and pay a renewal fee for reconsideration of the award by a future degree date. See Academic Calendar for due dates.

G. Requirements for Doctoral Degrees (Doctor of Education and Doctor of Philosophy)

Teachers College offers programs of study leading to the Doctor of Education and Doctor of Philosophy degrees. The Office of the Registrar provides general information, administrative advice, and service to doctoral students and assists the doctoral committees in their supervision of candidates' work. Requirements outlined below are described in further detail in the doctoral bulletins prepared for each degree type. Each student should obtain the appropriate bulletin through the Registrar's Office website. Each student is responsible for fulfilling the stated requirements. Prospective doctoral students should consult a faculty advisor concerning programs offered, the degree most appropriate for specific goals, any departmental requirements for admission and programs of study, and application deadlines.

1. Doctor of Education (Ed.D./Ed.D.C.T.)

The Ed.D. degree emphasizes broad preparation for advanced professional responsibilities through a program of extensive study in a specialized branch of the field of education or area of instruction. The minimum requirements include satisfactory completion of a planned program of 90 points of graduate coursework beyond the baccalaureate degree (at least 45 points of which must be taken through Teachers College registration); satisfactory performance on a departmental certification examination; and the preparation and defense of a dissertation. Some fields of study have additional requirements; consult departmental statements or faculty advisors.

Special programs for persons preparing for college teaching of an academic subject (Ed.D.C.T.) are offered in several departments. The programs emphasize broad preparation in the candidate's major field, specialized competence in a limited area within that field, and an understanding of the broader problems of education, especially at the college level. The minimum requirements are the same as those for the Ed.D, but some fields of specialization have additional requirements such as an examination in a foreign language or in mathematical statistics. Consult departmental statements or faculty advisors.

Ed.D. candidates must be in continuous enrollment for a minimum of 3 Teachers College points or the dissertation advisement course in each fall and spring term following departmental recommendation for certification or approval of the dissertation proposal in a departmental hearing, whichever comes first. The obligation to register continuously ends after the dissertation has received final approval.

2. Doctor of Philosophy (Ph.D.)

The Ph.D. degree emphasizes research and intensive specialization in a field of scholarship. Under an agreement with Columbia University, Teachers College offers programs leading to the Ph.D. degree in designated fields in which the Graduate School of Arts and Sciences does not offer programs, namely in education, including education in the substantive disciplines and certain applied areas of psychology.

The minimum requirements for the Ph.D. include submission of a program plan of study and satisfactory completion of a planned program of 75 graduate points beyond the baccalaureate; satisfactory performance on foreign language examinations (for certain programs) and on a departmental certification examination; and preparation and defense of a research dissertation. Some fields of specialization have additional requirements; consult departmental statements or faculty advisors. A maximum of 30 points of relevant courses at other recognized graduate schools or 45 points in another Faculty of Columbia University may be accepted toward the minimum point requirement. Each degree candidate must satisfy departmental requirements for the award of the M.Phil. degree prior to continuing in the Ph.D. program.

A Ph.D. candidate must complete all requirements for the degree in not more than seven years or six years for those who have received an applicable master's degree or 30 points of advanced standing. Degree requirements are specified in the Requirements for the Degree of Doctor of Philosophy Bulletin, available on the Office of the Registrar website.

H. Continuous Registration Requirement for Ph.D. Programs

Ph.D. candidates must register continuously each fall and spring term until all degree requirements are met unless granted a leave of absence. In addition, following enrollment in the department's designated dissertation seminar course(s) or following the term in which the dissertation proposal was approved, whichever comes first, candidates must fulfill the continuous registration requirement by registering for doctoral dissertation advisement each fall and spring term. Finally, registration for TI 8900, Dissertation Defense: Ph.D., is required for the term in which the oral defense is held. The obligation to register for dissertation advisement ends after the dissertation has received final approval.

A candidate who expects to interrupt study for any reason should consult the Office of the Registrar so as to avoid the risk of severing connection with the program.

I. Department and Program-Specific Degree Requirements

In addition to College-wide requirements, TC academic departments and programs have specific requirements for students at each degree level. These requirements can include certain courses, examinations, essays, or projects that apply only to students in particular major fields. These requirements may exceed but may not fall short of the minimum College-wide requirements described in this policy. Students must meet all relevant department and program requirements.

J. Degree Audit System

The College's degree audit system serves as the official repository of degree requirements. The Registrar's Office will maintain this system based on information in the online academic catalog and departmental program guides. Proposed changes to program- or department-specific requirements must be initiated by members of the faculty and approved by the respective academic department before the Registrar updates the system. Depending on the proposed change, faculty sponsors may need FEC-APS and/or New York State Department of Education approval before the College can make the change.

Advisors and the Registrar's Office will use the degree audit system to certify completion of degree requirements. Requests for exceptions to these requirements must be initiated by members of program faculty.

5. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:** September, 2017
- E. **Last Revision Date(s):**
 - September, 2017
 - May, 2023
- F. **Next Review Date:** May 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Students who fail a doctoral certification exam may retake part or all of the exam one time in all doctoral programs at the College, with the exception of the Ed.D in Curriculum and Teaching and the Ed.D in Early Childhood Education in which there are no retakes possible. Faculty may petition the Faculty Committee on the Doctoral Degree to permit one additional retake for a student, if extraordinary circumstances apply.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:** September 14, 2018
- E. **Last Revision Date(s):**
 - June, 2022
- F. **Next Review Date:** June 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Programs of study at Teachers College leading to the Ed.D., Ed.D.C.T., and Ph.D. degrees have formal evaluation procedures that lead to a recommendation for doctoral certification or to a decision to dismiss from a doctoral program. This evaluation procedure is the responsibility of students' program faculty. To become certified doctoral candidates, doctoral students must meet College-wide requirements for certification, which include filing an approved program plan and meeting minimum requirements for course grades. In addition, students must receive a departmental recommendation for certification, which is based on successful completion of the certification process. Depending on students' academic program and department, the certification process may include certification exam(s); satisfactory academic progress in course work (over and above minimum College-wide requirements); competency in a language or languages other than English; completion of qualifying papers; and adherence to institutional, program, and/or discipline-specific guidelines. Students are encouraged to consult with their program faculty and with the Office of Doctoral Studies to learn which requirements pertain to their programs of study.

Within College guidelines, each academic program has the authority to establish its own policy concerning requirements for certification and the options available to students who have not been successful in the certification process. Students who do not receive departmental recommendation for certification shall be dismissed from doctoral programs.

A. Appeal Procedure

Students who are dismissed from their doctoral programs and who wish to appeal the decision are encouraged to go first to their faculty advisors. If an appeal at that level is not successful, students should then contact the program director or departmental chair. If the appeal is denied at the program or departmental level, students may contact the Registrar's Office for review by the Faculty Committee on the Doctoral Degree. To initiate the appeal process, students should submit a written statement to the Registrar, and the Registrar will contact the relevant academic program and department to gather additional information for the appeal. The Faculty Committee on the Doctoral degree will consider statements from the student and from the program and department in rendering a decision.

A student at any time may seek the assistance of the Ombudsman or the Vice Provost for Student Affairs.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Enrollment Management
- B. Policy Approved by:** Executive Director, Enrollment Management
- C. Contact Information:** Division_of_ESS@tc.columbia.edu
- D. Original Policy Issue Date:**
- E. Last Revision Date(s):**
 - October, 2017
 - June, 2022
- F. Next Review Date:** June 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Proceeds originating from student aid programs in excess of all student account charges-tuition, fees, monthly housing, and other related expenses- will be mailed to the student. Students should make sure that their address is current in the myTC Portal. All required financial aid applications and documentation must be filed with the Office of Financial Aid by the published deadline, and all financial aid eligibility requirements must be met. For further information about financial aid, review the section entitled Financial Aid.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:** January, 2015
- E. **Last Revision Date(s):**
 - January, 2015
- F. **Next Review Date:** January 02, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

The various doctoral committees at Teachers College have the responsibility for implementing Faculty policies concerning the requirements for the several degrees. The policies and established procedures are outlined annually in bulletins available from the Office of Doctoral Studies and online at tc.edu/doctoral. A student who wishes to appeal a decision regarding a petition for exemption from the Doctoral Dissertation Advisement Fee, a leave of absence, an extension of period of certification, or similar aspects of the doctoral process may submit a petition to the Office of Doctoral Studies and to the attention of the Faculty Committee on the Doctoral Degree. The petition must carry the advisor's recommendation. After proper review, the response to the petition is final in that it cannot be appealed for reversal to a higher office. The student may choose to consult with the Ombudsman. Students are urged to consult with the Office of Doctoral Studies if they have questions about the form of the petition or any other aspects of the process.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:**
- E. **Last Revision Date(s):**
 - June, 2022
- F. **Next Review Date:** June 01, 2025



1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

The Subcommittee on Student Petitions for Exemptions from Degree Requirements, a committee of the Faculty, has the responsibility of ruling on student petitions for exemption from master's degree breadth and recency requirements and for readmission to the College after denial on the basis of poor scholarship. Any special requirements established by departments are subject to the jurisdiction of the department concerned. The general residence requirements for degrees or for acceptance of transfer credit for the Master of Arts and Master of Science degrees cannot be waived.

Procedure: The petitioner first submits a formal request for waiver to his/her academic department. The department, after determining whether to support or oppose the petition, forwards it to the Subcommittee via the Registrar, with a recommendation of the department which may be in support of or opposed to the petition. The Subcommittee takes into account the information and interpretation from both the petitioner and from the department and makes a ruling. There is no appeal from this ruling. The Registrar serves as the staff member for this Subcommittee and can provide any information needed concerning procedures and policies.

4. POLICY OWNER AND HISTORY

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:**
- E. **Last Revision Date(s):**
 - September, 2017
- F. **Next Review Date:** September 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Questions concerning the award of scholarships should be directed to the Director of Financial Aid, who will advise as to procedures for appealing scholarship award decisions. Appeals from the decisions of the Director of Financial Aid concerning any aspect of student financial aid may be made to the Office of Enrollment Management.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:** June, 2017
- E. **Last Revision Date(s):**
 - September, 2021
- F. **Next Review Date:** September 01, 2025



1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

The myTC portal on myTC and in-person registration systems grant students access to their student record and account information. Using these services will have direct educational and financial implications on the students' academic record and/or TC financial account.

Students have full responsibility for any course registrations, course additions, course drops, and registration withdrawals entered and submitted for processing through myTC or in-person.

Students further acknowledge that by registering through myTC or in-person, they are subject to all applicable policies and procedures outlined in the Teachers College Academic Catalog and Student Handbook and to all degree requirements, academic policies and financial policies of Teachers College, including, but not limited to, tuition; fees; collection cost and fees; financial aid; and the schedules for payment, reductions in tuition and fees charges, and refunds in effect for the academic term(s) for which they are registering or making changes. By registering, students agree to be charged and pay in accordance with the published schedule of charges set forth in the Teachers College Catalog with respect to payment of tuition, fees, reductions of tuition and fees, refunds, dropping and adding courses, and withdrawal policy procedures.

Failure to clear all account balances may result in the assessment of late payment fees. An initial late payment fee of \$50.00 will be charged on any outstanding balance during the first billing period. A 1 and 1/3 percent monthly (16 percent annually) late payment charge will be assessed on any subsequent outstanding balance. In addition, failure to make timely payment of housing charges (if applicable) may result in eviction. Unpaid accounts may be referred to a collection agency or law firm for collection.

4. POLICY OWNER AND HISTORY

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:**
- E. **Last Revision Date(s):**
 - September, 2017
- F. **Next Review Date:** September 01, 2025



1. PURPOSE OF POLICY

The purpose of this policy is to assure that there is due process in grading. If an error in grading is made, or if a student wishes to appeal their grade, the following procedure should take place. Typically a grade in any course is final. However, a student may request a grade correction, or may appeal the grade if they believe that an error was made or if the grade they received is not warranted.

2. POLICY AUDIENCE

This policy applies to any student who is enrolled in a course at Teachers College.

3. DEFINITIONS

Grade Correction: Applies to any student who believes that there was an administrative or clerical error in the calculation or recording of their grade. Students should provide substantive proof in the form of a record of their grades in the respective course as justification for the grade correction request

Grade Appeal: Applies to all students who wish to appeal the final grade they received in a course. It does not cover grades on individual assignments or exams unless they directly impact the final course grade. Criteria for a grade appeal may include:

- The grading was not in accordance with the criteria or standards specified in the course syllabus.
- The grading was influenced by bias or unfair treatment.
- There was a deviation from the College's policies and procedures that significantly impacted the grade. Students must provide substantive evidence demonstrating this deviation.

4. POLICY DETAILS

A. **Grade Appeal Procedures:**

Step 1: Informal Resolution

1. **Consultation with Instructor:** Within ten (10) business days of receiving the final grade, the student must contact the course instructor to discuss the grade and attempt to resolve the issue informally.

2. **Instructor Response:** The instructor should respond to the student within five (5) business days of the initial contact. If an error is found, the instructor will initiate a grade change according to College procedures. If the instructor fails to respond within the designated period, the matter will be escalated to the Program Director, who must then respond within five (5) business days.

Step 2: Formal Appeal

If the issue is not resolved informally, the student may submit a formal appeal.

1. **Submission of Appeal:** Within 15 business days of the instructor's response (or lack thereof), the student must submit a written appeal to the Chair of the Academic Department. The appeal must include:
 - A completed [Grade Appeal Form](#)
 - A detailed statement explaining the grounds for the appeal
 - Any relevant supporting documentation (e.g., graded assignments, email correspondence)

5. **RESPONSIBILITIES**

All students, faculty, and program directors are responsible for the compliance of this policy.

6. **ENFORCEMENT**

Enrollment Management

7. **RELATED INFORMATION AND LINKS**

- A. **Related Forms:** [Grade Appeal Form](#)

8. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of the Registrar
- B. **Policy Approved by:** Executive Director of Enrollment Management
- C. **Contact Information:** registrar@tc.columbia.edu/(212) 678-4050
- D. **Policy Effective Date:** January 21, 2015
- E. **Last Revision Date(s):** August 28, 2024
- F. **Next Review Date:** August 28, 2026



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Course instructors are responsible for setting the requirements for courses and evaluating students' work. The grading symbols approved by the Faculty, appear below:

A+ Rare performance. Reserved for highly exceptional, rare achievement.

A Excellent. Outstanding achievement.

A- Excellent work but not quite outstanding.

B+ Very good. Solid achievement expected of most graduate students.

B Good. Acceptable achievement.

B- Acceptable achievement but below what is generally expected of graduate students.

C+ Fair achievement, above minimally acceptable level.

C Fair achievement but only minimally acceptable.

C- Very low performance. The records of students receiving such grades are subject to review. This review may result in the denial of permission to register for further study at Teachers College. No more than 3 points of C- may be credited toward any degree, certificate or diploma. Students completing requirements for more than one degree or diploma may count 3 points of C- toward only one such award. Students who accumulate 8 points or more with grades of C- or lower may not continue study at the College and will not receive a degree or diploma.

F Failure. The records of students receiving such grades are subject to review. This review may result in the denial of permission to register for further study at Teachers College. Students who accumulate 8 points or more with grades of C- or lower may not continue study at the College and will not receive a degree or diploma. Students usually may not repeat a failed course unless it is required. When the course is required, the students may re-register and obtain a satisfactory grade. The previous F grade remains on the transcript.

- P** Passed. The “P” grade indicates passing performance in certain courses that only provide for dichotomous evaluation. Alternatively, by arrangement with the instructor as outlined in the Grading Options section below, students can request pass/fail grading in courses that normally lead to letter grades. Once an instructor submits a final pass/fail grade for a course, the transcripts of students in that course will not carry any other type of grade. The College does not issue supplementary statements on student performance in the course.
- DP** Doctoral pass credit. The grade of DP may be assigned only to certified doctoral candidates who have successfully completed all requirements prescribed by the instructor. Students may receive DP credit only for courses taken in the semesters after they are certified. DP credit may not apply toward M.A. or M.S. degree requirements. A maximum of 6 points of DP credit may apply toward Ed.M. degree requirements. See section below on Grading Options for further information.
- WD** Withdrawn. The WD grade indicates course withdrawal after the close of the change-of-program period during the term.
- WU** Unofficially withdrawn-- failure. The WU grade indicates that a student attended a course at least once but stopped attending that course without officially withdrawing.
- WN** Never attended. A non-punitive grade assigned by faculty at the end of the change-of-program period to indicate non-attendance. This will be equivalent to a course dropped during the change-of-program period for the purposes of Financial Aid Cost of Attendance and student time status. This course and grade will remain on a student’s transcript.
- YC** Year Course. The symbol “YC” is assigned for the first half of a year course (courses that appear with a “z” suffix on the transcript). At the end of the second half of the course, the final grade, denoting the instructor’s evaluation, will appear on the transcript.
- R** Attendance Credit. R grades indicate that students attended a course. Instructors who agree to grant R credit may stipulate requirements in addition to regular attendance. Courses taken through the Interuniversity Doctoral Consortium may not be taken for an R grade. No R credit may apply toward M.A. or M.S. degrees. A maximum of 6 R credits may apply toward Ed.M. programs but not to satisfy the three-course out-of-program requirement. Finally, a maximum of 9 R credits may apply toward doctoral programs but not toward minimum distribution requirements. See section below on Grading Options for further information.
- T** Transfer credit awarded. The T grade is applied to transfer courses that meet minimum eligibility requirements for transfer work and that a faculty advisor has approved for credit.

The above grades are final and may not be changed.

IN Incomplete. The grade of Incomplete is to be assigned only when the course attendance requirement has been met but, for reasons satisfactory to the instructor, the granting of a final grade has been postponed because certain course assignments are outstanding. If the outstanding assignments are completed within one calendar year from the date of the close of term in which the grade of Incomplete was received and a final grade submitted, the final grade will be recorded on the permanent transcript, replacing the grade of Incomplete, with a transcript notation indicating the date that the grade of Incomplete was replaced by a final grade. If the outstanding work is not completed within one calendar year from the date of the close of term in which the grade of Incomplete was received, the grade will convert to a grade of F on the transcript. As with any grades earned by a student, these become a part of the student's record and are evaluated for the purposes of determining potential academic probation and/or dismissal. In such instances, if the course is a required course or part of an approved program of study, students will be required to re-enroll in the course including payment of all tuition and fee charges for the new registration and satisfactorily complete all course requirements. If the required course is not offered in subsequent terms, the student should speak with the faculty advisor or program coordinator about their options for fulfilling the degree requirement. Doctoral students with six or more credits with grades of Incomplete included on their program of study (currently the Program Plan) will not be allowed to sit for the certification exam.

A. Grading Options

Teachers College categorizes grade options as evaluative (letter-graded on an A+ through F scale), pass/fail (P/F), doctoral pass (DP), or attendance (R). Within the academic term of the course, students may request grade options that differ from the standard grade options that their course instructors use, but instructors have discretion to approve or deny such requests. Students may obtain applications for alternative grading options from the Office of the Registrar. Once an alternative grade application has received approval from the course instructor and Registrar, students may not request a subsequent change of grade option. Deadlines and specific procedures for completing the applications appear below:

1. Pass/Fail and Evaluative Letter Grades

Students in courses that normally award pass/fail grades may request letter grades, and students in letter-graded courses may request a pass/fail option. If the instructor approves the request, the student must submit the completed application for alternative grading to the Registrar before the third class session.

2. Doctoral Pass

Certified doctoral candidates may request a doctoral pass (DP) grade option. If the instructor approves the request, the candidate must submit the completed application to the Registrar before two-thirds of the class sessions have met.

3. Attendance Credit

Students desiring attendance (R) credit must request the R option from the course instructor. If the instructor approves the request, the student must submit the completed application to the Registrar before two-thirds of the class sessions have met. Mathematics majors in the Department of Mathematics, Science and Technology must have their applications cosigned by the program coordinator.

4. Changes in Grades

All grades other than Incomplete are final once submitted to the Office of the Registrar. Once final grades have been given, instructors may not change them unless errors occurred in the original transmission of grades. A student who believes that an instructor has made a grading error should follow the procedures outlined in the Grade Correction policy: [http://www.tc.columbia.edu/policylibrary/Grade Correction](http://www.tc.columbia.edu/policylibrary/Grade%20Correction)

5. Courses at Schools Other than Teachers College

Different schools and affiliates of Columbia University, as well as members of the Inter-University Doctoral Consortium, may have different policies, procedures, and deadlines on course grading and incomplete grades. Teachers College students who cross-register at other schools should note that their course work at the host school may be subject to the policies and procedures of that school and not those of Teachers College. Grades of "D" earned at these other institutions will not count toward a Teachers College degree or certificate.

4. POLICY OWNER AND HISTORY

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:**
- E. **Last Revision Date(s):**
 - September, 2021
- F. **Next Review Date:** September 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Students in degree programs may petition the Registrar to have an advanced undergraduate course offered at Columbia University counted as graduate credit toward the degree. To be considered for graduate credit, the courses must be beyond the general introductory level, relevant to the student's specialty, and must not be available on the graduate level within the University. In addition, a student must obtain a written statement from the instructor of the course clarifying the additional work required in order to differentiate between undergraduate and graduate participation in the course. For basic language courses, courses must be beyond the first two years. No more than 6 points in advanced undergraduate courses may be approved for graduate credit. The advisor's written recommendation is also required and final approval is granted by the Registrar. Petition forms may be obtained in the Office of the Registrar. Tuition charges for undergraduate courses that the Registrar approves for graduate credit or undergraduate language courses taken to fulfill the language requirement for the Ph.D. may be used to calculate students' federal financial aid awards. Undergraduate courses that fall outside of these parameters will not be factored into federal aid awards.

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Curriculum and Teaching: Elementary Education-Professional Certification	0802	M.A.
Curriculum and Teaching: Secondary Education-Professional Certification	0803	M.A.
Elementary Inclusive Education-Initial Certification	0802	M.A.
Elementary Inclusive Education- Initial Certification With Gifted Extension	0802	Ed.D./ M.B.A.
Higher and Postsecondary Education	0805	M.A., Ed.M., Ed.D.
Adult Education Guided Intensive Study (AEGIS)	0807	Ed.D.
Adult Learning and Leadership	0807	M.A., Ed.M., Ed.D.
†*Applied Behavior Analysis	0808	Ph.D., Ed.D.
Applied Behavior Analysis-Initial Dual Certification	0808	M.A.
*Deaf and Hard of Hearing	0808	Ed.D.
Early Childhood Education: Special Education-Initial Certification	0808	M.A.
Early Childhood Education: Special Education-Initial Dual Certification	0808	M.A.
Guidance and Rehabilitation	0808	M.A.
Elementary Inclusive Education-Initial Dual Certification	0808	M.A.
†*Intellectual Disability/Autism	0808	Ed.D., Ph.D.

Intellectual Disability/Autism-Initial Dual Certification	0808	M.A.
Intellectual Disability/Autism: Early Childhood- Dual Certification	0808	Ed.M.
Intellectual Disability/Autism: Childhood/Elementary- Dual Certification	0808	Ed.M.
Instructional Practice in Special Education	0808	Ed.M.
†*Physical Disabilities Secondary Inclusive Education	0808 0808	Ed.D., Ph.D. M.A.
Severe and Multiple Disabilities: Annotation Special Inclusive Elementary Education	0808 0808	M.A. M.A.
Gifted Education	0811	M.A.
Gifted Education- Initial Certification	0811	M.A.
Deaf and Hard of Hearing	0812	M.A.
Deaf and Hard of Hearing- Initial Certification	0812	M.A.
Deaf and Hearing Impaired: Adolescence Education-Dual Certification	0812	Ed.M.
Deaf and Hearing Impaired: Early Childhood Education-Initial Dual Certification	0812	Ed.M.
Deaf and Hearing Impaired: Elementary Education-Initial Dual Certification	0812	Ed.M.
Deaf Education: Reading Specialist- Initial Dual Certification	0812	Ed.M.
Communication Sciences and Disorders-Initial Certification	0815	M.S.
Communication Sciences and Disorders- Professional Certification	0815	M.S.

Communication Sciences and Disorders: Bilingual Option-Initial Certification	0815	M.S.
Speech and Language Pathology-Bilingual Extension Institute	0815	Adv. Cert.
History and Education	0821	M.A., Ed.M., Ed.D.,Ph.D.
Philosophy and Education	0821	M.A., Ed.M., Ed.D.,Ph.D.
Applied Educational Psychology: Cognitive, Behavioral, and Developmental Analysis	0822	Ed.M.
Cognitive Studies in Education	0822	M.A., Ed.M., Ed.D.
Psychology in Education	0822	M.A
Early Childhood Education	0823	M.A., Ed.M, Ed.D.
Early Childhood Education- Initial Certification	0823	M.A.
Early Childhood Education- Special Education	0823	Ed.M
Applied Statistics	0824	M.S.
School Counselor	0826.01	Ed.M
Applied Developmental and Learning Psychology- School Psychology	0826.02	Ed.M.
Applied Educational Psychology- School Psychology	0826.02	Ph.D.
Education Policy	0827	M.A., Ed.M., Ph.D.
Educational Leadership	0827	PH.D.

Educational Leadership Studies	0827	M.A., Ed.M., Ed.D.
Urban Education Leaders Program	0827	Ed.D.
Leadership, Policy and Politics	0827	Ed.D.
††Education Leadership Management (M.B.A. through Columbia University Graduate School of Business)	0827	Ed.D.
Private School Leadership	0827	M.A., Ed.M
††Private School Leadership (M.B.A. through Columbia University Graduate School of Business)	0827	M.A.
Public School Building Leadership	0828	M.A., Ed.M.
Curriculum and Teaching	0829	M.A., Ed.M., Ed.D.
Designing Interactive Multimedia Instruction	0829	Adv. Cert.
Literacy Specialist- Initial Certification	0830	M.A.
Reading Specialist- Initial Certification	0830	M.A.
Art and Art Education	0831	M.A., Ed.M., Ed.D., Ed.D.C.T.
Art and Art Education- Initial Certification	0831	M.A.
Creative Technologies	0831 0831	M.A. Adv. Cert.
Music and Music Education	0832	M.A., Ed.M., Ed.D., Ed.D.C.T.

Music and Music Education- Initial Certification	0832	M.A.
Music and Music Education- Professional Certification	0832	M.A.
Mathematics Education	0833	M.A., M.S., Ed.M., Ed.D., Ed.D.C.T., Ph.D.
Science Education	0834	Ed.D., Ph.D.
Science and Dental Education	0834	M.A.
Supervisor/Teacher of Science Education	0834	M.A.
Teacher Education in Science	0834	M.S., Ed.M.
Applied Physiology	0835	M.A., Ed.M., Ed.D.
Kinesiology	0835	Ph.D.
Motor Learning	0835	M.A., Ed.M., Ed.D.
Movement Sciences and Education	0835	Ed.D
Physical Education	0835	M.A.
Physical Education- Initial Certification	0835	M.A.
Physical Education- Professional Certification	0835	M.A.
Physical Education, Curriculum and Teaching in	0835	M.A., Ed.M., Ed.D.
Nutrition and Exercise Physiology	0837	M.S.

Community Health Education	0837	M.S.
Diabetes Education and Management Advanced Diabetes Topics	0837 0837	M.S. Adv. Cert.
Health Education	0837	M.A., Ed.D
Bilingual/Bicultural Education	0899	M.A.
Bilingual/Bicultural Education Extension	0899	Adv. Cert.
Communication and Education Comparative and International Education	0899 0899	Ed.D. M.A., Ed.M., Ed.D., Ph.D.
Instructional Technology and Media	0899	M.A., Ed.M., Ed.D.
International Educational Development Learning Analytics	0899 0899	M.A., Ed.M., Ed.D. M.S.
Neuroscience and Education	0899	M.S.
Teaching and Learning with Technology	0899	Adv. Cert.
Technology Specialist: K-12- Initial Certification Technology Specialist for Teachers - Initial Certification	0899.03 0899.03	M.A. M.A.
Bilingual/Bicultural Education- Transitional B	0899.50	M.A.
Biology 7-12- Transitional B	0899.50	M.A.
Chemistry 7-12- Transitional B	0899.50	M.A.
Early Childhood Education: Special Education- Dual Certification- Transitional B	0899.50	M.A.

Earth Science 7-12- Transitional B	0899.50	M.A.
English, Teaching of- Transitional B	0899.50	M.A.
Intellectual Disabilities/Autism-Childhood - Transitional B	0899.50	M.A.
Intellectual Disabilities/Autism-Generalist 5-9 - Transitional B	0899.50	M.A.
Mathematics Education- Transitional B	0899.50	M.A.
Physics 7-12- Transitional B	0899.50	M.A.
TESOL- Transitional B	0899.50	M.A.
Art and Art Education-Professional Certification	1002	M.A.
Arts Administration	1099	M.A.
Nurse Executive Role (Accelerated Program)	1203.10	M.A.
Nurse Executive Role (Accelerated Program)	1203.10	Ed.D.
Nursing Education: Professorial Role (Accelerated Program)	1203.10	M.A.
Nursing Educaiton (Distance Learning)	1203.10	Ed.D., Adv. Cert.
Communication Sciences and Disorders	1220	M.S., Ed.M., Ed.D., Ph.D.
Community Nutrition Education	1306	Ed.M.
Nutrition and Public Health	1306	M.S., Ed.D
Nutrition Education	1306	M.S., Ed.D
English, Teaching of	1501	M.A., Ed.M., Ed.D.C.T., Ed.D.

English Education	1501	Ph.D.
English, Teaching of- Initial Certification	1501.01	M.A.
English, Teaching of- Professional Certification	1501.01	M.A.
Applied Linguistics	1505	M.A., Ed.M., Ed.D.
Communication and Education	1506	M.A., Ed.M.
TESOL (Teaching of English to Speakers of Other Languages)	1508	M.A., Ed.M., Ed.D.
TESOL- Initial Certification	1508	M.A.
Mathematics Education- Initial Certification	1701.01	M.A.
Mathematics Education- Professional Certification	1701.01	M.A., M.S., Ed.M.
Arts Administration	1899	M.A.
Physics 7-12- Initial Certification	1902.01	M.A.
Chemistry 7-12- Initial Certification	1905.01	M.A.
Earth Science 7-12- Initial Certification	1917.01	M.A.
Clinical Psychology	2003	Ph.D.
Counseling Psychology	2004	Ph.D.
Psychological Counseling	2004	Ed.M.
Mental Health Counseling	2004	Ed.M.
Social-Organizational Psychology	2005	Ph.D.

Cooperation and Conflict Resolution	2005	Adv. Cert.
Measurement and Evaluation	2007	Ed.M., Ed.D., Ph.D.
Psychology-Organizational	2008	M.A.
Developmental Psychology	2009	Ph.D.
Psychology:Developmental Sexuality, Women and Gender	2009 2099	M.A. Adv. Cert.
Teaching of Social Studies Global Competence	2201 2201	M.A., Ed.M., Ed.D., Ph.D. Adv. Cert.
Social Studies, Teaching of- Initial Certification	2201.01	M.A.
Social Studies, Teaching of- Professional Certification	2201.01	M.A.
Applied Anthropology (In Cooperation with GSAS)	2202	Ph.D.
Anthropology and Education	2202	M.A., Ed.M., Ed.D., Ph.D.
Economics and Education	2204	M.A., Ed.M., Ph.D.
Politics and Education	2207	M.A., Ed.M., Ed.D., Ph.D.
Sociology and Education	2208	M.A., Ed.M., Ed.D., Ph.D.
Interdisciplinary Studies in Education Design and Development of Digital Games	4999 5503	M.A., Ed.M., Ed.D. M.A.

* Ed.D. in Special Education is acquired through these programs.

† Ph.D. in Special Education is acquired through these programs.

†† Joint M.B.A. offered by Columbia School of Business.

**** HEGIS: Higher Education General Information Survey, New York State Education Department, Office of Higher Education and the Professions, Cultural Education Center, Room 5B28, Albany, NY 12230; telephone (518) 475-5851.**



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

The grade of Incomplete is to be assigned only when the course attendance requirement has been met but, for reasons satisfactory to the instructor, the granting of a final grade has been postponed because certain course assignments are outstanding. If the outstanding assignments are completed within one calendar year from the date of the close of term in which the grade of Incomplete was received and a final grade submitted, the final grade will be recorded on the permanent transcript, replacing the grade of Incomplete, with a transcript notation indicating the date that the grade of Incomplete was replaced by a final grade. If the outstanding work is not completed within one calendar year from the date of the close of term in which the grade of Incomplete was received, the grade will convert to a grade of F on the transcript. As with any grades earned by a student, these become a part of the student's record and are evaluated for the purposes of determining potential academic probation and/or dismissal. In such instances, if the course is a required course or part of an approved program of study, students will be required to re-enroll in the course including payment of all tuition and fee charges for the new registration and satisfactorily complete all course requirements. If the required course is not offered in subsequent terms, the student should speak with the faculty advisor or program coordinator about their options for fulfilling the degree requirement. Doctoral students with six or more credits with grades of Incomplete included on their program of study (currently the Program Plan) will not be allowed to sit for the certification exam.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:**
- E. **Last Revision Date(s):**
 - September, 2021
- F. **Next Review Date:** September 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Teachers College participates in the Inter-University Doctoral Consortium which provides for cross-registration among member institutions. Fully admitted doctoral students after the first year of study in Teachers College may register for courses at the Graduate School and University Center of the City University of New York, Fordham University, Princeton University, the New School for Social Research, New York University, Rutgers University, and Stony Brook University. Ordinarily, such courses must not be available within Columbia University. Applications are available in the Office of the Registrar. Students cross-registered for courses at another university are subject to the academic regulations of the host university, including the grading system, calendar, and academic honor system. It is the responsibility of the students to familiarize themselves with the pertinent regulations of the host university. Teachers College students pay tuition at the standard Teachers College rate to Teachers College for any such courses they take.

4. **POLICY OWNER AND HISTORY**

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- E. **Last Revision Date(s):**
 - June, 2017
- F. **Next Review Date:** June 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

A. The prefix indicates the department:

- A&H Arts & Humanities
- BBS Biobehavioral Sciences
- CCP Counseling & Clinical Psychology
- C&T Curriculum & Teaching
- EDP Education Policy and Social Analysis
- HBS Health & Behavior Studies
- HUD Human Development
- IND Interdepartmental
- ITS International & Transcultural Studies
- MST Mathematics, Science & Technology
- ORL Organization & Leadership

B. The first digit of the course number indicates course level:

- 4 initial graduate
- 5 intermediate graduate
- 6 advanced graduate
- 7 dissertation seminar
- 8 dissertation advisement
- 9 postdoctoral

C. The second digit of the course numbers indicates the type of offering:

- 0 lecture
- 1 lecture
- 2 field work
- 3 practicum
- 4 internship
- 5 seminar
- 6 colloquium
- 7 student teaching
- 8 workshop, work conference, or institute
- 9 independent study and research

4. POLICY OWNER AND HISTORY

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1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

Teachers College recognizes that some members of the Teachers College community may prefer to identify themselves by names other than their legal name. As set out below, the College is required to use an individual's legal name for certain purposes, but members of the Teachers College community may, if they wish, choose a preferred name for other purposes. This Policy addresses how students and employees can change their legal name and preferred name in College records.

A. Legal Name

Teachers College must maintain a "legal name" as part of the official records of all students and employees. The College will use the legal name for:

- International student identification by the Department of Homeland Security
- Official documentation produced by the Offices of Financial Aid and the Bursar
- Federal requests for information
- National Student Clearinghouse (NSC)
- National Student Loan Data System (NSLDS)
- Transcripts
- Enrollment, degree, and employment verifications
- Diplomas
- Tax reporting and tax documents
- Retirement plan documents
- Health insurance documents
- Documents that establish eligibility to work at the College
- Any other official documents where a legal name is required

A community member who wishes to change the legal name on file with the College must present appropriate documentation that shows the legal name as it should appear. This documentation should include the following items:

- Government-issued photo ID or other official proof of name change, such as a marriage license, divorce decree, court order, or amended birth certificate
- (For employees) Social security card with the changed name
- Proof of use of former name (e.g., old TC ID card, bank statement, marriage license, divorce decree)

Students should report legal name changes to the Registrar's Office, while employees and students who are also employees should report legal name changes to Human Resources. Finally, international students who make a legal name change should also report it to the Office of International Services.

B. Preferred Name

Individuals may add a preferred name to their records. The College will use preferred names as follows:

- On course rosters
- On the course schedule (for faculty members' names)
- On the TC ID Card
- In learning management systems (e.g., Moodle or Canvas)
- In online directories
- Preferred names will not appear on official documents and will not be used for official College business.

To add or change a preferred name to the record, students should complete the Change of Information form with the Registrar's Office. Employees and students who are also employees should contact Human Resources.

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- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:**
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- F. **Next Review Date:** August 01, 2025



1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

A. Registration Procedures

Students seeking course credit must be admitted by the Teachers College Office of Admission. For details, please refer to the section on Admission. Former Teachers College degree students who wish to pursue a degree program and have not been in attendance during the past five years must apply for re-admission in the Admission Office well before the registration dates. Former students who have not been in attendance within the last five years who do not desire degree candidacy should go directly to the Office of the Registrar.

Course registration may be completed online via myTC. Limited in-person registration is available during dates announced in the Academic Calendar.

B. Teachers College Student Information System

All students are expected to register via the web through the Student Information System on myTC. It is the responsibility of each student to obtain advisement and approval for their course selections from their academic advisor prior to registering. Registering for classes that your advisor has not approved can seriously compromise your ability to fulfill degree requirements and may have unintended financial consequences. Students must also obtain permission from the course instructor for any course listed in the Schedule of Classes that requires instructor approval. Students may connect to the Student Information System through the TC portal myTC. Instructions for registration are available in the Registration Information Section in the Schedule of Classes for each term.

Whenever course enrollment has been entered in the registration system, the student is responsible for payment of the assessed charges unless the student follows the procedures for a change of program as outlined in the Schedule of Classes and in accordance with the dates listed in the Academic Calendar. Failure to attend a course does not constitute an automatic withdrawal. (See section on Changes in Registration and Withdrawal.)

Each registrant is expected to assume a major responsibility in program planning. A careful study of the general degree requirements and maximum point loads outlined in this Catalog, special departmental bulletins, and advisory recommendations should be taken into consideration.

Teachers College students must have written permission of the Registrar before registering in any program or institution outside the College. Additionally, students are not permitted to be enrolled concurrently in two degree programs or schools within the University or the College.

C. Maximum Point Loads

The number of points (credits), a point being the equivalent of a semester hour that a course carries per term, is given in parentheses following the course title. No more than 9 points may be taken during a summer session and no more than a total of 16 points in the summer term. No more than 18 points may be taken during the fall or spring term; students who hold full-time positions are discouraged from enrolling for programs in excess of 8 points each fall and spring term.

D. Certification of Part-Time/Full-Time Attendance

Enrollment status certification is based upon the number of points for which a student is registered per term. During the fall, spring and summer terms, “full-time” status is accorded to students registered for nine or more points per term. Students enrolled for fewer than nine points (0–8 points) are considered “part-time.” “Half-time” status is based on enrollment of five to eight (5-8) points per term. Students registered for fewer than 5 points are accorded “less-than-half-time status.” During the summer term, enrollment status is determined by the cumulative number of points in both Session A and B. For “full-time” status, students must register for a combined load of at least 9 points, with no more than 9 points in one summer session. Full-time status is accorded to students registered for CCPJ6460, CCPX6430, HBSK6480, or HBSK5480 as well as students registered for doctoral dissertation advisement (_8900 courses) and Ph.D. Dissertation Defense (TI8900).

E. Certification of Enrollment Status

Enrollment status certification is based upon the number of points for which a student is registered per term. Students cannot be certified for future dates of attendance. During the fall, spring and summer terms, “full-time” status is accorded to students registered for nine or more points per term. Students enrolled for fewer than nine points (0–8 points) are considered “part-time.” “Half-time” status is accorded for enrollment of five to eight (5-8) points per term. Students registered for fewer than 5 points are accorded “less-than-half-time status.” Doctoral students on personal exemption or waivers will be considered to hold “less than half-time status”. During the summer term, enrollment status is determined by the cumulative number of points in both Session A and B. For “full-time” status, students must register for a combined load of at least 9 points. Students may register for no more than 9 points in either individual summer session. Full-time status is also accorded to students registered for courses indicated on the Full-Time Equivalent Courses list. Doctoral students may check with the Office of the Registrar regarding personal exemption or waivers. Students cannot be certified for future dates of attendance.

F. Change in Registration and Withdrawal

Notice of any change in your registration, including adding/dropping courses, changes of points in variable point courses, or of total withdrawal from the College, must be given to the Registrar in writing or completed through the online registration system. Instructions for changes in registration and withdrawal through the Student Information System are outlined in the Registration Information section in the Schedule of Classes or may be obtained from the Office of the Registrar.

The last date for changes in registration is indicated in the Academic Calendar. After this deadline, courses may not be added, but a partial refund of tuition fees for withdrawal from courses may be authorized by the Registrar. Fees are not subject to this reduction. Reduction of tuition based on a sliding scale is calculated from the day the Registrar receives written notice from the student or the withdrawal is processed through the Student Information System. The sliding scale is outlined in the Registration Information section in the Schedule of Classes on the TC-Web for each term.

The deadline for making changes in points in variable-point courses will extend until the class has met four times; dates are indicated in the Academic Calendar.

Courses with special dates must be dropped before the course begins to receive full tuition credit. There is no reduction of tuition for special-date classes once the course begins or for fee-based courses in art, music and dance after the close of the change of program period. Students who have registered for workshops must withdraw from a workshop prior to the beginning of the workshop. No tuition rebates will be granted for a workshop once it has begun.

Students who are deficient in their attendance or who perform their class duties unsatisfactorily may be required at any time to withdraw from a course, upon recommendation by the course instructor to the Registrar; in extreme cases, this may mean withdrawal from the College.

For grading symbols covering withdrawals, see Grades Policy.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Enrollment Management
- B. Policy Approved by:** Executive Director, Enrollment Management
- C. Contact Information:** Division_of_ESS@tc.columbia.edu
- D. Original Policy Issue Date:**
- E. Last Revision Date(s):**
 - July, 2023
- F. Next Review Date:** July 01, 2025



1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

The College regards the student's transcript as a personal and private document; it is released only upon written authorization of the student. Unpaid financial obligations to the College will result in the withholding of student transcript and/or diploma. Teachers College does not duplicate copies of transcripts from other institutions which were submitted in support of the applicant's application for admission to the College.

4. POLICY OWNER AND HISTORY

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:** January, 2015
- E. **Last Revision Date(s):**
 - January, 2015
- F. **Next Review Date:** January 02, 2025



1. **PURPOSE OF POLICY**

Teachers College has returned to in-person instruction. We will no longer be approving students for remote learning unless they are out of the United States and have unexpected travel or visa restrictions that prevent travel to the United States. Thus, apart from this limited exception, students are expected to come to classes for in-person classes. Only Distance Learning Courses will be held remotely.

2. **POLICY AUDIENCE**

This *Policy* applies to

4. **POLICY DETAILS**

A. **Distance Learning Courses**

Some classes at Teachers College are coded in the registration system as having a campus code of “Distance Learning,” and on the [online course search](#) with the green “Online” indicator. Those classes are being held fully online. Most are coded in the registration system as having a campus code of “Teachers College,” and no green “Online” indicator on the online course search. That means the course will meet in person on the TC campus

B. **Disability Accommodations**

For those students who were approved for remote instruction during the Fall 2021 and/or Spring 2022 semesters due to medical conditions that put them at risk for COVID-19 complications, please note that this was a College-level approval that is not considered an individual disability-related accommodation.

Students experiencing disability-related barriers they believe are preventing them from attending class in person and engaging in a meaningful learning experience during the Summer 2022 or Fall 2022 semester may contact OASID at oasid@tc.columbia.edu to discuss whether they may be eligible to receive disability-related accommodations.

For questions about returning to campus, please send inquiries to ReturnToCampus@tc.columbia.edu.

C. **Resources**

- [Student Support and Advocacy](#)
- [Office of Graduate Student Life & Development](#)
- [Office of Residential Services](#)
- [Office of International Students and Scholars](#)
- [Office of Access and Services for Individuals with Disabilities \(OASID\)](#)
- [The Office of the Vice President for Diversity and Community Affairs \(ODCA\)](#)

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:** November 30, 2023
- E. **Last Revision Date(s):**
 - December 12, 2023
- F. **Next Review Date:** December 12, 2025



1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to students enrolled in degree programs at Teachers College, who are expected to maintain continuous registration every Fall and Spring term. Students enrolled in summer intensive programs are expected to be registered for course work each summer term. See the College's Continuous Enrollment Policy.

3. POLICY DETAILS

A. Types of Leaves of Absence

There are four types of leaves of absence for which a student may apply, depending on circumstances: military, family, medical, and personal. A leave may be granted only to a student in good academic standing (as determined by the College and the student's academic department or program) and academically eligible to continue in the degree program when they return from leave.

Military leaves are governed by federal regulations. A student taking a military leave is encouraged to contact the Registrar's Office (212- 678-4050 or loa-registrar@tc.columbia.edu) soon as possible for assistance in making a decision to take military leave as the terms for such leaves may differ.

A family leave, medical leave, or personal leave must be requested and granted prior to or during the term for which it is requested; it cannot be granted retroactively. When it is determined to be required under the circumstances, to protect the safety, health and well-being of the student or others, a compulsory medical leave may be granted on behalf of the student. See section regarding Procedures for Medical Leaves, below.

A leave may be approved at any time during a student's period of study, except during the add/drop period of a student's first term of study in a degree program at Teachers College, when a deferment of admission is more appropriate. For a deferment, a student should contact the Office of Admission to ask about a deferral and drop of registration (if applicable).

There may be financial aid or scholarship implications that should be considered. Students should contact the Office of Financial Aid for more information. If the student is granted an incomplete in any course, tuition and fees associated with that course cannot be refunded. Under the grading policy, students have a year to complete incomplete grades. The decision to take an incomplete may not be reversed or changed to a drop at a later time.

A student who has engaged in behavior that may violate rules, regulations, or policies of the College may be required to participate in the disciplinary process prior to the consideration of a leave request. If a leave is granted prior to the conclusion of any disciplinary procedure, the process will be continued upon the student's return.

Taking a leave may affect not only academic progress but health care coverage, financial aid, housing, and immigration status. Students considering a leave should review all of these possible issues and consult with their program and other appropriate offices at Teachers College, including but not limited to Financial Aid (if applicable), International Affairs (for international students), Student Health and Wellness (concerning insurance coverage) and the Office of Residential Services (if in College housing). For more information see below.

B. Procedures for Application for Leaves and Return from Leaves:

To apply for a military, family, medical, or personal leave of absence, a student must submit an Application for a Leave of Absence form and deliver it, with the required documentation, to the Office of the Registrar. Individuals who believe they will require any type of leave should contact the Registrar's Office (212-678-4050 or loa-registrar@tc.columbia.edu) as soon as possible for assistance in making arrangements.

1. Family Leave

Eligible students may be able to take a family leave: (1) For pregnancy or a pregnancy-related condition (2) To bond with a child during the first 12 months following the birth, adoption or foster care placement of a child; or (3) To participate in providing care, including physical or psychological care, for a family member (child, spouse, domestic partner, sibling, parent, grandchild, grandparent, or parent of a spouse or domestic partner) with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or, continuing treatment by a health care provider.

For more information concerning Pregnancy and Parenting at the College please see: <https://www.tc.columbia.edu/policylibrary/policies/pregnancy-and-parenting-at-teachers-college-11309642/>

To apply for family leave, the student must complete and submit a family leave request form. Please contact the Registrar's Office (212-678-4050 or loa-registrar@tc.columbia.edu) to obtain the form. To return from family leave a student need only inform the Office of the Registrar of the intent to return and register for classes.

Family leave will be granted for no longer than one academic term but may be renewed for a subsequent academic term upon submission of an extension request indicating that a continued family leave is warranted for one of the above eligible purposes.

Approved family leave will extend the Period of Candidacy for Master of Arts, Master of Science, and Master of Education students, the Period of Eligibility for Doctor of Philosophy students, and the Period of Certification (if applicable) for all doctoral students for the period of the leave.

2. Medical Leave

A student who decides to suspend study temporarily because of physical or psychological illness or condition may request a medical leave. To apply for such a leave, the student must submit a certification from the student's treating professional medical or mental health professional (the "Student's HCP") that a medical leave is warranted due to the student's health issues. This certification must be printed on the HCP's letterhead, include a valid signature, printed name and title and applicable license information. The supporting medical documentation must be dated within 30 days of the request for a medical leave. The documentation must contain a diagnosis from the provider. All documents must be submitted in English or translated into English by a certified translator. In certain unusual cases, a compulsory medical leave may be required, if the College determines that such a leave is needed to protect the safety, health and well-being of the student or other members of the College community. Students will be given notice and an opportunity to be heard prior to being placed on a compulsory medical leave.

As a condition of granting a medical leave, the College may require a consultative review of the medical or mental health documentation with a College representative. This consultation may include conversations between the Student's HCP and the designated College representative and may also require that the student engage in an interview with a designated College representative prior to being granted the leave.

A medical leave will be granted for no longer than one academic term but may be renewed for a subsequent academic term upon supplemental documentation from the Student's HCP that a continued medical leave is warranted due to the student's health problem. The maximum cumulative length of a medical leave is two academic years, or four full academic terms, not including summer terms.

To return from a medical leave, a student must notify the Office of the Registrar forty-five days prior to the end of the semester prior to the semester they wish to return. The Registrar will provide the student with a list of the documentation required to return and the student must submit all documentation within 10 days of the receipt of the notification. This documentation must include; a letter of intent to return, clearance documents from their medical professional describing their medical progress and what accommodations may be needed upon their return. This clearance documents must be printed on the HCP's letterhead, include a valid signature, printed name and title and applicable license information. All documents must be submitted in English or translated into English by a certified translator. The documentation will be reviewed by the Medical Leave of Absence Committee approximately 25-30 days prior to the last day of classes.

If a student does not provide sufficient documentation, they will be informed of what is needed and given 10 days to provide the additional required documentation and the Committee will review and provide a final decision to the student.

As a condition of the return from medical leave, the College may require the student to provide medical or psychological documentation from the Student's HCP and/or participate in an assessment interview with an appropriate College representative or a health care provider chosen by the College. Reasonable conditions may be placed on the reinstatement to protect the safety, health and well-being of the student or others.

If the student will need reasonable accommodations to return to their studies, the student or the student's HCP should propose any reasonable accommodations they believe necessary for the student's successful return. Documentation of the need for and nature of proposed accommodations should be provided to the Office of Access and Services for Individuals with Disabilities, who will work with the student to arrange reasonable accommodations, as necessary. Approved medical leaves will extend the Period of Candidacy for Master of Arts, Master of Science, and Master of Education students, the Period of Eligibility for Doctor of Philosophy students, and the Period of Certification (if applicable) for all doctoral students for the period of the leave.

3. Military Leave

A student called to active duty may request a military leave by submitting official military documentation. In accordance with federal law, the term of the leave will depend on the anticipated period of active duty service. To return from military leave a student need only inform the Office of the Registrar of the intent to return and register for classes.

Approved military leaves will extend the Period of Candidacy for Master of Arts, Master of Science, and Master of Education students, the Period of Eligibility for Doctor of Philosophy students, and the Period of Certification (if applicable) for all doctoral students for the period of the leave.

4. Personal Leave

A student who finds it necessary to interrupt study temporarily but is not eligible for a medical or military leave may seek a personal leave. A personal leave is granted for no longer than one academic term but may be renewed for a subsequent academic term upon supplemental documentation that a continued leave is warranted due to the student's significant professional, personal, or family issues. The maximum cumulative length of a personal leave is one academic year, or two full academic terms, not including summer terms.

A request for a personal leave must be submitted on or before the last day of the add/drop period for the term for which the leave is effective. Please contact the Registrar's Office (212-678-4050 or loa-registrar@tc.columbia.edu) to obtain the leave request form. To return from personal leave a student need only inform the Office of the Registrar of the intent to return and register for classes.

Approved personal leaves WILL NOT extend the Period of Candidacy for Master of Arts, Master of Science, and Master of Education students and the Period of Certification (if applicable) for all doctoral students for the period of the leave. Neither will personal leaves suspend the "recency requirements" applicable to master's degree candidates.

C. Academic Policies for all Leaves of Absence

All leaves of absence are entered on the student's official transcript and are noted in the student's permanent educational records maintained at the College.

A student on leave is not a registered student and does not have the rights and privileges of a registered student. See below for some important limitations.

Except as noted below, no tuition or fees are charged for semesters for which a leave of absence has been approved provided that the request is received and approved prior to the start of the semester. A student who begins a leave after paying tuition or fees may seek a refund according to the add/drop schedule for the semester of leave.

A student on leave may not work with faculty or formally submit work to the College during the period of leave. However, they may work on courses in which the instructor had issued an approved grade of incomplete. The one-year grace period for an Incomplete is not changed by a leave of absence.

A student on leave is not eligible for a Certificate of Equivalency and may not receive advisement. A student on leave may not apply to graduate during the time period they are on leave.

A student on leave may not take courses in fulfillment of degree requirements at another institution. If course work is undertaken, it will not apply to any TC degree requirements, except as pre-approved by the Registrar with recommendation from the student's faculty advisor.

According to the College policy on Network and Email Account Provisioning Procedure, students who take a credit course and do not graduate or register again may continue to use their TC Gmail accounts for 3 semesters (12 months) following the end of the semester for which they last registered for a credit course. Students on leave should continue to check their TC Gmail periodically for important College updates and announcements.

The Office of the Registrar will notify academic departments once a leave is processed for a student but will not disclose the reasons for the leave.

D. Financial Aid and Benefits

1. Financial Aid/Current Aid

If a student has received any form of federal financial aid (Direct Unsubsidized Stafford Loan, Direct Graduate PLUS Loan, Perkins Loan, Federal Work Study, or Federal TEACH Grant), they should contact the Office of Financial Aid (212-678-3714 or financialaid@tc.edu) immediately. The Office of Financial Aid will determine whether the student may be allowed to retain or be required to return any federal aid paid directly to the student. Awarded institutional and endowed scholarships may also be forfeited and/or revoked.

2. Loan Repayment

Most loan programs do not provide for deferment while a student is on leave. A student going on leave must contact his or her loan service provider for information about possible eligibility for a deferment or forbearance of federal student loans. A student on a military leave may be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. (See <https://studentaid.gov/manage-loans/lower-payments/get-temporary-relief>).

3. Future Aid

A student wishing to be considered for financial aid for the academic year following the leave should contact the Office of Financial Aid prior to their return. The reinstatement of financial aid including any loan and scholarships will be based on satisfactory academic progress and the approval of the Office of Financial Aid. All domestic students must also complete the FAFSA application by the applicable FAFSA deadline in order to be considered for federal aid.

E. Student Health Insurance

Rules governing the Health Fee and Student Health Insurance are established by Columbia University. Visit <http://www.health.columbia.edu/student-insurance/eligibility> for information on insurance eligibility. As a general rule, a student on leave is not eligible for, and thus not charged for, the Columbia Health Fee or Health Insurance Plan. There are limited exceptions, described below. To verify coverage, please contact CU Health - Insurance and Immunizations Records (212-678-3006 or studentinsurance@columbia.edu).

1. Family Leave

Upon notification from the Registrar's Office of a student's family leave, CU Health will contact students who are enrolled in the student health insurance plan via their TC e-mail address to determine if they wish to remain enrolled in the student health insurance plan. Students who do not reply within fourteen (14) days will be automatically terminated from the plan, effective at the end of the month in which Student Affairs is notified or at the conclusion of the semester, whichever comes first.

2. Medical Leave

Upon notification from the Registrar's Office of a student's medical leave, CU Health will contact students who are enrolled in the student health insurance plan via their TC e-mail address to determine if they wish to remain enrolled in the student health insurance plan. Students who do not reply within fourteen (14) days will be automatically terminated from the plan, effective at the end of the month in which Student Affairs is notified or at the conclusion of the semester, whichever comes first.

3. Military Leave

A student who enters the armed forces is not covered under Student Health Insurance. A student who begins a military leave after paying for Student Health Insurance may obtain a pro-rata refund of premiums paid for the student and any covered dependent by a written request within 90 days of leaving the College on military leave. The request must be received by CU Health (212-678-3006 or studentinsurance@columbia.edu) within the 90-day period.

4. Personal Leave

A student granted a personal leave within 30 days of the official start of the semester, may have charges for the Columbia Health Fee and Student Health Insurance Plan, less any claims, reversed and the insurance coverage terminated. A student who begins an approved personal leave of absence after 30 days of the official start of the semester will continue to be covered under the Student Health Insurance Plan for the remainder of the month of withdrawal and will receive a pro rata refund. Students on personal leave are not otherwise eligible for health insurance coverage. Students on leave who do not have another source for health insurance may consult www.healthcare.gov.

Any student in Housing should review the section below on Housing, as all students in Housing are required to have proof of insurance.

F. Disability-Related Accommodations

If a student's leave of absence is related to a disability issue that may interfere with a student's educational experience at Teachers College, the student may be eligible to receive reasonable, disability-related accommodations upon return. Students returning after a leave of absence should contact the Office of Access and Services for Individuals with Disabilities (OASID) at oasid@tc.edu to determine if they are eligible for disability-related accommodations.

If a student is already registered with OASID, the student can contact the office at oasid@tc.edu to discuss their current disability-related accommodations and whether additional support is needed before returning from a leave of absence.

G. International Students

Students on J-1 or F-1 Visas are subject to special rules and regulations for their enrollment status. Failure to comply with these regulations may lead to termination of status and more long-lasting immigration issues. Before seeking a leave of absence, international students must contact the Office of International Services at Teachers College (212-678-3939 or tcintl@tc.columbia.edu).

H. Teachers College Housing

Students on military or personal leave are not eligible for TC housing. Under limited circumstances, a student on an approved medical leave may remain in TC housing for no longer than the first term of the approved medical leave. Continued residence requires proof of continued health insurance coverage for the duration of the term. The Office of Residential Services cannot guarantee housing upon return from leave. Contact Residential Services directly for more information (212-678-3235 or housing@tc.columbia.edu).

If a student begins a leave while in housing, any refund due will be prorated according to the vacate date. The amount of time a student resides in housing will count towards the maximum housing eligibility.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Enrollment Management
- B. Policy Approved by:** Executive Director, Enrollment Management
- C. Contact Information:** Division_of_ESS@tc.columbia.edu
- D. Original Policy Issue Date:**
- E. Last Revision Date(s):**
 - May, 2022
- F. Next Review Date:** May 01, 2025



1. PURPOSE OF POLICY

The purpose of this *Policy* is to provide a framework for understanding who is allowed to host events & book space at TC as well as the types of events that are permitted to be hosted on campus and in TC's name.

2. POLICY AUDIENCE

This *Policy* applies to applies to the faculty, students, alumni & staff of Teachers College, and the parties that they represent.

3. POLICY DETAILS

Faculty, staff and recognized student organizations are permitted to host events in Teachers College spaces and in TC's name, subject to compliance with TC policies and procedures. Students not associated with a recognized TC student organization are not permitted to host events at TC or in TC's name. TC alumni are not permitted to host events at TC or in TC's name without the permission of the Office of Institutional Advancement.

Events held at TC and/or in TC's name should be created to further the mission of the College, be relevant to TC's students and faculty, enhance the overall academic experience of students, and align with the strategy of the Event Initiators department.

Types of events that are not permitted: (1) personal events (milestone celebrations such as anniversaries, birthdays, graduations etc.) and (2) fundraising events for any institution other than TC. Any fundraising events must be approved and coordinated in advance with the Office of Institutional Advancement.

Special Events as defined under the [Special Events Policy](#) have separate procedures for approval. All those considering hosting events, should consult this policy to determine if their event may be considered a Special Event. If there is a question the event organizer should consult with their department chair or area vice president.

Space at Teachers College is limited and rooms may only be used for courses and activities aligned with the business of the College. As an academic institution, the College gives first priority to courses. Rooms are never to be used for personal use or outside organizations (unless co-sponsored and approved by TC Cabinet-Level Leadership). Misrepresenting the nature of a room request is a violation of TC's [Student Conduct Code](#). Failure to comply with any of the terms of this policy may lead to refusal of future room requests.

The Room Assignments team located within the Office of the Registrar, processes appropriate room requests for both academic and non-academic activities. The Room Assignments team neither coordinates long-term reservations nor reclassifies room ownership and/or designation. The Room Assignments team is also not responsible for the furniture or technology located within each room. The following spaces are controlled by separate offices and are subject to their respective policies: Gottesman Libraries, Grace Dodge Dining Hall, Macy Computer Labs, Macy Art Gallery, Smith Learning Theater, academic departments, and residence halls.

All events at TC must be in accordance with other related events policies including: (1) [Speaker Policy](#); (2) Room Assignments Policy; (3) [Special Events Policy](#); (4) [Tabling Policy](#); (5) [Catering Policy](#); (6) Minors on Campus Policy; and (7) [Alcohol Policy](#).

A. Who Can Request Space

TC faculty, staff, or TC students affiliated with a student organization or academic program (see parameters below) may submit room requests. Room Assignments reserves the right to modify or cancel room requests at any time with respect to the best interests of the College:

1. Faculty

- Academic activities (courses and breakout rooms for courses)
- Department activities (if department space is unavailable)
- College-sponsored events (meetings and events run solely by the College and primarily attended by TC faculty, staff, or students)
- Co-sponsored events with affiliated professional groups/organizations

2. Staff

- Department activities (if department space is unavailable)
- College-sponsored events (meetings and events run solely by the College and primarily attended by TC faculty, staff, or students)
- Co-sponsored events with affiliated professional groups/organizations

3. Students

- Student organization events
 - i. For recognized student organizations approved by the Office of Graduate Student Life and Development (GSLD)
 - ii. Only representatives registered with GSLD may request space on behalf of recognized student organizations

- Academic-related activities
 - i. Doctoral dissertation defenses and dissertation proposal hearings
 - ii. Meetings and events to satisfy degree requirements (e.g., music recital)
- Study groups and research meetings when space is unavailable at Gottesman Libraries (must be scheduled individually and not on a recurring basis)

4. Alumni

- Events must be co-sponsored by and coordinated with the Office of Institutional Advancement (IA)
- Alumni may not request rooms for non-college business or personal use

5. Affiliates- Columbia University and Barnard College

- Courses (requested by respective leadership, per term availability after TC courses have been assigned rooms)

6. Outside Organizations (including Jewish Theological and Union Theological Seminaries)

- Not permitted unless an exception has been granted in writing by TC Cabinet-Level Leadership and the event meets criteria consistent with the mission of the College

B. Types of Room Requests

1. Internal Events

College-sponsored events are a) run solely by the College and b) primarily attended by TC faculty, staff, or students. They may also be GSLD-approved events run by recognized TC student organizations.

Fees: Internal events do not require a room use fee. However, Milbank Chapel (ZB 125) and Cowin Auditorium (HM 147) require Media Services staffing, for which fees will be charged. Additional fees may be assessed by [Media Services](#), [Public Safety](#), and [Facilities](#) for these and other rooms based on the nature of the event and number of participants. In addition, if the event uses more than five rooms, a use fee may be charged. Event coordinators must work with these offices directly to determine the services needed. Charges for these services will be billed to the index of the sponsoring office or department. All room reservations and requests for auxiliary services (e.g., furniture set-up, security services, and technology requests) must be handled by a TC employee.

2. Student Events

Events run by recognized TC student organizations are submitted through 25Live and are subject to approval by the Office of Graduate Student Life and Development.

Fees: Milbank Chapel (Zankel 125) and Cowin Auditorium (Horace Mann 147) require [media services](#) and fees are charged for these services. Fees may also be assessed by [Public Safety](#) and [Facilities](#) for these and other rooms based on the nature of the event and the number of participants. In addition, if the event uses more than five rooms, a use fee may be charged. Any requests for rooms by individual students must be approved by and coordinated with a TC academic department and directly related to their academic study at TC. Rooms may not be used for personal use (e.g., birthday parties, meetings of outside organizations, business). Rooms for study groups and other academic purposes will be assigned on a space-available basis. Rooms will not be assigned on a recurring basis.

3. Co-Sponsored Events

Co-sponsored events must be hosted by both the College and an affiliated organization or group. Co-sponsorship requires active and substantive participation by the College and/or a TC department. The event must be consistent with the mission of the College. All co-sponsored events must have the written approval of the department chair or the director of the TC administrative unit and the TC coordinator of the event who is co-sponsoring the event before room requests are considered. Room use must also be approved by Room Assignments on behalf of the Division of Enrollment & Student Success.

All room reservations and requests for auxiliary services (e.g., Facilities, Public Safety, Media Services, and CU Dining internal catering) must be overseen and coordinated by a TC employee. Each co-sponsored event must have a TC contact who can handle all internal aspects of the event and coordinate event space updates. Users who request space for a co-sponsored event must complete the co-sponsorship application (see Appendix A). In addition, requests for space for any co-sponsored event must be accompanied by a Certificate of Insurance for Commercial General Liability (see Appendix B), as well as an endorsement to the insurance policy which names TC as an additional insured. Any exceptions must be approved by the TC Risk Manager.

Fees: Co-sponsored events require a room use fee. Fees are based on the number of rooms reserved and the length of the reservation. Additional fees apply for Milbank Chapel (ZB 125), Everett Lounge (ZB 118), Grace Dodge 177-179, and Cowin Auditorium (HM 147) and for weekend events.

ROOMS	USE FEES
Milbank Chapel	\$300 per hour (\$400 Sat & Sun)
Everett Lounge	\$300 per hour (\$400 Sat & Sun)
GD 177-179	\$300 per hour (\$400 Sat & Sun)
Cowin Auditorium	\$360 per hour (\$460 Sat & Sun)
1-5 rooms	\$120 per hour (\$220 Sat & Sun)
6-10 rooms	\$200 per hour (\$300 Sat & Sun)
10-15 rooms	\$300 per hour (\$400 Sat & Sun)

Additional fees include a \$45 per hour fee for Media Services and a \$50 per hour fee for Public Safety (each with a 4-hour minimum). If additional Media Services and Public Safety services are provided, use rates may be increased at the discretion of the department providing the service. Fees may also be assessed by Facilities based on the nature of the event and number of participants. Event coordinators must work with these offices directly to determine the services needed. Charges for these services will be billed to the index of the sponsoring office or department. All room reservations and requests for auxiliary services (e.g., furniture set-up, security services, and technology requests) must be handled by a TC employee.

4. External Events

Due to the limited availability of space, the College generally does not allow outside organizations to use space. Any exceptions must be approved in writing by TC Cabinet-Level Leadership. If an exception is made, the outside organization must, prior to the event, pay all associated room use and auxiliary services fees (as set out above), execute a contract with the College and submit a Certificate of Insurance for Commercial General Liability, as well as an endorsement to the insurance policy (with a minimum liability of \$1,000,000). The liability amount may be varied at the discretion of the TC Risk Manager or the Office of General Counsel.

C. Academic Space

The following rooms are considered academic space and will not be reserved for non-academic activities until course assignments have been finalized for a term (at the conclusion of the add/drop period). Room specifications, images, hours, and other information can be found on the [Room Assignments](#) website.

BUILDING	ROOMS
Grace Dodge Hall (GDH)	273A, 273B, 277, 279, 281, 285, 359, 361, 362, 363, 365, 369, 449, 452, 453, 457, 535, 539, 541, 543, 545
Horace Mann Hall (HM)	234, 332, 424, 431, 432, 433, 436, 438
Macy Hall (MY)	130, 261, 262, 263, 347A
Thompson Hall (TH)	136, 227, 229, 323A, 422
Zankel Building (ZB)	214, 406, 408, 418
Macy Computer Labs	345B, 345C

Advance reservations may be needed for academic space in order to plan for annual workshops and specific events. Room Assignments cannot guarantee the availability of academic space even if those requesting space meet qualifying conditions.

Event organizers may also request academic space in order to accommodate breakout sessions for large events. Requests for academic space are not guaranteed and will not be confirmed until course assignments have been finalized at the conclusion of a term's add/drop period.

1. Special Hours and Approvals

- MY 263 and ZB 408 are unavailable prior to 4:00 PM Monday thru Friday
- MY 345B and MY 345C require TCIT approval.

2. Classrooms Equipped with Advanced Technology

Many TC rooms are designed for specific types of pedagogical activities and may include advanced technologies. A complete listing of room specifications and images is located on the Room Assignments website. Room Assignments will assign courses and events to classrooms with advanced technology only when available. Event organizers should contact Media Services regarding questions on room technical features.

D. Event Space

The following spaces are considered event space until 5:00 PM Monday thru Friday. Non- academic activities will be directed to request event space prior to requesting academic space. Once space is confirmed for event use, the reservation will not be canceled for use by courses or other events. However, event space that has not been booked for events during the course assignment process may be assigned to courses. Room specifications, images, hours, and other information can be found on the Room Assignment website.

BUILDING	ROOMS
Grace Dodge Hall (GDH)	177, 179 , 271 (Tudor Room), Dining Hall
Horace Mann Hall (HM)	138, 140, 142, 144, 146, 147 (Cowin Auditorium), 148, 150, 152
Zankel Building (ZB)	109 (Trustees Room), 118 (Everett Lounge), 125 (Milbank Chapel)
Russell Hall Courtyard	Upper Russell Courtyard

Event space is reserved on a sliding scale of availability. The scale is an approximation to ensure that event space is available for annual workshops and events. The scale also seeks to ensure that event space remains continuously available up through any given date. Academic space cannot be confirmed prior to the completion of the add/drop period.

TIME FRAME	% OF EVENT SPACE RESERVED IN ADVANCE
9-12 months	Up to 25%
6 -9 months	Up to 50%
3-6 months	Up to 75%

E. General Guidelines

1. Order of Priority

Due to limited space and the academic mission of the College, Room Assignments adheres to the following order of priority when confirming rooms. Room Assignments will process in the order received if two competing activities within a priority level are requesting the same room(s).

PRIORITY	ACTIVITY
1	Courses
2	Breakout rooms for courses
3	Annual College-wide events
4	Ad hoc Internal events

2. Course Assignments

Classroom assignments are made during the course scheduling process for each term. Courses are assigned based on anticipated enrollments, accessibility accommodations, and specific requests for room configurations and technology. Departments may request particular rooms for courses. However, Room Assignments cannot guarantee that the assignment will be fulfilled. Regardless of the requests received, Room Assignments reserves the right to relocate courses based on enrollments and room capacities. Additionally, Room Assignments may move a course in order to maximize classroom utilization. To ensure compliance with fire code and safety regulations, courses will be moved if they exceed a room's capacity.

Room Assignments will prioritize course requests for specific rooms in the following order:

PRIORITY	COURSES
1	Those requiring assistive technology and/or accessibility accommodations
2	Those requiring specific technology for pedagogical purposes
3	Those requesting specific rooms before add/drop period
4	Those requesting specific rooms after add/drop period (processed in the order received)

Breakout rooms for courses may be requested but are not guaranteed. Breakout rooms will be confirmed after all course assignments have been finalized, which occurs at the conclusion of the add/drop period for the term.

Room Assignments is not responsible for technology or furniture setup. Instructors and departments must reach out to the appropriate TC offices.

3. Submitting Event Requests

Room Assignments has implemented the following restrictions in order to ensure fair and equitable room use:

- All requests must be submitted in 25Live (no requests via email or telephone)
- Requests cannot be made more than one year in advance of the event start date
- Rooms may not be used for personal use (e.g., birthday parties, meetings with outside organizations, or personal business)
- Events requiring multiple rooms or events spanning multiple days may be required to work with Room Assignments to break up requests in order to reflect actual usage of rooms (with a primary goal of minimizing the amount of time that space sits empty)
- Requesting a room, even if it appears available in 25Live, does not automatically confirm the space

To assist with efficient processing of room requests, Room Assignments requires:

- Requests should be submitted at least 24-48 hours before the event start time
- Requests include detailed descriptions and no acronyms
- Requests include the name and contact information for events' main contacts/coordinators.
- An accurate estimate of attendance so that confirmed space will accommodate

the anticipated occupancy of the event

- Separate requests must be made for spaces controlled by other TC departments (e.g., Grace Dodge Dining Hall, Macy computer labs, Tudor Room)
- Public Safety must be contacted as soon as possible for events involving minors and alcohol

The College has very limited capacity to provide space and cannot guarantee the availability of rooms even if those requesting space meet qualifying conditions.

[Room Assignments](#) can assist with questions regarding the room reservation process, as well as technical issues with 25Live. Room Assignments provides training on 25Live when necessary.

4. Confirming Event Requests

Confirmation of space is dependent on when the event is occurring during the academic term. If events involve multiple recurring dates, Room Assignments will only confirm rooms for the sessions during the current term. Room Assignments adheres to the following timelines:

TIME	CONFIRMATION
Events occurring in current term	Within 1-2 business days
Events occurring during the upcoming add/drop period	2-4 business days prior to the event start time
Events occurring after the add/drop period	Within 7 business days (after the conclusion of the add/drop period)

Requests for space during upcoming terms will be tentatively held until the add/drop period has passed and all course assignments have been finalized. While a tentative hold does not guarantee space assignment, it does make the requested room unavailable for other requests. Should Room Assignments need to remove a tentative hold and reassign the space(s), the requester will be provided with a comparable alternative space(s) and informed of accommodating relocation(s) via confirmation email to follow. Same-day requests are subject to availability of appropriate space and of Room Assignments staffing to process the request.

Room Assignments recommends sufficient time for the review of requests that require additional approval (e.g., co-sponsored events and events involving minors or alcohol).

Submissions do not constitute approval. Reference numbers are not confirmations.

Room Assignments is not accountable for the following:

- Confirmation of same-day requests
- Inaccurate information in requests (e.g., dates, times, or requested rooms) that may cause an event to be placed in a less-than-ideal alternate space
- Identifying space off-campus for an event, including Columbia University and other affiliated institutions, if no space is available at the College

To maximize space utilization, Room Assignments may occasionally need to relocate confirmed events.

5. Canceling/Adjusting Event Requests

The College expects that events will utilize all space that has been requested and confirmed. Event organizers must notify Room Assignments of any cancellations or time adjustments so that space at the College does not sit empty. Failure to adhere to these guidelines may jeopardize one's ability to submit future room requests.

6. TC Normal Operations

TC auxiliary services do not have normal operations when the College is closed. Room Assignments will not confirm requests made on observed TC holidays unless prior approval is given by Public Safety and Facilities. Due to safety concerns, all events are expected to end by 10:00 PM.

7. Fees

Rate fees reflect the cost at the time of this policy was last revised and are subject to change. Outside organizations must pay use fees prior to the event start date. Any requests for waivers of use fees must be approved in writing by TC Cabinet-Level Leadership. Use fees will be charged if reservations are canceled within 48 hours of the event. There will be no cancellation charges for reservations canceled more than 48 hours before the event unless individual contracts provide otherwise.

Room reservations must include time for set-up and clean-up. Rates will be charged for the entire length of the reservation and room use, including the time for set-up and clean-up.

All groups using space are financially responsible for damage to rooms and equipment. Individuals causing the damage will also be personally liable for damages. These liability provisions apply to events sponsored by the college, co-sponsored events, student groups, and outside organizations. Groups using space should note any room and/or equipment damage at the beginning of the event.

8. TC Minors Policy

Permitting minors (participants under the age of 18) on campus poses unique challenges to the College. The College has developed a comprehensive policy regarding Minors on Campus and departments hosting events with minors (excluding the formal TC programs Hollingworth and Rita Gold) must obtain all necessary review and approval of the event from Public Safety prior to the start of the event. Failing to do so will result in the College canceling the event.

Events involving minors are expected to contact Public Safety prior to submitting a room request. Room Assignments will not confirm space for events involving minors until Public Safety has provided approval.

9. Catering

CU Dining is the preferred caterer on campus. Please note food and drink are not permitted in auditorium or computer lab spaces.

10. Room Set-Up

All parties using TC facilities are expected to follow TC guidelines for room use as set forth in this policy and as provided by authorized TC staff members. If damages are sustained in the room, or to furniture or technical equipment, the requesting department, organization, or group will be responsible for the cost of repair. In addition, all room users whether for meetings, events, or academic classes are expected to return rooms to their original condition at the end of the room reservation for that day.

Although many TC rooms have movable furniture, each room has a standard set up. If an event requires a specific set up, the user must submit a work order to Facilities in advance. Facilities will charge a fee to return rooms back to the standard set up. Furniture may never be taken in or out of a room by anyone other than authorized Facilities staff.

11. Classroom Technology

Technology set-up and services must be requested from Media Services. Sufficient time (two weeks is preferred but one week is the minimum) is required. Adequate time for set-up and clean-up must be requested in the original room reservation. Activities in Milbank Chapel, Cowin Auditorium, and GDH 177/179 are required to work with Media Services for use of the technical equipment in these rooms. It is expected that all activities (academic and non-academic) will notify Media Services if room reservations have been modified or canceled.

12. Security

Any event involving minors or that could affect the safety or security of the College must have approval of Public Safety prior to room confirmation. Public Safety reserves the right to cancel any event due to safety and security concerns.

13. Pianos

Contact the Music department with any questions regarding the pianos in event space.

14. Alcohol Consumption

The College Policy on Alcohol Beverages and the Policy on a Drug-Free Campus will be strictly enforced. These policies can be found in the College's Policy Library. Questions or concerns towards alcohol on campus should be directed towards Public Safety.

15. Outside Contractors

Regardless of sponsorship, any outside contractor used for an event must provide a Certificate of Insurance for Commercial General Liability and an endorsement naming TC as an additional insured on the insurance policy. The minimum liability will be determined by TC's Risk Manager or the Office of General Counsel.

16. Assistive Technology and Special Accommodations

Teachers College is committed to providing educational and professional opportunities for all individuals and assisting them in making their experience at TC successful and positive. The Office of Access and Services for Individuals with Disabilities (OASID) works with all academic departments, faculty members, and administrative offices in an attempt to ensure that individuals with disabilities can participate fully and equally in the Teachers College community. Contact OASID to request disability-related assistance.

The sponsoring or co-sponsoring entity may be responsible for fees related to reasonable accommodations, for example, sign language interpreter costs. These fees, like all other event-related costs, should be part of your event planning process. For information about frequently requested services and their costs, you should contact OASID during your planning process. Please keep in mind that accommodations cannot be guaranteed without adequate advance notice.

17. Exceptions and Approvals

Completing a room request does not constitute approval of the request. Initial room requests, along with any requests for exceptions to the above policies, should go to Room Assignments. Room Assignments will forward requests for exceptions to TC Cabinet-Level Leadership. Space will be assigned only after Room Assignments receives TC Cabinet-Level Leadership approval. If approved, an official confirmation will be sent.

4. **RELATED INFORMATION & LINKS**

A. **Related Policies:**

- [Digital Signage Policy](#)
- [Library Policy on Signs & Information](#)
- [Teachers College Brand Policy](#)

B. **Related Procedures:** *See Section 4.A*

C. **Related Forms:** N/A

5. **POLICY OWNER AND HISTORY**

A. **Policy Owner:** Office of Enrollment Management

B. **Policy Approved by:** Associate Vice President, Enrollment Management

C. **Contact Information:**

D. **Original Policy Issue Date:** September 20, 2010

E. **Last Revision Date:** July 25, 2024

F. **Next Review Date:** July 25, 2026



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

A. General Background

The Family Educational Rights and Privacy Act (“FERPA”) gives “students” a right of access to their "education records." It also limits the disclosure of a student's education records by the College without the student's written permission.

Under this policy, “students” are individuals who are or were registered students in attendance at Teachers College. Persons who unsuccessfully applied for admission or who were accepted but never attended the College are not “students.” An unsuccessful applicant for admission to the College is not a College "student," even if the applicant is, or was, in attendance at another Columbia University school.

Records Covered:

- i. A student’s "education records" include records, files, documents, and other materials regularly maintained by the College that contain information directly related to the student.
- ii. Certain types of records are excluded from the scope of FERPA. For example, a student is not entitled to examine:
 - Records maintained personally by an individual faculty member that have not been shared with and are not accessible by others.
 - Records created or maintained by a physician, psychologist, or other recognized health care provider that are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment.
 - Records that are confidential as a matter of law, such as those that might be maintained by the College's attorneys.
 - Records containing financial information about a student’s parents, such as information submitted with an application for financial aid.
 - Records made and maintained by the College’s law enforcement unit for law enforcement purposes.

B. Maintenance of Education Records

A student's official academic record is maintained by the Registrar, and its use is carefully controlled. Official records include the transcript, certain documents submitted in support of admission to the College and degree programs, and the doctoral student's record maintained by the Office of Doctoral Studies. Documents may be kept in digital form. In accordance with established records management procedures, some records are purged periodically.

Teachers College students, alumni and former students may inspect their student records in accordance with FERPA. With the exceptions set out below, such records are generally not available to anyone other than College representatives with an institutional reason for reviewing them. Transcripts and other student records are released only in accordance with the College's FERPA policy.

C. Family Educational Rights and Privacy Act (FERPA) Statement

FERPA affords students certain rights with respect to their education records. These rights include:

- i. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The student must bring valid photo identification to the appointment. Students will not be provided with copies of any part of their records other than the College transcript unless the inability to obtain copies of any part of their record other than the transcript would effectively prevent them from exercising their right to inspect and review their education records.
- ii. The right to request the amendment of any parts of the student's education records that the student believes are inaccurate or otherwise in violation of the student's privacy rights under FERPA. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Further information regarding the student's request for an amendment and the hearing procedures can be found in Section D. below.
- iii. The right to withhold consent to disclosures of personally identifiable information ("PII") contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. It shall be a condition of the College's disclosure of PII to a third party (1) that the party to which the information is released will not permit any other party to have access to such information without the written consent of the student and (2) that the released information may be used only for the purposes for which the disclosure was made. These conditions do not apply to certain subpoenas and court orders.

Under FERPA, records containing PII may be disclosed without a student's consent as follows:

- To "School Officials" with legitimate educational interests. A "School Official" includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position; public safety officials, members of the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or admission committee, or assisting another School Official in performing their tasks for the College. In addition, a School Official may be a contractor who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records such as an attorney, auditor or collection agent. A School Official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.
- Upon request and in the discretion of the Registrar, to officials of another school in which the student seeks or intends to enroll.
- To authorized representatives of the U.S. Controller General, Attorney General, or Secretary of Education, or to State and local educational authorities. Disclosures under this provision may be made, subject to the FERPA requirements, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or received, if the information is necessary to determine eligibility for the aid, the amount of the aid, or the conditions of the aid; or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- If designated as "directory information." The College has designated the following categories of information as "directory information" with respect to each student: name, mailing, campus and permanent addresses, photo, email address, Columbia University Network ID (UNI), degree program and major field of study, dates of attendance at the College, full-time, half-time or part-time status, degrees conferred and their dates, dissertation title and dissertation committee members and master's essay title and sponsor.

- A student who does not wish to have directory information released to third parties should notify the Office of the Registrar in writing of their wish to withhold such information in the future.
 - Under limited circumstances, to a victim of an alleged perpetrator of a crime of violence or sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
 - Under limited circumstances, to the general public, the final results of a disciplinary proceeding, if the College determines the student has committed a violation of the College's rules or policies with respect to the allegation against the student.
 - To appropriate officials in connection with a health or safety emergency subject to the provisions of the Regulations.
 - To parents of a student under the age of 21 regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the College, the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation.
- iv. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA. More information about FERPA is available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa>. FERPA is administered by:

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

D. Right to Seek Amendment of the Contents of Education Records

Students have the right to seek amendment of the education records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA. The process includes the right to a hearing if the outcome of the challenge is unsatisfactory and the right to submit an explanatory statement for inclusion in the education record if the outcome of the hearing is unsatisfactory.

Important note: This amendment procedure may be used only to challenge facts that are inaccurately recorded by the College since FERPA was intended to require only that schools conform to fair recordkeeping practices. This amendment procedure may not be used to challenge an academic grade, performance evaluation, disciplinary decision/ruling, opinion, or other substantive decision made by the College about a student.

A student who wishes to challenge the contents of their education records should first discuss the matter with the College official who has control over the records in question.

- i. If the matter cannot be resolved within seven (7) days, the student may submit a written request to the Registrar, who will respond within seven (7) days. The written request to the Office of the Registrar must clearly identify the part of the record(s) they want changed and why it is inaccurate.
- ii. If the outcome is unsatisfactory to the student, the College will advise the student of the right to a hearing regarding the request for amendment. The student then may submit a written request for a hearing to the Vice Provost for Student Affairs. A hearing will be conducted, within forty-five (45) days of the request, by the Vice Provost or by another College official who does not have a direct interest in the outcome of the hearing. The student will be informed of the date, time, and place of the hearing in advance of the hearing.
- iii. The student will be entitled to present evidence at the hearing and be assisted by an adviser of their choice, at their own expense. If the student desires to have an adviser present, the student must notify the hearing officer of this fact, in writing, no later than two (2) business days before the hearing. An adviser is to be a member of the Teachers College community. The adviser serves as a support person and is intended to be of direct assistance to the student before and during the hearing. The adviser may not speak for the student or address the hearing officer during the hearing.
- iv. Within 30 days after the hearing, a written decision based on the evidence presented at the hearing will be issued, which will be the College's final decision. If the amendment to the records that the student requested is denied, the student may place a statement in their records commenting on the accuracy of the information in the record and/or explaining their disagreement with the College. This statement will become part of the education record and will be disclosed whenever the contested portion of the education record is disclosed.

E. Student Requests for Release of Records

Upon written request by a student, the College may release information in that student's Teachers College education records to third parties. The student should make a request for such release in writing with the student's signature to the Registrar. The third-party designated by the student will ordinarily not be provided with copies of any part of the student's record other than the College transcript. The College may impose a charge for copying a student's records in connection with such a release, generally 20 cents per page. Transcripts are covered by a one-time fee paid by students upon registration.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Enrollment Management
- B. Policy Approved by:** Executive Director, Enrollment Management
- C. Contact Information:** Division_of_ESS@tc.columbia.edu
- D. Original Policy Issue Date:**
- E. Last Revision Date(s):**
 - April, 2021
- F. Next Review Date:** April 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

A. Student Withdrawals

By registering for classes, students enter into legal and binding contracts with Teachers College to pay all tuition, fees, and penalties charged for those courses. This policy describes the processing of student withdrawals from courses and from the College.

Please note: Failure to attend classes does not constitute withdrawal; students must initiate withdrawal by notifying the Office of the Registrar.

B. Withdrawal from Individual Classes

Students can initiate individual class withdrawals online through the myTC portal or by giving written or electronic notice of withdrawal to the Office of the Registrar. They can withdraw from courses at any point after initial registration but only until the last day of the course or until a final course grade is issued, whichever comes first.

Before the end of the semester's add/drop period, students may withdraw from individual classes without penalty. Upon timely receipt of withdrawal notice, the Registrar will remove the course from the transcript and issue an account credit for applicable tuition and fees.

When students withdraw from individual classes after the end of the semester's add/drop period, tuition charges already assessed may be reduced on a pro-rated basis depending on the date of withdrawal. Withdrawal schedules, showing percentage of tuition reduction, are published each year in the academic catalog and on the Registrar's Office web site (www.tc.edu/registrar). For withdrawals that occur after the add/drop period, only tuition charges are subject to reduction; fee charges are not reduced. In addition, courses withdrawn after the add/drop period will appear on student transcripts with a grade of "WD."

Students who do not officially withdraw from a course but stop attending at some point during the semester will be assigned a grade of WU which will appear on their transcript.

C. Withdrawal from the College

Students who wish to withdraw from Teachers College entirely should notify the Registrar's Office in writing. Upon receipt of written or electronic notice, the Registrar will change students' status to non-matriculated and note the withdrawal on transcripts. Once students withdraw from the College, they must apply for readmission if they wish to resume their former degree program or to enroll in any other degree or certificate program.

D. Withdrawals Between Academic Terms

Students who initiate withdrawal after the end of one term but before the beginning of the next remain registered for past courses. The Registrar will remove course registrations for future terms and will credit students' accounts for the full tuition and fee amounts for those courses. Students' status as withdrawn from the College will take effect before the new term begins.

E. Withdrawals Within Academic Terms

Students who withdraw from the College within a term but before the end of the term's add/drop period may drop all registered courses for that term and receive full tuition and fee credit. Students will be considered withdrawn from the College as of that term.

Students who request College withdrawal within a term and after the term's add/drop period may withdraw from their courses. However, withdrawn courses appear on students' transcripts with the grade of "WD," and tuition amounts are credited back to students' accounts according to the semester's course withdrawal schedule, referenced above. Students will be considered withdrawn from the College as of the following academic term.

F. Leave of Absence

Students who wish to stop attending the College on a temporary basis (i.e., for one term at a time), should not withdraw but should instead refer to the Leave of Absence policy, available at [http://www.tc.columbia.edu/policylibrary/Leaves of Absence](http://www.tc.columbia.edu/policylibrary/Leaves%20of%20Absence). This policy allows for short-term gaps in attendance.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Enrollment Management
- B. Policy Approved by:** Executive Director, Enrollment Management
- C. Contact Information:** Division_of_ESS@tc.columbia.edu
- D. Original Policy Issue Date:**
- E. Last Revision Date(s):**
 - September, 2021
- F. Next Review Date:** September 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

The following notations will be placed on transcripts on or after September 1, 2015.

A. Permanent - remain in perpetuity

“Expelled after a finding of responsibility for a code of conduct violation” – for sexual violence or another crime reportable under the Clery Act.

“Dean's Hold” - for disciplinary expulsions that do not require the notation above.

“Readmission subject to academic/administrative review: Academic Scholarship” - for academic dismissal when student receives 8 credits or more of C- or lower.

B. Temporary

“Suspended after a finding of responsibility for a code of conduct violation” – student has been temporarily suspended for sexual violence or another crime reportable under the Clery Act.

“Disciplinary Suspension” - student has been temporarily suspended for reason(s) that do not require the notation above.

“Academic Suspension” - student has been temporarily suspended for lack of progress to degree.

“Withdrawal with pending disciplinary action” – student withdrew while disciplinary charge for sexual violence or another crime reportable under the Clery Act are pending.

In the 4 temporary categories, after a two-year period of absence, the student would be withdrawn as "Failed to Graduate," but the temporary category transcript notation would remain. "Failed to Graduate" would not appear on the transcript. If the student is allowed to register again at the College, the temporary notation would be removed.

C. Removal of Temporary Transcript Notations

Students may request removal of a temporary notation by petitioning the Vice Provost for Student Affairs. This request must be in writing and include the rationale for the request. The Vice Provost for Student Affairs, or his or her designee, will review the request and provide a written response within 30 days from the date the request was received.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Enrollment Management
- B. Policy Approved by:** Executive Director, Enrollment Management
- C. Contact Information:** Division_of_ESS@tc.columbia.edu
- D. Original Policy Issue Date:** September 01, 2015
- E. Last Revision Date(s):**
 - September, 2017
- F. Next Review Date:** September 01, 2025



1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

Students may apply for transfer credit upon acceptance at Teachers College. Transfer credit is based on graduate coursework completed at another institution *prior to* enrolling at Teachers College that is then applied toward a Teachers College degree.

Eligibility for transfer credit depends on the student’s Teachers College program:

Program	Maximum possible transfer credits
Certificate/Advanced Certificate	None
Master of Arts	None
Master of Science program requiring fewer than 60 credits	None
Master of Science program requiring 60 credits or more.	30
Master of Education	30
Doctor of Philosophy	30; 45 for graduate work completed <i>entirely</i> at another Columbia University school.
Doctor of Education	45
Doctor of Education in the College Teaching of an Academic Subject	45

Transfer credit may be awarded only for graduate courses that have been

- completed with grades of B or higher,
- submitted on an official transcript from a regionally accredited institution,
- granted/assigned graduate credit on the transcript of that institution,
- not applied toward a baccalaureate degree, and
- completed prior to enrollment at Teachers College.

For educational institutions outside of the United States or Canada, a course-by course evaluation is required by World Education Services (WES) as per the [policy on admission](#).

Transfer credit is awarded at the discretion of the Transfer Credit Coordinator and the student's faculty advisor.

For more information please refer to the "Degree Requirements" section of the Catalog, visit the [transfer credit website](#) , or e-mail the Transfer Credit Coordinator at TCTransfer@tc.edu.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:**
- E. **Last Revision Date(s):**
 - June, 2022
- F. **Next Review Date:** June 01, 2025

1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

In accordance with the Veterans Benefits and Transition Act of 2018, Teachers College will not prevent veteran students covered under Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post 9/11 GI Bill®) from attending or participating in the course of study to which they have been admitted due to not meeting the deadline for term payment as long as a certificate of eligibility has been provided prior to the start of the term of study in which the veteran student is requesting the use of Chapter 31 or Chapter 33 benefits.

Teachers College will hold in abeyance all required payment of tuition, fees, and other costs incurred in a term where the veteran student requested the use of Chapter 31 or Chapter 33 benefits until (whichever comes first):

- The date on which payment from the VA is made to the institution

OR

- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

In no case will Teachers College impose penalties or deny access to standard campus services due to the delayed disbursement of payment from the Department of Veterans Affairs under Chapters 31 or 33.

4. POLICY OWNER AND HISTORY

- A. **Policy Owner:** Office of Enrollment Management
- B. **Policy Approved by:** Executive Director, Enrollment Management
- C. **Contact Information:** Division_of_ESS@tc.columbia.edu
- D. **Original Policy Issue Date:** July 18, 2019
- E. **Last Revision Date(s):**
 - July 18, 2019
- F. **Next Review Date:** July 18, 2025

1. PURPOSE OF POLICY

The purpose of this *Policy*

2. POLICY AUDIENCE

This *Policy* applies to

3. POLICY DETAILS

Title VI of the Civil Rights Act of 1964, prohibits discrimination based on race, color, or national origin (including language and ancestry). Title VII of the Civil Rights Act of 1964, prohibits discrimination in employment based on race, color, religion, sex and national origin. The Civil Rights Act of 1991 and the Lily Ledbetter Fair Pay Act of 2009 amends several sections of Title VII.

Teachers College (“TC” or the “College”) is committed to providing a working, learning, and living environment free from discrimination and harassment and to fostering a vibrant, nurturing community founded upon the fundamental dignity and worth of all of its members.

Consistent with this commitment, Teachers College does not discriminate on the basis of race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, national origin, age, height, weight, marital or partnership status, citizenship or immigration status, caste, military status, disability, pregnancy, genetic predisposition or carrier status, status as a victim of domestic violence, or any other legally protected status in the administration of its admissions policies, educational policies, employment, scholarship, loan, and other College-administered programs; treatment, or in access to College programs or activities.

- A. Students with concerns about possible discrimination may wish to speak with Associate Vice President and Chief Student Affairs Officer for Student Affairs Tom Rock, 528 West 121st St., Room 163, (212) 678-3083, Vice President for Diversity and Community Affairs Janice S. Robinson, 128 Zankel, (212) 678-3391, or confidentially to the Ombuds Officer Nancy Lesko, 280 Grace Dodge, (212) 678-4169.
- B. Faculty and Staff with concerns about possible discrimination may wish to speak with Robyn Davis-Mahoney, Assistant Vice President and Chief Human Resources Officer, 120 Whittier Hall, (212) 678-3740, Vice President for Diversity and Community Affairs Janice S. Robinson, 128 Zankel, (212) 678-3391, or confidentially to the Ombuds Officer Nancy Lesko, 280 Grace Dodge, (212) 678-4169.

C. Individuals may also seek assistance outside the TC community:

- US Department of Education, Office for Civil Rights (New York Office)
(646) 428-3900
(800) 877-8339 voice/TDD
OCR.NewYork@eg.gov
- Equal Employment Opportunity Commission
(800) 669-4000
(800) 669-6820 (TTY for Deaf/Hard of Hearing callers only)
(844) 234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only)
info@eeoc.gov
- NYS Division of Human Rights
complaints@dhr.ny.gov
<https://dhr.ny.gov/complaint>
- NYC Commission on Human Rights
(718) 722-3131
Online form: <https://www1.nyc.gov/site/cchr/about/report-discrimination.page>
<https://www1.nyc.gov/site/cchr/about/contact-us.page>

D. Sex Discrimination

Title IX of the Education Amendments of 1972 (Title IX) protects individuals from sex discrimination in educational programs and activities at institutions that receive federal financial assistance.

The following person has been designated to handle inquiries regarding discrimination including Title IX & Title VI (ancestry & religion)

Janice S. Robinson
jrobinson@tc.columbia.edu
Vice President for Diversity and Community Affairs
TC Title IX Coordinator
128 Zankel
(212) 678-3391

E. Age Discrimination

Age Discrimination Act of 1975, which prohibits discrimination based on age.

F. Religion

U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.

G. Disability Discrimination

Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) protect students and employees from disability discrimination.

The following people have been designated to handle inquiries regarding Section 504/ADA:

Allison N. Antwi
ana2172@tc.columbia.edu
Assistant Vice President for Equity and Compliance;
TC Section 504 Compliance Officer
128 Zankel
(212) 678-7508

Juan Carlos Reyes
jcr2101@tc.columbia.edu
Executive Director, Office of the VP for Diversity and Community Affairs
Deputy Section 504 Compliance Officer
128 Zankel
(212) 678-8410

H. Pay Transparency

Teachers College will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the College or (c) consistent with the College's legal duty to furnish information.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of Diversity and Community Affairs
- B. Policy Approved by:** Title IX Coordinator & Vice President for Diversity & Community Affairs
- C. Contact Information:** (212) 678-3391
- D. Original Policy Issue Date:**
- E. Last Revision Date(s):**
 - January 29, 2024
 - August 27, 2024
- F. Next Review Date:** August 27, 2026

Teachers College Policy and Procedures on Discrimination and Harassment

Teachers College (“TC” or the “College”) is committed to providing a working, learning and living environment free from discrimination and harassment ¹ and to fostering a vibrant, nurturing community founded upon the fundamental dignity and worth of all of its members.

The College prohibits discrimination and harassment on the basis of race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, national origin, age, marital or partnership status, citizenship or immigration status, caste, military status, disability, pregnancy, genetic predisposition or carrier status, status as a victim of domestic violence, or any other legally protected status specified by federal, state and local laws.² In furtherance of this commitment, the College complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Violence Against Women Act, the New York State Human Rights Law, New York Education Law, the New York City Human Rights Law and other federal, state and local laws prohibiting discrimination and harassment against protected classes in College employment and educational programs and activities.

Consistent with this commitment and with applicable federal, state and local laws, it is the policy of the College to not tolerate discrimination or harassment in any form; to actively foster prevention of discrimination and harassment in the TC community; and to provide faculty, staff, students, visitors and those doing business with the College with mechanisms for seeking informal and formal resolution of concerns. TC encourages those who have experienced, witnessed or become aware of conduct that violates this Policy to come forward so that the College can take appropriate steps to prevent such conduct from occurring in the future and to ameliorate its effects.

In May 2020, the U.S. Department of Education issued new regulations for colleges and universities that address sexual harassment. Specifically, the U.S. Department of Education new set of regulations under Title IX:

- Define the meaning of “sexual harassment” (including forms of sex-based violence) and limits Title IX’s coverage to incidents involving misconduct that is “severe, pervasive and objectively offensive,”
- Address how institutions of higher education that receive federal funding (including Teachers College) **must** respond to reports of behaviors falling within that definition of sexual harassment, and
- Set out a detailed grievance process that institutions of higher education (including Teachers College) **must** follow when investigating, adjudicating and imposing sanctions in cases involving sexual harassment under that definition.

¹ For purposes of this Policy, the term “discrimination and harassment” refers to discrimination, harassment and all forms of gender-based misconduct.

² See the [Teachers College Non-Discrimination Statement](#).

To comply with these regulations, the College has adopted a new policy for those types of misconduct alleged against employees - the Title IX Policy and Procedures. These new regulations do not cover all of the types of misconduct or places in which misconduct occurs that Teachers College believes must be addressed in keeping with our own commitment to non-discrimination and our obligations under additional federal, state and local laws. The Teachers College Policy and Procedures on Discrimination and Harassment addresses other types of discrimination, harassment and gender-based misconduct by employees that are not covered by the new regulations. Both policies are important to creating and supporting a College community that rejects all forms of discrimination, harassment and gender-based misconduct. In addition, Columbia University, Teachers College and Barnard College maintain the [*Gender-Based Misconduct Policy and Procedures for Students*](#) for instances of gender-based misconduct where the Respondent is a student.

Under both the Title IX Policy and Procedures and the Policy and Procedures on Discrimination and Harassment, Teachers College remains committed to diligently investigating reports of misconduct, supporting students and employees who experience gender-based misconduct, and responding fairly and firmly when employee members of the College community violate College policy.

SCOPE OF POLICY AND PROCEDURES

This Policy governs the conduct of College employees and third parties³ that: (1) occurs on any College campus or in connection with College-sponsored programs or activities; or (2) creates, contributes to, or continues a hostile work, educational or living environment for College employees, students, or third parties.

The Procedure sections below describe the general response, resolution and disciplinary processes that apply when the person accused of prohibited conduct (referred to as the “Respondent”) is a current College employee or a third party.

As noted above, federal, state⁴ and local laws set forth specific requirements for addressing allegations of sexual harassment, sexual assault, dating violence, domestic violence and stalking, as well as other types of gender-based misconduct (including gender-based harassment, and sexual exploitation). The **Sexual Misconduct Procedures** describe the general response, resolution and disciplinary process that applies to these prohibited conducts when the Respondent is a current

³ For purposes of this Policy, “third parties” includes non-employees who are (or are employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

⁴ New York law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace from workplace harassment. A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, visitor, or student. This includes by students, staff or third party.

College employee or a third party. For allegations meeting the federal definition of sexual harassment under Title IX, the Teachers College Title IX Policy and Procedures is applicable.

POLICY

All members of the College community are expected to adhere to this Policy and to cooperate with the Procedures it describes.

This Policy includes the following guidance:

- Principles and definitions concerning discrimination, harassment, gender-based misconduct and related matters
- Reporting obligations and options
- Informal and formal procedures
- Resources
- Legal Protections and External Remedies

DEFINITIONS OF PROHIBITED CONDUCT

Discrimination

Discrimination is defined as treating members of a protected class less favorably because of their membership in that class or as having a policy or practice that adversely impacts the members of one protected class more than others.

Discriminatory Harassment

Discriminatory harassment is defined as subjecting an individual to unwelcome conduct, whether verbal, physical or visual that creates an intimidating, hostile or abusive working, learning or campus living environment; that alters the conditions of employment or education; or unreasonably interferes with an individual's work or academic performance on the basis of the individual's membership in a protected class.

Discriminatory harassment may include, but is not limited to: verbal abuse; epithets or slurs; negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; insulting or obscene comments or gestures; and display or circulation (including in hard copy, by email or text, or through social media) in the working, learning or living environment of written or graphic material that denigrates or shows hostility or aversion toward an individual or group. Sexual harassment and gender-based harassment, which are described below, are forms of discriminatory harassment.

The College will determine whether the conduct was humiliating, abusive or threatening based on both subjective and objective factors, based on the totality of the circumstances surrounding an alleged incident or course of conduct, including without limitation, the frequency, nature and severity of the conduct. The College will determine whether that conduct created a hostile

environment by examining whether a reasonable person would find the environment hostile or abusive (as well as whether the Complainant viewed it as such).

Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity and the status of being transgender. Sexual harassment is considered a form of employee misconduct and sanctions will be enforced against individuals engaging in sexual harassment and against managers and supervisors who knowingly allow such behavior to continue.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic, co-curricular or student life activities; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment, academic evaluation, grades, advancement or student life decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, education or participation in educational programs or activities or creating an intimidating, hostile or offensive employment, academic, or campus living environment, even if the complaining individual is not the intended target of the sexual harassment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone, which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Examples of Sexual Harassment:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another person's body or poking another person's body.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience, which create a hostile work or learning environment.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Sexual harassment can occur between individuals, regardless of their sex or gender. Sexual harassment can occur on or off campus, including while traveling for business or at TC-sponsored events or parties. Calls, text messages and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

Gender-Based Harassment

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

Gender-Based Misconduct

Gender-based misconduct includes a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature. Gender-based misconduct encompasses gender-based harassment, sexual harassment, sexual assault, sexual exploitation, stalking, dating violence and domestic violence.

Sexual Assault: Penetration

Any form of vaginal, anal, or oral penetration, however slight, by a penis, tongue, finger, or object, without a person's affirmative consent.

Sexual Assault: Contact

Any sexual contact, including sexual touching for the purpose of sexual gratification of either party, without a person's affirmative consent. Sexual touching includes contact under or over clothing with the breasts, buttocks, genitals, groin or inner thigh, or touching another with any of these body parts; making another person touch any of these body parts under or over clothing; or the emission of ejaculate on the clothing or body of another person without that person's consent.

Domestic Violence

The use or threat of physical violence or sexual assault that is directed toward (1) a current or former spouse or intimate partner; (2) a person with whom one shares a child; or (3) anyone who is protected from the Respondent's acts under the domestic or family violence laws of New York. This violation includes behavior that seeks to establish power and control over another person by causing fear of physical or sexual violence. Domestic violence can be a single act or a pattern of behavior, depending on the frequency, nature, and severity of the conduct. Domestic violence may include: coercion, threats, intimidation, isolation, stalking, or other forms of emotional, psychological, sexual, technological, or economic abuse.

Dating Violence

The use or threat of physical violence or sexual assault that is directed toward a person who is or has been in a social relationship of a romantic or sexually intimate nature with the Respondent. This violation includes behavior that seeks to establish power and control over another person by causing fear of physical violence or sexual assault. Dating violence can be a single act or a pattern of behavior, depending on the frequency, nature, and severity of the conduct.

Stalking

A course of unwanted attention that is repeated or obsessive, directed toward an individual or a group that is reasonably likely to cause alarm, fear or substantial emotional distress. Stalking may take many forms, including but not limited to: lying in wait for, monitoring or pursuing contact. Stalking may occur in person or through telephone calls, text messages, unwanted gifts, letters, emails, surveillance, or other types of observation and communication.

Sexual Exploitation

Non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other illicit purpose. Acts of sexual exploitation include, but are not limited to: (1) non-consensual streaming, sharing or distribution of images, photography, video, or audio recording of sexual conduct, nudity or state of undress when and where there is a reasonable expectation of privacy, without the knowledge and affirmative consent of all participants; (2) observing, photographing, videotaping or making any other visual or audio recording of sexual conduct or nudity or state of undress when and where there is a reasonable expectation of privacy, without the knowledge and affirmative consent of all participants; (3) exposing one's genitals in non-consensual circumstances; (4) inducing incapacitation for the purpose of making another person vulnerable to gender-based misconduct.

Retaliation

Retaliation is unlawful under federal, state and local law. Retaliation is any adverse action or threatened action, taken or made, personally or through a third party, against an individual (or group of individuals) because of that individual's participation in any manner in an investigation or proceeding under this Policy, including individuals who file a third-person report and those who are interviewed or otherwise provide evidence in an investigation (witnesses). Retaliation is conduct that would discourage a reasonable person from reporting misconduct, participating in an investigation or taking other actions protected by this Policy. The adverse action need not be academic or job-related or occur in the classroom or workplace to constitute retaliation.

- Any individual or group of individuals, not just the Respondent or Complainant can be found to have engaged in retaliation.
- Retaliation includes threatening, intimidating, harassing or any other conduct that would discourage a reasonable person from engaging in activity protected under this Policy. Protected activity includes: reporting misconduct (either internally or with any antidiscrimination agency); participating in an investigation or adjudication; seeking services; receiving protective measures and accommodations.
- Retaliation includes maliciously and purposefully interfering with, threatening, or damaging the academic or professional career of another individual, before, during or after the investigation and resolution of a report of misconduct under this Policy.
- This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate.
- Retaliation may be found even when the underlying charge does not constitute discrimination, harassment or gender-based misconduct in violation of College policies.
- Any person found to have retaliated against another will be subject to disciplinary action even if the alleged discrimination, harassment or gender-based misconduct is found not to have violated this Policy.

CONSENSUAL ROMANTIC AND SEXUAL RELATIONSHIPS

Consensual romantic or sexual relationships between faculty (and other instructional staff) and students are not a violation of this Policy; however, such relationships are prohibited in certain circumstances. A complete explanation of the rules governing such relationships may be found in the [*Romantic or Sexual Relationships between Faculty \(and other instructional staff\) and Students Policy*](#).

DISABILITY ACCOMMODATIONS AND ACCESS

The College is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) as well as with other relevant federal, state and local disability laws. It is the College’s policy not to discriminate against any qualified employee, student or applicant with regard to any terms or conditions of employment or education based on that individual’s disability or perceived disability. Consistent with this policy of nondiscrimination, the College will provide reasonable accommodations to a qualified individual with a disability who has made the College aware of their disability and has engaged in an interactive process with the College to determine appropriate and reasonable accommodations (unless doing so places an undue hardship on the College or represents a fundamental alteration of the job, program or course).

Individuals with disabilities who believe they need reasonable accommodations to perform the essential functions of their job or to participate fully and equally in their education should contact the Office of Access and Services for Individuals with Disabilities (OASID) at: www.tc.columbia.edu/oasid, (212) 678-3689, or via email at oasid@tc.columbia.edu to discuss those concerns with OASID staff.

In addition, the College is committed to fostering a campus that is equally accessible to employees, students and applicants. Individuals with disabilities who have physical or digital access needs to the Teachers College community should also contact OASID to discuss their concerns.

REASONABLE ACCOMMODATION OF PREGNANCY

In accordance with federal, state and local law, the College will provide reasonable accommodations to employees and students based on the needs of pregnancy, childbirth or related medical conditions, unless doing so places an undue hardship on the College.

Employees seeking a reasonable accommodation based on the needs of pregnancy, childbirth or related medical conditions should contact [TC Human Resources](#) for guidance and assistance.

Students seeking a reasonable accommodation based on the needs of pregnancy, childbirth or related medical conditions should contact the TC Title IX Coordinator, Janice S. Robinson at jsr167@tc.columbia.edu, or via telephone at (212) 678-3391 for guidance and assistance.

REASONABLE ACCOMMODATION OF RELIGION

In accordance with federal, state and local law, the College will provide reasonable accommodations of religious practices and beliefs, unless doing so places an undue hardship on the College.

Employees seeking a religious accommodation should contact their supervisor or [TC Human Resources](#).

Students seeking a religious accommodation should initially work with their course instructor. If they cannot reach a suitable arrangement, students should consult with the appropriate program director or department chair. Students also may take the matter to the Office of the Provost for additional appeal.

Faculty, staff and students will not be penalized or retaliated against for requesting **any** type of accommodation.

DUTY TO ACT

Management and supervisory personnel are expected to take reasonable and necessary action to prevent discrimination and harassment, to take appropriate action when they learn directly or indirectly of conduct that may violate College policies, and to respond promptly and thoroughly to any such claims. Management and supervisor personnel are also responsible for reasonably accommodating their direct reports. For additional information regarding this obligation, please see the [TC Reasonable Accommodation Policy for Employees](#).

A manager or supervisor who fails to take appropriate action may be found to have violated the College's policies even in situations where the underlying event does not constitute discrimination or harassment. Upon notice that a direct report is a Respondent in an allegation of prohibited conduct, the Respondent's immediate supervisor(s) will take prompt and effective remedial action to immediately stop the prohibited conduct, as well as prevent its recurrence.

For purposes of this Policy, management and supervisory personnel include:

- Any employee having formal supervisory responsibility over employees;
- Faculty in such roles as department chair, program director, institute director, center director, dean or similar position supervising other faculty and/or staff;⁵ and
- Principal Investigators on a grant or contract act in a supervisory capacity over the individuals in the lab or research they lead.

DUTY TO REPORT

Abuse of Minors

All College employees are directed contact the police (911) if they believe a child is in immediate danger and to then report to Tamara Britt, TC Vice President and General Counsel at (212) 678-3438, Janice S. Robinson, Vice President for Diversity and Community Affairs and TC Title IX Coordinator at (212) 678-3391, or Public Safety at (212) 678-3333

To report child abuse externally, employees are directed to contact the NYS Child Abuse Hotline (800-635-1522 (mandated reporters) or 800-342-3720 (others)), and then must report to Tamara Britt, TC Vice President and General Counsel at (212) 678-3438, Janice S. Robinson, Vice President for Diversity and Community Affairs and TC Title IX Coordinator at (212) 678-3391, or Public Safety at (212) 678-3333.

A copy of the College's policy on Abuse and Harassment of Minors can be found here:

[Guidance for Teachers College Faculty and Staff on Reporting Obligations.](#)

Prohibited Gender-Based Misconduct

All Teachers College employees have a duty to report any instance or allegation of prohibited gender-based misconduct, including: sexual harassment, sexual assault, dating violence, domestic violence, stalking, gender-based harassment and sexual exploitation, that is disclosed to, observed, or otherwise known by that employee.

Prohibited gender-based misconduct should be reported immediately to the TC Title IX Coordinator, Janice S. Robinson at:

- [Via report form](#)
- By phone at (212) 678-3391
- By email jsr167@tc.columbia.edu

⁵ For example, faculty and other instructional staff may supervise teaching assistants, course assistants, research assistants, department secretaries and other staff members.

- By mail at 525 West 120th Street, 128 Zankel Hall Box 220, New York, NY 10027
- By hand delivery to 128 Zankel Hall

Other Prohibited Conduct

The College strongly encourages all employees to report any other form of discrimination or harassment to the Office of the Vice President for Diversity and Community Affairs (ODCA) and/or the employee's designated Human Resources representative.

Managers and Supervisors

Managers and supervisors **must** report any instance or allegation of prohibited conduct by an employee or third party that is disclosed to, observed or otherwise known by them to ODCA and/or their designated human resources representative (who will report to immediately and coordinate with ODCA regarding the appropriate College response).

Failure of a manager or supervisor to report any instance or allegation of prohibited conduct by an employee or third party that is disclosed to, observed or otherwise known by the manager or supervisor will constitute a violation of this Policy and may result in disciplinary action, even in situations where the College determines that the underlying conduct does not constitute a policy violation.

Employees Not Required to Report

College employees serving in a privileged professional capacity (e.g., counselors) ⁶ are not obligated to report and, absent a request by the Complainant, should not report information disclosed to them in their capacity as a privileged professional, except as required by law.

Similarly, the College Ombuds Officer will not provide the College or the Title IX Coordinator with identifying information concerning individuals who disclose possible incidents of discrimination or harassment. The College Ombuds Officer will quarterly provide the College with limited, nonidentifiable information intended to permit the College to assess the incidence of such prohibited conduct and, where appropriate, include such incidents in the College's Annual Security Report.

If an employee has any question about who is the appropriate College contact to whom that employee should report potential prohibited conduct, the employee should contact ODCA staff at (212) 678-3391 or via email at odca@tc.columbia.edu for guidance.

PRIVACY AND CONFIDENTIALITY

The College values the privacy of its faculty, staff, students and all community members. Some campus resources are confidential and will not share any identifying information with others,

⁶ Individuals trained as psychologists, counselors and lawyers have a legal obligation of confidentiality to their patients and clients, but not to their students, colleagues or others. While faculty will protect student privacy to the extent possible, the law does not protect student or colleague confidences shared with administrators or faculty members. Psychologists hired as faculty/instructors/lecturers/adjuncts are not confidential.

except as required by law in emergency situations. Other resources are not confidential, but will protect the privacy of a faculty, staff or student to the greatest extent possible and will share information with other staff on a need-to-know basis. Appendix B contains resource information regarding including whether the resource is confidential.

EDUCATION AND TRAINING PROGRAMS

All College employees are expected to read, understand and adhere to this Policy. The College provides educational and training programs for faculty and staff concerning conduct that may constitute a violation of College policies and the procedures applicable to alleged violations. All College employees are required⁷ to participate in training programs offered to them and to be knowledgeable about the College's policies and procedures.

Requests for live training as well as any questions about the College's policies and procedures should be addressed to the Office of the Vice President for Diversity and Community Affairs at odcatraining@tc.columbia.edu.

ACADEMIC FREEDOM

Nothing in this Policy shall abridge academic freedom or the College's educational mission. This Policy is not intended to inhibit or restrict academic freedom or genuine contributions to the marketplace of ideas. Prohibitions against discrimination and harassment do not extend to statements or written materials that are relevant and appropriately related to the subject matter of educational courses.

RESOURCES

The College provides a variety of resources for individuals who believe they have experienced prohibited conduct and all parties involved in the resolution and investigative processes. Contact information for these resources and other community providers is provided Appendix B.

⁷ All Teachers College employees are required to complete annual online discrimination, harassment and gender-based misconduct training. Access to the training platform may be found in the myTC portal under Support Resources.

PROCEDURES

COMPLAINTS OF PROHIBITED CONDUCT

Teachers College provides a range of options for those who believe they have experienced Prohibited Conduct and individuals are encouraged to bring their concerns to the College's attention immediately. The College takes allegations of Prohibited Conduct very seriously, will actively respond to alleged discrimination and/or harassment and will take remedial action, where appropriate. The College does not limit the time for submitting a complaint of Prohibited Conduct, but strongly urges the immediate reporting of complaints or concerns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination and/or harassment. The College's ability to investigate and respond effectively may be reduced with the passage of time.

Where to Report

Those who have experienced Prohibited Conduct by a College employee or third party may notify ODCA. If particular circumstances make a discussion with, or a complaint to ODCA inappropriate (for instance, the complaint involves an ODCA employee), incidents may be reported to Human Resources or the Complainant's supervisor. The College takes allegations of Prohibited Conduct very seriously and will take appropriate action against all alleged discrimination and/or harassment, even in the absence of a complaint.

Complaints may be submitted in writing or made orally to ODCA. Complaints may be submitted to ODCA by any of the following methods:

- By phone at (212) 678-3391
- [Via report form](#)
- By email at odca@tc.columbia.edu
- By mail at 525 West 120th Street, 128 Zankel Hall Box 220, New York, NY 10027
- By hand delivery to 128 Zankel Hall

Individuals with Limited English Proficiency

Teachers College is dedicated to ensuring that individuals with Limited English Proficiency can participate fully and equally in the TC community. Individuals with Limited English Proficiency can receive this complaint process in their primary language as well as access translation and interpretation services. In order to, receive a copy of this complaint process in your primary language, to request translation or interpretation services, or request any other related services, contact ODCA:

- By phone at (212) 678-3391
- By email at odca@tc.columbia.edu
- By mail at 525 West 120th Street, 128 Zankel Hall Box 220, New York, NY 10027
- By hand delivery to 128 Zankel Hall

Individuals with Disabilities

Teachers College is dedicated to ensuring that individuals with disabilities can participate equally in the TC community. Teachers College Office of Access and Services for Individuals with Disabilities (OASID) can provide this policy, which includes the information about the complaint process, in disability-related alternative text formats (e.g., immersive reader, electronic braille, BeeLine Reader, audio MP3, ePub, HTML). This policy is also screen reader accessible. Go to my.tc.columbia.edu to find the Policy and Procedures on the Protection from Discrimination and Harassment and download the document from the TC policy library.

Contact OASID for disability-related alternative text formats, or any other related services:

- By phone at (212) 678-3689
- By website www.tc.columbia.edu/oasid
- By email at oasid@tc.edu
- By mail at 525 West 120th Street, 301 Zankel Hall Box 105, New York, NY 10027
- By hand delivery to 301 Zankel Hall

To the extent possible, the complaint should include the following information: the identity and status of the Complainant and the Respondent (e.g., employee, student); details concerning the incident(s) or conduct that gave rise to the complaint; date(s) of, and location(s) of the incident(s); the identity and status of any witness(es) to the incident(s) with telephone numbers, e-mail addresses, and street addresses if known. Reports may be submitted anonymously, by witnesses, or by others who are made aware of the incident.

The College will, as appropriate, assess complaints against third parties or unknown individuals discriminating against or harassing College employees or students. The College will take appropriate steps to protect employees, non-employees providing services on campus, students, and the College community as a whole.

If employees choose to direct their complaints or allegations of Prohibited Conduct to their managers, supervisors, or Human Resources, then those individuals, as mandatory reporters, will report the alleged conduct to ODCA. Except in matters falling under the Sexual Misconduct Procedures (described below), union members may file complaints with their collective

bargaining unit unless prohibited by their collective bargaining agreement, or unless an inherent conflict of interest would interfere with a fair adjudication in the collective bargaining unit. The proceedings will be governed by the applicable procedures of the applicable collective bargaining agreement: <https://www.tc.columbia.edu/human-resources/policies--union-contracts/union-contracts/>.

If an individual files a complaint with more than one College department or office regarding the same incident, ODCA, in consultation with the other departments, will determine the appropriate department to conduct the investigation. Complaints shall not be investigated by more than one department or office simultaneously, nor will a department or office investigate a complaint after another department/office has completed an investigation into that claim.⁸

Action Taken By ODCA

Initial Assessment of Complaints

After receiving a report of possible prohibited conduct, ODCA will conduct an initial assessment to evaluate whether, if substantiated, the conduct constitutes a Policy violation and whether there is a reasonable basis to engage in the investigative process. Reasonable basis is defined as the existence of some credible information to support the alleged violation and can include a credible witness or Complaint's narrative, among others. ODCA will assess the available information, determine if a complaint is supported or unsupported by any such information, and take the following actions:

- ODCA may dismiss the complaint if it determines that the report does not allege facts that, if substantiated, would constitute a violation of the Policy, or that the facts as alleged in the report are refuted by evidence or information known to or possessed by the Office;
- ODCA may refer the report to another office such as Human Resources to address the alleged conduct through alternate means;
- ODCA will review available options for resolution with the parties, including but not limited to investigation, and other options for informal resolution such as personal informal resolution, administrative resolution, mediation, facilitated dialogues and/or communications between the parties. Informal resolution is not available for allegations of sexual harassment and sexual assault.

ODCA can require an investigation upon assessment of a complaint, even if the parties request an alternative resolution. ODCA's assessment includes, without limitation, whether there is sufficient information to conduct an investigation and the nature and scope of the alleged prohibited conduct.

Resolutions

Individuals who believe they have experienced Prohibited Conduct (non-gender based misconduct) have various options for resolution both informally and formally.

⁸ "Grievances of academic appointees shall first be considered or given a hearing through regular administrative channels. If action taken is not satisfactory to the complainant, appeal may be taken to the Faculty Advisory Committee." See Faculty Handbook Section 2.VI.B.13.

Options for Informal Resolution

Informal resolution options are not available for individuals who have experienced sexual harassment or sexual assault.

Options for informal resolution may be available for individuals who have experienced domestic violence, dating violence and/or stalking depending on the resolution involved.

For all other forms of Prohibited Conduct, the College will provide each party with sufficient information to make an informed decision to consent to any form of informal resolution.

Personal Informal Resolution

A person who believes that they have experienced discrimination or harassment, based on their membership in a protected class may choose to work with the alleged offender directly through various approaches including:

- a face-to-face discussion,
- a personal telephone conversation,
- email correspondence, or
- other communication.

In some cases, this may effectively resolve the situation; in others, they may be ineffective or place the complaining individual in an uncomfortable, insecure or compromised position. Under no circumstances should an individual feel pressured to attempt informal resolution. If these measures prove unsuccessful, the individual may choose to pursue other methods of resolution.

College-Assisted Informal Resolution Options

If both parties consent and sexual harassment or sexual assault is *not* involved, the College may offer to facilitate informal procedures involving both parties. Such approaches will be pursued only with the consent of both parties, and either party has the right to terminate the process and begin the formal process at any time. If any of these approaches result in a resolution, any formal procedures will be concluded and the matter closed. If the parties are unable to reach a resolution, a Complainant may choose to proceed with a formal resolution.

Facilitated Conversation

TC encourages a facilitated conversation whenever practical and appropriate. A facilitated conversation may take place only if the Complainant and Respondent both agree to participate. A matter is resolved through a facilitated conversation only if all parties agree on the resolution.

Employees may seek assistance from their manager or supervisor, or other College entity to facilitate a conversation between the parties to discuss the allegations and a possible resolution of the matter. *Students* may seek out their faculty member or instructor, program director or department chair for assistance in requesting a facilitated conversation to discuss the allegations and a possible resolution of the matter.

Formal Mediation

Mediation is a private process where parties can participate in a search for mutually acceptable solutions. Mediation requires the consent of both parties and suspends any formal procedures for up to thirty (30) business days, which can be extended with the consent of both parties and at the discretion of the College. TC may facilitate mediation between parties who agree to mediation.

Parties may agree upon a variety of resolutions such as modification of work assignment, training for department staff, or an apology. Because mediation is a voluntary process, formal disciplinary action cannot be imposed against a Respondent. Parties may agree to a resolution that is oral or embodied in a written agreement. The final resolution is private unless the parties agree otherwise.

Alternate Resolution

The College may seek to resolve certain Prohibited Conduct through an informal process involving both the Complainant and Respondent. This form of resolution can take place prior to a formal resolution.

Supportive and Interim Measures

Where appropriate, the College will work with individuals affected by Prohibited Conduct to ensure their safety and promote their well-being. In addition to providing preliminary information regarding the resolution processes, ODCA Staff will discuss the availability of supportive and interim measures with both parties. This assistance may take the form of supportive measures intended to support or to protect the employee or student in the aftermath of an incident and interim measures while an investigation or disciplinary action is pending. Parties may request supportive or interim measures even in cases where an investigation is not undertaken or the Complainant or Respondent has declined to participate in the College proceeding or where applicable, a criminal process. The College will evaluate any request for supportive or interim measures in light of the circumstances and information available at the time of the request.

Supportive and interim measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence or administrative leave, no contact directives, increased security and monitoring of certain areas of the campus, and other similar measures.

The College also will assist parties seeking accommodations for a disability in connection with the process of reporting or responding to an incident of prohibited conduct by working with the Office of Access and Services for Individuals with Disabilities (OASID).

The imposition of supportive and interim measures does not indicate that the College has made a final decision about the report of prohibited conduct. The College will provide notice about these supportive and interim measures only to those who need to know in order to make them effective. Failure to comply with supportive and/or interim measures or other directives is a violation of College Policy and may lead to additional disciplinary action.

All parties and witnesses are expected to continue to perform their job responsibilities during the course of an ODCA resolution process. Supportive and interim measures are intended to support parties in fulfilling their job responsibilities.

Formal Resolution

Investigation

Any individual who wishes to make a formal complaint of prohibited conduct may submit a written complaint to the ODCA. If a Complainant feels unable to prepare a written complaint themselves, ODCA will make a record of the Complainant's oral statements that the Complainant may review, correct any inaccuracies, and sign. To the extent possible, the Complainant should include the following information: the identity and status of the Complainant and Respondent; details concerning the incident(s) or conduct that gave rise to the complaint, including the date(s) of the incident(s) and location(s) of the incident(s); and the identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses and street addresses.

Except in matters falling under the **Sexual Misconduct Procedures** (described below), union members also may file complaints with their collective bargaining unit unless prohibited by their collective bargaining agreement or unless inherent conflict of interest would interfere with a fair adjudication in the collective bargaining unit. The proceedings will be governed by the applicable procedures of the applicable [collective bargaining agreement](#).

Upon receiving a written or verbal formal complaint that a College employee or third party has allegedly engaged in Prohibited Conduct, ODCA will initiate an investigation. The Vice President for Diversity and Community Affairs will assign an investigative team to conduct the investigation and may, in their sole discretion, assign the investigation an outside investigator.

Confidentiality

A Complainant may request that the College not disclose the Complainant's identity to anyone else, including the alleged offender; however, the College cannot guarantee that the Complainant's identity will not be disclosed. The College strives to preserve the privacy of information shared with the College leading up to and during an investigation where such privacy does not conflict with its obligations to conduct a prompt and thorough investigation.

The investigative team will interview the Complainant, the Respondent, witnesses, and any other persons with relevant information about the alleged incident(s). The investigative team may also review personnel records and other documents deemed relevant to the investigation. The investigative team acting on behalf of the College has the authority and responsibility to gather information from all sources judged necessary for a fair resolution of a complaint. The Complainant and Respondent may suggest witnesses the investigative team should interview and documentation they should consider. The investigative team, however, has complete discretion to determine which witnesses to interview and which documents to consider. Complainants, Respondents, witnesses and advisors will not be permitted to record anything related to the investigation and/or disciplinary process.

During the investigation process, no party is permitted to be represented by legal counsel. The **Sexual Misconduct Procedures** for claims of sexual assault, dating violence, domestic violence and stalking and student complaints of gender-based misconduct permit advisors of choice (who may be an attorney) (as described below). Members of collective bargaining units are entitled to union representation during any investigation process. The union representative may not actively participate in or interfere with the investigative process.

Participants are expected to cooperate fully with the College investigation. Providing false or misleading information, or submitting a report or complaint in bad faith, may subject an individual to discipline under this Policy. All parties and witnesses involved in an investigative process are urged to respect the integrity of the procedures and legitimate privacy interests of the parties and witnesses. This does not prohibit either a Complainant or Respondent from consulting with or obtaining support from family members, counselors, therapists, clergy, doctors, attorneys or similar resources.

Investigative Findings and Disciplinary Recommendations

The College strives to conduct all investigations fairly and complete them in a timely fashion (and if applicable, within any time period prescribed by law).

Upon conclusion of the investigation, the investigative team will provide a written investigative report (Investigative Report) to the Complainant, the Respondent, and the Respondent's supervisor(s). The Investigative Report will summarize the alleged prohibited conduct that was the subject of investigation, identify the Prohibited Conduct at issue, briefly detail the investigative steps, and inform the parties of ODCA-respective finding(s) as to whether the conduct constituted a violation of the Policy. If the investigative team finds that the Respondent has engaged in the Prohibited Conduct at issue, the investigative team will forward a disciplinary recommendation to the Respondent's supervisors. The Investigative Report will also inform the parties that they have five (5) days to appeal as described below.

Discipline

If the investigative team finds that the Respondent has engaged in Prohibited Conduct, the Respondent's supervisor(s) will be informed of the finding(s) and based on the facts and circumstances of the case and, in consultation with appropriate College officials (including ODCA), will be tasked with implementing appropriate discipline for the Respondent.

The Respondent's supervisor(s) may consider instances of previous Prohibited Conduct, the seriousness of the violation, the totality of the information available, and any extenuating or aggravating circumstances the designated supervisor(s) deems relevant.

Discipline may include, but is not limited to: reprimand/warning, change of Respondent's job duties, disciplinary probations, revocation of honors and awards, restricted access to College and University facilities or activities (including College housing), a "no contact" order, transfer of a Respondent's College-provided residence, transfer of Respondent's workplace/station, demotion, suspension, and dismissal or restriction from College employment. The College may also require training or recommend counseling.

Appeal

Either party may appeal the determination. There are two grounds for appeal: (1) the party has new information, unavailable at the time of the investigation; that may change or affect the outcome; or (2) there was a procedural error that may have impacted the outcome. Disagreement with the finding is not, by itself, grounds for appeal. The appeal must be in writing and may be no longer than five double-spaced, type-written pages. The appeal must be delivered to the Vice President for Diversity and Community Affairs within five (5) business days of delivery of the Investigative Report to the parties (via email, mail or hand delivery). Failure to meet the deadline for appeal shall result in waiver of the right to appeal. The College reserves the right to investigate and take any necessary action of its own accord based on new information or events that were not known during the course of the initial investigation.

On receipt of the appeal, the Vice President will designate an Appeal Officer in the matter and will forward the appeal to the Appeal Officer for review. The designated Appeal Officer will be a senior administrator at the College. Thereafter, the Vice President will notify the party who is not appealing that an appeal was filed, the grounds for appeal asserted, and the identity of the Appeal Officer. The non-appealing party will be permitted to submit a written response to the appeal, which shall be no longer than five double-spaced type-written pages to the Vice President within five (5) business days of receiving notice of the appeal. The Vice President will forward any response to the Appeal Officer.

The Appeal Officer may conduct such proceedings as the officer deems appropriate, but will not normally hear the testimony of witnesses.

The Appeal Officer should render a written decision within ten (10) business days of receipt of any response from the non-appealing party, and will forward the written decision to the Vice President. The Vice President will provide written notice to the parties of the final disposition of the matter. Once submitted to the Vice President, the decision of the Appeal Officer is not subject to further review. Faculty members have additional appeal rights under the College's Statutes; as required by applicable law, any available appeal rights will be available to both the Complainant and the Respondent in any matter.

Any discipline imposed prior to the filing of the appeal will stand during the appeal period. Discipline may also be imposed while the appeal is pending.

Corrective Action

The College may also determine that additional measures are appropriate to respond to the effects of the incident on the College community. Additional responses for the benefit of the community may include increased monitoring, supervision, or security at locations or activities where the prohibited conduct occurred, additional training and educational materials for students and employees and revision of policies.

PROCEDURES

SEXUAL MISCONDUCT

- For allegations of **sexual harassment**
- For allegations of **sexual assault, domestic violence, dating violence, or stalking** when the Complainant is an employee or third party; and all types of **gender-based misconduct** when the Complainant is a student

The Sexual Misconduct Procedures apply to reports of sexual harassment,⁹ sexual assault, domestic violence, dating violence, stalking and retaliation relating to such claims against employees and third parties when the complainant is an employee or third party. These procedures also apply to all gender-based misconduct (including sexual assault, domestic violence, dating violence, stalking, sexual harassment, gender-based harassment, sexual exploitation, retaliation and other forms of discrimination based on gender or sex) against employees and third parties when the complainant is a student. Allegations of Gender Based Misconduct against Teachers College students are governed by the [*Gender-Based Misconduct Policy and Procedures for Students*](#).

Reports of alleged Sexual Misconduct may be submitted by those who experienced Sexual Misconduct, by witnesses, or by others made aware of the incident. Nothing in the Sexual Misconduct Procedures shall affect the College's inherent authority to take actions it deems appropriate to further the educational mission or to protect the safety and security of the TC community, including its authority to terminate at-will employees immediately, with or without cause. While these Sexual Misconduct Procedures identify TC offices or employees who typically perform certain roles, the College may designate others to perform any roles or duties described.

The College encourages all students, staff and faculty and third parties affected by Sexual Misconduct to seek immediate assistance. Seeking assistance promptly may be important to ensure someone's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the College and/or law enforcement in responding effectively. Assistance is available 24 hours a day, 7 days a week.

COMPLAINTS OF SEXUAL MISCONDUCT

Teachers College provides a range of options for those who believe they have experienced sexual misconduct and individuals are encouraged to bring their concerns to the College's attention immediately. The College takes allegations of Sexual Misconduct very seriously, will actively

⁹ Please be aware that the federal definition of sexual harassment under the new Title IX regulations is different from the definitions found in NYC and NYS laws. Therefore, as noted above, Teachers College has created a separate policy to address those behaviors that fall under the federal definition.

respond to alleged Misconduct, and will take remedial action, where appropriate. The College does not limit the time for submitting a complaint of Sexual Misconduct, but strongly urges the immediate reporting of complaints or concerns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of Sexual Misconduct. The College's ability to investigate and respond effectively may be reduced with the passage of time.

Where to Report

Those who have experienced Sexual Misconduct by a College employee or third party should notify the TC Title IX Coordinator. If particular circumstances make a discussion with, or a complaint to the Title IX Coordinator inappropriate (for instance, the complaint involves the Title IX Coordinator), incidents may be reported to a designee. The College takes allegations of Sexual Misconduct very seriously and will take appropriate action against all alleged sexual harassment, sexual assault, domestic violence, dating violence, stalking and all forms of student reports of gender-based misconduct, even in the absence of a complaint.

Reports and/or complaints may be made in writing or made orally to an employees' manager or supervisor, or to the TC Title IX Coordinator. All employees, especially management and supervisory personnel, have a duty to report allegations of Sexual Misconduct to the TC Title IX Coordinator. Complaints and/or reports should be submitted directly to the TC Title IX Coordinator by any of the following methods:

- By phone at (212) 678-3391
- By email at jsr167@tc.columbia.edu
- [Via report form](#)
- By mail to 525 West 120th Street, 128 Zankel Hall Box 220, New York, NY 10027
- By hand delivery to 128 Zankel Hall

To the extent possible, the complaint and/or report should include the following information: the identity and status of the Complainant and the Respondent (e.g., employee, student); details concerning the incident(s) or conduct that gave rise to the complaint; date(s) of, and location(s) of the incident(s); the identity and status of any witness(es) to the incident(s) with telephone numbers, e-mail addresses, and street addresses if known. Reports may be submitted anonymously, by witnesses, or by others who are made aware of the incident.

The Title IX Coordinator will, as appropriate, assess complaints against third parties or unknown individuals engaging in Sexual Misconduct against College employees or students. The College will take appropriate steps to protect employees, non-employees providing services on campus, students, and the College community as a whole.

All College employees (including participants) are expected to cooperate fully with the College investigation. Providing false or misleading information, or submitting a report or complaint in bad faith, may subject an individual to discipline under this Policy. All parties and witnesses involved in an investigative process are urged to respect the integrity of the procedures and legitimate privacy interests of the parties and witnesses. This does not prohibit either a

Complainant or Respondent from consulting with or obtaining support from family members, counselors, therapists, clergy, doctors, attorneys or similar resources.

Initial Assessment of Complaints and Reports

After receiving a report of possible sexual misconduct, the Title IX Coordinator will designate the report to the ODCA Title IX Staff who will conduct an initial assessment to evaluate whether, if substantiated, the conduct constitutes a Policy violation and whether there is a reasonable basis to engage in the investigative process. Reasonable basis is defined as the existence of some credible information to support the alleged violation and can include a credible witness or Complainant's narrative, among others. The ODCA Title IX Staff will assess the available information, determine if a complaint is supported or unsupported by any such information, and take the following actions:

- The ODCA Title IX Staff may dismiss the complaint if it determines that the report does not allege facts that, if substantiated, would constitute a violation of the Policy, or that the facts as alleged in the report are refuted by evidence or information known to or possessed by the Office;
- The ODCA Title IX Staff may refer the report to another office such as Human Resources to address the alleged conduct through alternate means;
- The ODCA Title IX Staff will review available options for resolution with the parties, including but not limited to investigation, and other options for informal resolution such as personal informal resolution, administrative resolution, mediation, facilitated dialogues and/or communications between the parties. Informal resolution is not available for allegations of sexual harassment and sexual assault.

ODCA Title IX Staff can require an investigation upon assessment of a complaint, even if the parties request an alternative resolution. ODCA's assessment includes, without limitation, whether there is sufficient information to conduct an investigation and the nature and scope of the alleged misconduct.

ALLEGATIONS OF SEXUAL HARASSMENT

Formal Resolution - Investigation

The College will investigate all complaints and/or reports about suspected sexual harassment in a private and timely manner.

Upon receipt of a written or verbal complaint and/or report that a College employee or third party has allegedly engaged in sexual harassment, the Title IX Coordinator will designate the ODCA Title IX Staff to conduct an immediate review of the allegations and take any interim actions, as appropriate. If the complaint is oral, the Complainant will be encouraged to complete the TC Complaint Form. If the Complainant refuses, the ODCA Title IX Staff will prepare the Complaint Form based on the oral reporting. The Title IX Coordinator will assign the investigation to an appropriate College Title IX investigative team or to an outside investigator to conduct the investigation.

The investigative team will conduct a prompt, thorough and private investigation that ensures a fair process for all parties. The investigative team will interview the Complainant, the Respondent and any other persons with relevant information about the alleged incident(s). The investigative team will inform Complainants of their right to file a sexual harassment complaint or a charge externally.¹⁰ The investigative team will preserve, obtain and review all evidence including documents, emails or phone records relevant to the allegations. Acting on behalf of the College, the investigative team has the authority and responsibility to gather information from all sources judged necessary for a fair resolution of a complaint. The Complainant and Respondent may suggest witnesses the investigative team should interview and documentation they should consider. The investigative team, however, has complete discretion to determine which witnesses to interview and which documents to consider. Complainants, Respondents, and witnesses will not be permitted to record anything related to the investigation and/or disciplinary process.

During the sexual harassment investigation process, no party is permitted to be represented by legal counsel. Members of collective bargaining units are entitled to union representation during any resolution or investigation process.

Investigative Findings and Disciplinary Recommendations

The investigative team will complete the investigation and submit a determination to the Title IX Coordinator in a timely fashion. The investigative team will make a determination on the basis of preponderance of the evidence (it is more likely than not that the behavior occurred), taken in its totality and considering any attendant circumstances.

Upon conclusion of the investigation, the investigative team will provide a written investigative report to the Complainant, the Respondent, and the Respondent's supervisor(s). The Investigative Report will summarize the alleged sexual harassment, briefly detail the investigative steps, and inform the parties of the investigative team's respective finding(s) as to

¹⁰ For a list of external agencies, please see Appendix C.

whether the conduct constituted a violation of the Policy. The Investigative Report will also inform the parties that they have ten days to appeal.

If the investigative team finds that the Respondent has engaged in sexual harassment, the investigative team will forward a disciplinary recommendation to the Respondent's supervisors. In making such a recommendation, the investigative team shall consider records of previous conduct or behavior, the seriousness of the violation, the totality of the information available (including investigative records) and any extenuating or aggravating circumstances the investigator deems relevant.

Discipline

The Title IX Coordinator will consult with the Respondent's supervisor regarding possible discipline and along with the supervisor, based on the facts and circumstances of the case, they may consider instances of previous Prohibited Conduct or Misconduct, the seriousness of the violation, the totality of the information available, and any extenuating or aggravating circumstances the supervisor deems relevant in determining appropriate discipline. The Respondent's supervisor will impose discipline that is fair and appropriate given the facts of the particular case; adequate to protect the safety of the campus community and reflective of the seriousness of the sexual harassment.

The Respondent's supervisor and Title IX Coordinator will consider relevant factors, which may include: (1) the specific conduct at issue; (2) the circumstances accompanying any lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the Respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the Complainant; (5) the Respondent's prior disciplinary history; (6) the safety of the College community; and (7) the Respondent's conduct during the disciplinary process.

In determining what discipline will protect the safety of the College community, Respondent's supervisor may be advised by Public Safety or other experts and will consider: (1) the risk that the Respondent may engage in additional Misconduct; and (2) the deterrent or permissive effect of a particular discipline on the campus community, including on particular individuals and organizations aware of the offense (keeping in mind that discipline must always be fair and appropriate for the particular case).

The Respondent's supervisor will generally render a disciplinary decision within 10 business days following issuance of the final investigation report. The Respondent's supervisor will communicate the disciplinary decision in writing to the Title IX Coordinator who will notify the Complainant and Respondent in writing.

Discipline may include, but is not limited to: reprimand/warning, change of Respondent's job duties, disciplinary probations, revocation of honors and awards, restricted access to College and University facilities or activities (including College housing), a "no contact" order, transfer of a Respondent's College-provided residence, transfer of Respondent's workplace/station, demotion, suspension, and dismissal or restriction from College employment. The College may also require training or recommend counseling.

Appeal

Either party may appeal the determination. There are two grounds for appeal: (1) the party has new information, unavailable at the time of the investigation that may change or affect the outcome; or (2) there was a procedural error that may have impacted the outcome. Disagreement with the finding is not, by itself, grounds for appeal. The appeal must be in writing and may be no longer than five double-spaced, typewritten pages. The appeal must be delivered to the Title IX Coordinator within ten (10) business days of delivery of the determination to the parties (via email, mail or hand delivery). Failure to meet the deadline for appeal shall result in waiver of the right to appeal. The College reserves the right to investigate and take any necessary action of its own accord based on new information or events that were not known during the course of the initial investigation.

On receipt of the appeal, the Title IX Coordinator will designate an Appeal Officer in the matter and will forward the appeal to the Appeal Officer for review. The appeal officer will be a senior administrator at the College. Thereafter, the Title IX Coordinator will notify the party who is not appealing that an appeal was filed, the grounds for appeal asserted, and the identity of the Appeal Officer. The non-appealing party will be permitted to submit a written response to the appeal, which shall be no longer than five double-spaced typewritten pages to the Title IX Coordinator within five (5) business days of receiving the notice of the appeal. The Title IX Coordinator will forward any response to the Appeal Officer.

The Appeal Officer may conduct such proceedings as the officer deems appropriate, but will not normally hear the testimony of witnesses.

The Appeal Officer will render a written decision within ten (10) business days of the initial receipt of the appeal, and will forward the written decision to the Title IX Coordinator. The Title IX Coordinator will provide written notice to the parties of the final disposition of the matter. Once submitted to the Title IX Coordinator, the decision of the Appeal Officer is not subject to further review. Faculty members have additional appeal rights under the College's Statutes; as required by applicable law, any available appeal rights will be available to both the Complainant and the respondent in any matter.

Any discipline imposed prior to the filing of the appeal will stand during the appeal period. Discipline may also be imposed while the appeal is pending.

Corrective Action

The College may also determine that additional measures are appropriate to respond to the effects of the incident on the College community. Additional responses for the benefit of the community may include increased monitoring, supervision, or security at locations or activities where the prohibited conduct occurred, additional training and educational materials for students and employees and revision of policies.

ALLEGATIONS OF OTHER SEXUAL MISCONDUCT (INCLUDING SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING AND STUDENT COMPLAINTS OF GENDER BASED MISCONDUCT)

Confidentiality

A Complainant may report Sexual Misconduct to the Title IX Coordinator and request in writing that the Title IX Coordinator not disclose the Complainant's identity to anyone else, including the person who allegedly committed the misconduct. While such a request may limit the ability to investigate and respond to the reported sexual misconduct, the Title IX Coordinator will consider the request in light of the College's commitment to provide a safe and non-discriminatory environment and will honor the request whenever possible.

In considering the request, the Title IX Coordinator will weigh the following factors:

- Circumstances that suggest there is an increased risk of the Respondent committing additional acts of sexual misconduct or other acts, such as:
 - Whether there have been other sexual misconduct complaints about the same Respondent
 - Whether the Respondent threatened further misconduct against the Complainant or others, and/or
 - Whether the sexual misconduct was committed by multiple perpetrators.
- Circumstances that suggest there is an increased risk of future acts of sexual misconduct under similar circumstances, such as a pattern of perpetration, via illicit use of drugs or alcohol, a given location or by a particular group,
- Misconduct alleged involved the use of a weapon,
- Age of the Complainant,
- Whether the College possesses other means to obtain relevant evidence, such as security cameras, witnesses and/or physical evidence.

The Title IX Coordinator will promptly notify the Complainant in writing whether the College will be able to honor the Complainant's request for confidentiality. At the Complainant's written request, the Title IX Coordinator will also notify the Respondent in writing, including that the Complainant asked the Title IX Coordinator not to investigate.

Whether or not the Title IX Coordinator is able to grant a request to keep the Complainant's identity confidential, College personnel will reveal information about investigations and disciplinary proceedings related to Sexual Misconduct only to those who need to know in order to carry out their duties and responsibilities. In all cases, the College will take appropriate steps designed to counteract the effects of the alleged Sexual Misconduct, prevent its recurrence and provide supportive measures for the parties involved.

Student Amnesty for Alcohol and/or Drug Use

The health and safety of every student at TC is of utmost importance. TC recognizes that students who have been drinking and/or using drugs (whether use is voluntary or involuntary) at the time

that violence, including but not limited to sexual assault, domestic violence, dating violence, or stalking occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report sexual assault, domestic violence, dating violence, or stalking to TC officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any assault to College officials or law enforcement will not be subject to disciplinary action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual assault, domestic violence, dating violence, or stalking.

A Complainant has the option to choose whether they will notify and seek assistance from law enforcement and from campus authorities.

Advisors of Choice

Student Complainants may be accompanied by an advisor of their choice to any meeting related to any incident of gender-based misconduct, including sexual assault, domestic violence, dating violence, stalking, sexual harassment, gender-based harassment, sexual exploitation, related retaliation and other forms of discrimination based on gender or sex.

Employee Complainants and Respondents may be accompanied by the advisor of their choice to any meeting related to an incident of sexual assault, dating violence, domestic violence, stalking or retaliation relating to an incident of such misconduct. For incidents of sexual assault, dating violence, domestic violence, stalking, sexual harassment, gender-based harassment, sexual exploitation, related retaliation and other forms of discrimination based on gender or sex – when a student is the complainant and exercises their right to be accompanied by an advisor, employee respondents will be permitted to be accompanied by an advisor as well.

Guidelines for Advisors of Choice

Advisors may provide support and advice about the resolution and investigation process. An advisor may not intervene in a meeting or address an investigator or other disciplinary officials. If any advisor's conduct is not consistent with these guidelines, the advisor may be excluded from the process. While efforts will be made to accommodate the schedules of advisors, the process will not be unduly delayed due to an advisor's unavailability. Advisors who are attorneys are permitted whenever advisors are permitted (as set forth above).

Options for Informal Resolution

Informal resolution options are not available for individuals who have experienced sexual harassment or sexual assault.

Options for informal resolution may be available for individuals who have experienced domestic violence, dating violence and/or stalking depending on the resolution involved.

Personal Informal Resolution

A person who believes that they have experienced sexual misconduct, may choose to work with the alleged offender directly through various approaches including:

- a face-to-face discussion,

- a personal telephone conversation,
- email correspondence, or
- other communication.

In some cases, this may effectively resolve the situation; in others, they may be ineffective or place the complaining individual in an uncomfortable, insecure or compromised position. Under no circumstances should an individual feel pressured to attempt informal resolution. If these measures prove unsuccessful, the individual may choose to pursue other methods of resolution.

College-Assisted Informal Resolution

If both parties consent and sexual assault is *not* involved, the College may offer to facilitate informal procedures involving both parties. Such approaches will be pursued only with the consent of both parties, and either party has the right to terminate the process and begin the formal process at any time. If any of these approaches result in a resolution, any formal procedures will be concluded and the matter closed. If the parties are unable to reach a resolution, a Complainant may choose to proceed with a formal resolution.

Facilitated Conversation

TC encourages a facilitated conversation whenever practical and appropriate. A facilitated conversation may take place only if the Complainant and Respondent both agree to participate. A matter is resolved through a facilitated conversation only if all parties agree on the resolution.

Employees may seek assistance from their manager or supervisor, or other College entity to facilitate a conversation between the parties to discuss the allegations and a possible resolution of the matter. *Students* may seek out a faculty member or instructor, program director or department chair for assistance in requesting a facilitated conversation to discuss the allegations and a possible resolution of the matter.

Formal Mediation

Mediation is a private process where parties can participate in a search for mutually acceptable solutions. Mediation requires the consent of both parties and suspends any formal procedures for up to thirty (30) working days, which can be extended with the consent of both parties and at the discretion of the College. The Title IX Coordinator (or designee) may facilitate mediation between parties who agree to mediation.

Parties may agree upon a variety of resolutions such as modification of work assignment, training for department staff, or an apology. Because mediation is a voluntary process, formal disciplinary action cannot be imposed against a Respondent. Parties may agree to a resolution that is oral or embodied in a written agreement. The final resolution is private unless the parties agree otherwise.

Alternate Resolution

The College may seek to resolve certain Misconduct through an informal process involving both the Complainant and Respondent. This form of resolution can take place prior to a formal resolution.

Supportive & Interim Measures

Where appropriate, the College will work with individuals affected by Prohibited Conduct to ensure their safety and promote their well-being. In addition to providing preliminary information regarding the resolution processes, ODCA Staff will discuss the availability of supportive and interim measures with both parties. This assistance may take the form of supportive measures intended to support or to protect the employee or student in the aftermath of an incident and interim measures while an investigation or disciplinary action is pending. Parties may request supportive or interim measures even in cases where an investigation is not undertaken or the Complainant or Respondent has declined to participate in the College proceeding or where applicable, a criminal process. The College will evaluate any request for supportive or interim measures in light of the circumstances and information available at the time of the request.

Supportive and interim measures may include extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence or administrative leave, no contact directives, increased security and monitoring of certain areas of the campus, and other similar measures.

The College also will assist parties seeking accommodations for a disability in connection with the process of reporting or responding to an incident of prohibited conduct by working with the Office of Access and Services for Individuals with Disabilities (OASID).

The imposition of supportive and interim measures does not indicate that the College has made a final decision about the report of prohibited conduct. The College will provide notice about these supportive and interim measures only to those who need to know in order to make them effective. Failure to comply with supportive and/or interim measures or other directives is a violation of College Policy and may lead to additional disciplinary action.

All parties and witnesses are expected to continue to perform their job responsibilities during the course of an ODCA resolution process. Supportive and interim measures are intended to support parties in fulfilling their job responsibilities.

Formal Resolution

Investigation

Any individual who wishes to make a formal complaint of sexual assault, domestic violence, dating violence, stalking and/or a student complaining of gender-based misconduct, should submit a written complaint to the Title IX Coordinator. If a Complainant feels unable to prepare a written complaint themselves, the Title IX Coordinator will make a record of the Complainant's oral statements, which the Complainant may review, correct any inaccuracies and sign. To the extent possible, the Complainant should include the following information: the identity and status of the Complainant and Respondent; details concerning the incident(s) or conduct that gave rise to the complaint, including the date(s) of the incident(s) and location(s) of the incident(s); and the identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses and street addresses.

Upon receipt of a written or verbal complaint that a College employee or third party has allegedly engaged in misconduct, the Title IX Coordinator will initiate an investigation. The Title IX Coordinator will assign an investigative team to conduct the investigation and may, in their sole discretion, assign the investigation to an outside investigator.

As soon as possible after the start of an investigation, the Investigative Team will provide notice to the Complainant and Respondent with a written explanation of their rights and resources available. The Title IX Coordinator will additionally provide updates on a regular basis and notice at key stages of the investigation, including notice of all meetings with the Complainant and/or Respondent regarding the complaint. Such notices shall be simultaneous and in writing. Notice will describe the allegations in the report. The Complainant and Respondent will be given the opportunity to meet separately with the investigative team to review these Procedures and any applicable policies.

The investigative team will interview the Complainant, the Respondent and any other persons with relevant information about the alleged incident(s). The investigative team may also review personnel records and other documents deemed relevant to the investigation. Acting on behalf of the College, the investigative team has the authority and responsibility to gather information from all sources judged necessary for a fair resolution of a complaint. The Complainant and Respondent may suggest witnesses the investigative team should interview and documentation they should consider. The investigative team, however, has complete discretion to determine which witnesses to interview and which documents to consider. Complainants, Respondents, witnesses and advisors will not be permitted to record anything related to the investigation and/or disciplinary process.

Participants are expected to cooperate fully and with the College investigation. Providing false or misleading information, or submitting a report or complaint in bad faith, may subject an individual to discipline under this Policy. All parties and witnesses involved in an investigative process are urged to respect the integrity of the procedures and legitimate privacy interests of the parties and witnesses. This does not prohibit either a Complainant or Respondent from consulting with or obtaining support from family members, counselors, therapists, clergy, doctors, attorneys or similar resources.

Evidentiary Rules

In conducting the investigation and drafting the investigative report, the investigator will follow the protocols set forth below:

Preserving Evidence. The investigator will direct the Complainant, Respondent, witnesses, and other interested individuals to preserve any relevant evidence, which may include phone logs, text messages, electronic communications or other evidence relating to the complaint.

Character Witnesses. The investigator will not interview witnesses whose sole purpose is to provide character information.

Romantic or Sexual History in Sexual Assault Cases. The investigator will not consider information concerning the romantic or sexual history of either the Complainant or the Respondent, except from either the Complainant or Respondent regarding their shared sexual history. If either offers such information, the other will have the right to respond.

Prior Conduct Violations. The investigator may consider the Respondent's prior conduct violations, where the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the Respondent.

Time Frame

The College will seek to resolve every report under these Procedures as expediently and efficiently as possible. Time frames may vary depending on the details of a case and at certain times of the academic year (for example during breaks, study periods or final exams). The College may extend any time frame for good cause.

The College's process for responding to, investigating and adjudicating Misconduct reports will continue during any law enforcement proceeding. The College may need to temporarily delay an investigation while the police are gathering evidence but it will resume the investigation after it learns that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding. In all cases, the College will complete a preliminary review of the allegations and ensure appropriate interim measures are provided.

Written Report

In consultation with the Title IX Coordinator, the investigative team will prepare a draft report detailing the relevant content from the interviews and the documentation gathered. The draft report will include the investigative team's assessment of individual credibility and recommended findings of responsibility. The Respondent and Complainant will each have the opportunity to review a copy of the investigative report. The names and other identifying information of students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA) except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination.

Following their review of the draft investigation report, both the Complainant and Respondent will have the opportunity to submit to the investigative team written responses to the draft report. The Complainant and Respondent will have the opportunity to review any written submissions by the other. The Title IX Coordinator may set reasonable parameters for these written submissions. In the written submission, the Respondent will be required to respond to the alleged violation in one of the following ways: 1) Responsible; 2) Not Responsible; or 3) No Response. If the Respondent accepts responsibility, the matter will immediately proceed to the disciplinary stage. If the Respondent does not accept responsibility, the investigative team will review the written submissions and make any appropriate revisions to the draft report.

The final investigation report will include a determination whether the Respondent is responsible for the alleged Sexual Misconduct. The investigative team will make this determination after consulting with the Title IX Coordinator. The investigative team will use "preponderance of the

evidence” as the standard of proof to determine whether the Respondent is responsible. To find a Respondent responsible for violating the Policy, the investigative team must conclude that the Respondent was more likely than not to have engaged in the conduct at issue.

Discipline

If the investigative team finds that the Respondent has engaged in sexual harassment, the Respondent’s immediate supervisor will take prompt and effective remedial action to immediately stop the sexual harassment, as well as prevent its recurrence.

The Title IX Coordinator will consult with Respondent’s supervisor regarding possible discipline and along with the supervisor, based on the facts and circumstances of the case, they may consider instances of previous Prohibited Conduct or Misconduct, the seriousness of the violation, the totality of the information available, and any extenuating or aggravating circumstances the supervisor deems relevant in determining appropriate discipline. The Respondent’s supervisor will impose discipline that is fair and appropriate given the facts of the particular case; adequate to protect the safety of the campus community and reflective of the seriousness of the Sexual Misconduct.

The Respondent’s supervisor and Title IX Coordinator will consider relevant factors, which may include: (1) the specific conduct at issue; (2) the circumstances accompanying any lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the Respondent’s state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the Complainant; (5) the Respondent’s prior disciplinary history; (6) the safety of the College community; and (7) the Respondent’s conduct during the disciplinary process.

In determining what discipline will protect the safety of the College community, Respondent’s supervisor may be advised by Public Safety or other experts and will consider: (1) the risk that the Respondent may engage in additional Misconduct; and (2) the deterrent or permissive effect of a particular discipline on the campus community, including on particular individuals and organizations aware of the offense (keeping in mind that discipline must always be fair and appropriate for the particular case).

The Respondent’s supervisor will generally render a disciplinary decision within 10 business days following issuance of the final investigation report. The Respondent’s supervisor will communicate the disciplinary decision in writing to the Title IX Coordinator who will notify the Complainant and Respondent in writing.

Discipline may include, but is not limited to: reprimand/warning, change of Respondent’s job duties, disciplinary probations, revocation of honors and awards, restricted access to College and University facilities or activities (including College housing), a “no contact” order, transfer of a Respondent’s College-provided residence, transfer of Respondent’s workplace/station, demotion, suspension, and dismissal or restriction from College employment. The College may also require training or recommend counseling.

Appeal

Either party may appeal the determination. There are two grounds for appeal: (1) the party has new information, unavailable at the time of the investigation that may change or affect the outcome; or (2) there was a procedural error that may have impacted the outcome. Disagreement with the finding is not, by itself, grounds for appeal. The appeal must be in writing and may be no longer than five double-spaced, typewritten pages. The appeal must be delivered to the Title IX Coordinator within ten (10) business days of delivery of the determination to the parties (via email, mail or hand delivery). Failure to meet the deadline for appeal shall result in waiver of the right to appeal. The College reserves the right to investigate and take any necessary action of its own accord based on new information or events that were not known during the course of the initial investigation.

On receipt of the appeal, the Title IX Coordinator will designate an Appeal Officer in the matter and will forward the appeal to the Appeal Officer for review. The appeal officer will be a senior administrator at the College. Thereafter, the Title IX Coordinator will notify the party who is not appealing that an appeal was filed, the grounds for appeal asserted, and the identity of the Appeal Officer. The non-appealing party will be permitted to submit a written response to the appeal, which shall be no longer than five double-spaced typewritten pages to the Title IX Coordinator within five (5) business days of receiving the notice of the appeal. The Title IX Coordinator will forward any response to the Appeal Officer.

The Appeal Officer may conduct such proceedings as the officer deems appropriate, but will not normally hear the testimony of witnesses.

The Appeal Officer will render a written decision within ten (10) business days of the initial receipt of the appeal, and will forward the written decision to the Title IX Coordinator. The Title IX Coordinator will provide written notice to the parties of the final disposition of the matter.

Once submitted to the Title IX Coordinator, the decision of the Appeal Officer is not subject to further review. Faculty members have additional appeal rights under the College's Statutes; as required by applicable law, any available appeal rights will be available to both the Complainant and the respondent in any matter.

Any discipline imposed prior to the filing of the appeal will stand during the appeal period. Discipline may also be imposed while the appeal is pending.

Corrective Action

The College may also determine that additional measures are appropriate to respond to the effects of the incident on the College community. Additional responses for the benefit of the College community may include increased monitoring, supervision, or security at locations or activities where the Prohibited Conduct occurred; additional training and educational materials for students and employees; further revision of College policies.

RIGHTS OF EMPLOYEE COMPLAINANTS AND RESPONDENTS

Throughout the process described in these Sexual Misconduct Procedures, both the Complainant and Respondent have the following rights:

- To respect, dignity, and sensitivity.
- To appropriate support from the College.
- To privacy to the extent possible consistent with applicable law and College policy.
- To information about applicable College policies.
- To the presence of an advisor throughout the process in cases of sexual assault, domestic violence, dating violence, and stalking.
- To an opportunity to challenge the investigator(s), disciplinary officer, and/or appeal officer for a possible conflict of interest.
- To a prompt and thorough investigation of the allegations.
- To adequate time to review and comment on a summary of his or her the Complainant's or Respondent's investigative interview.
- To refrain from making self-incriminating statements. Employees should understand, however, that the decision not to respond honestly and completely to questions asked during the investigation may result in disciplinary action up to and including termination of employment.
- To report the incident to law enforcement at any time.
- To understand that information collected in the process may be subpoenaed in criminal or civil proceedings.
- To notification in writing of the case resolution, including the outcome of any appeal.

RIGHTS OF STUDENT COMPLAINANTS

- To respect, dignity, and sensitivity.
- To appropriate support from the College.
- To privacy to the extent possible consistent with applicable law and College policy.
- To information about applicable College policies.
- To the presence of an advisor throughout the process.
- To an opportunity to challenge investigator(s), disciplinary officer, and/or the appeal officer for a possible conflict of interest.
- To participate or to decline to participate in the investigation process. However, a decision to refrain from participating in the process either wholly or in part will not prevent the process from proceeding with the information available.
- To a prompt and thorough investigation of the allegations.
- To adequate time to review and comment on a summary of the Complainant's investigative interview.
- To refrain from making self-incriminating statements.
- To report the incident to law enforcement at any time.
- To understand that information collected in the process may be subpoenaed in criminal or civil proceedings.
- To notification in writing of the case resolution, including the outcome of any appeal.

- All students also have the rights set forth in the Students' Bill of Rights established by New York State law (see Appendix D)

APPENDIX A

DEFINITIONS

Complainant. The person who experienced the alleged Prohibited Conduct.

Respondent. The person alleged to have engaged in the Prohibited Conduct.

Protected Class. A class of persons who are protected under applicable federal, state and local laws against discrimination and harassment on the basis of: race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship or immigration status, caste, veteran status, disability, pregnancy, gender expression, or any other criterion specified by federal, state and local laws.

Affirmative Consent. 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 clearly communicate willingness to engage in the sexual activity. It is important not to make assumptions about consent. If there is confusion or ambiguity, participants need to stop sexual activity and communicate about each person's willingness to continue.
- Consent cannot be procured by the use of physical force, compulsion, threats, intimidating behavior, or coercion.
- Consent cannot be obtained from, or given by, a person who is incapacitated.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent to engage in sexual conduct with one person does not imply consent to engage in sexual conduct with another person.
- Silence or the lack of resistance, in and of itself, does not demonstrate consent. Again, it is important not to make assumptions; if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and clarifies the other's willingness to continue engaging in the sexual conduct.
- Consent can be withdrawn at any time, including after it is initially given. When consent is withdrawn or can no longer be given, sexual activity must stop.
- Previous relationships or previous consent for sexual activity is not consent to sexual activity at another time. However, established patterns of consent in a specific relationship may be considered when evaluating whether affirmative consent was given on a particular occasion.
- Accepting a meal, a gift, or an invitation to socialize, including on dating apps, does not imply or constitute consent to sexual activity.
- The definition of consent does not vary based on a participant's sex, sexual orientation, gender identity, gender expression or relationship status.

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

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

Coercion. Unreasonable pressure for sexual activity. When someone makes it clear that they do not want to engage in sexual activity or go beyond a certain point of sexual activity, continued pressure beyond that point can be considered coercive. The use of coercion can involve the use of pressure, manipulation, substances, and/or force. Ignoring another's objections is a form of coercion.

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

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

Depending on the degree of intoxication, someone under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent. Being intoxicated, impaired or incapacitated by alcohol or other drugs is never an excuse for committing a policy violation and does not diminish anyone's responsibility to obtain informed and freely given consent. The use of alcohol or other drugs never makes someone at fault for experiencing gender-based violence.

APPENDIX B

Resources

Campus Resources for Faculty and Staff

Confidential

Ombuds Office

Stephen Peverly, College Ombuds

ombuds@tc.columbia.edu

(212) 678-4169

280 Grace Dodge Hall

Non-Confidential

Office of the Vice President for Diversity and Community Affairs

Janice S. Robinson

Vice President for Diversity and Community Affairs; Associate Professor of Higher Education,

TC Title IX Coordinator jsr167@tc.columbia.edu

(212) 678-3732

128 Zankel Hall

Juan Carlos Reyes

Executive Director, Diversity, Community Affairs & Equity

Office of The Vice President for Diversity & Community Affairs

Interim Section 504 Compliance Officer

jcr2101@tc.columbia.edu

(212) 678-8410

128 Zankel Hall

Human Resources

Robyn Davis-Mahoney

Assistant Vice President, Chief Human Resources Officer

rd3034@tc.columbia.edu

(212) 678-3976

120 Whittier Hall

Svetla Eneva

Director

Se2181@tc.columbia.edu

(212) 678-4026

120 Whittier Hall

Office of the Vice Provost

Tom Rock

Chief Student Affairs Officer and Associate Vice President

tpr4@tc.columbia.edu

(212) 678-3083

528 Building

Public Safety

(212) 678-3333 (emergency)

(212) 678-3220 (non-emergency)

Whittier Hall Suite 1A

Dennis Mazon

Assistant Vice President Public Safety and Environmental Health

dfm2137@tc.columbia.edu (212) 678-4180

100 Whittier Hall

Non-Teachers College Resources for Faculty and Staff

Employee Assistance Program (EAP) *confidential*

Call toll-free 24/7:

(855) 789-5915 TTY: 711

mhn.advantageengagement.com

company code: tceap

Mt. Sinai/St. Luke's Hospital Crime Victims Treatment Center

(212) 523-4728

Safe Horizon

Sexual Assault Hotline

(212) 227-3000

Domestic Violence Hotline

(800) 621-HOPE (4673)

NYC Gay and Lesbian Anti-Violence Project

(212) 714-1141

Local Law Enforcement:

Emergency

911

26th Precinct

(212) 678-1311

New York County (Manhattan) District Attorney's Office

Domestic Violence Unit

(212) 335-4308

Sex Crimes Unit

(212) 335-9373

Special Victims Bureau – Manhattan Family Justice Center

(212) 335-4300

APPENDIX C

Legal Protections and External Remedies for Sexual Harassment

Sexual harassment is not only prohibited by Teachers College, but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Teachers College, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Beginning on August 12, 2020, complaints with DHR may be filed any time **within three years** of the sexual harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Teachers College does not extend your time to file with DHR or in court. The three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1800-6694000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

The Office for Civil Rights (OCR)

The Office for Civil Rights enforces Title IX of the Education Amendments of 1972, the federal law that prohibits sex discrimination in programs or activities that receive federal financial assistance from the Department of Education. A complaint of discrimination can be filed by anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of sex. Complaints must be filed within 180 calendar days after the discrimination. The following is the contact information for the OCR’s New York office:

United States Department of Education
Office for Civil Rights (OCR)
New York Office
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843; TDD: 800-877-8339
Email: OCR.NewYork@ed.gov

Local Protections

Employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

APPENDIX D

NYS Student's Bill of Rights

All students reporting dating violence, domestic violence, sexual assault and/or stalking 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 conduct process and/or criminal justice process free from pressure by the College;
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 College 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 College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the College, any student, the Respondent and/or their friends, family and acquaintances within the jurisdiction of the College;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual or Respondent throughout the 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 conduct process of the College.



Reporting Form: Discrimination, Harassment & Gender-Based Misconduct

I. If you believe that you were subjected to discrimination, harassment and/or gender-based misconduct, you are encouraged to complete this form and submit it to:

Your immediate supervisor

Faculty Concerns

- Marie Miville, Vice Dean for Faculty Affairs, Professor of Psychology and Education, miville@tc.columbia.edu, 212-678-3343, Zankel Hall

Office of Human Resources

- Robyn Davis-Mahoney, Assistant Vice President, Chief Human Resources Officer, rd3034@tc.columbia.edu 120 Whittier Hall
- Svetla Eneva, Director, Eneva@tc.columbia.edu, (212) 678-4026, 120 Whittier Hall

Office of the Vice President for Diversity and Community Affairs

- Janice S. Robinson, Vice President for Diversity and Community Affairs; Associate Professor of Higher Education, TC Title IX Coordinator; jsr167@tc.columbia.edu, (212) 678-3732, 128 Zankel Hall
- Juan Carlos Reyes, Director, Diversity & Community Affairs & Equity; Deputy Section 504 Compliance Officer, jcr2101@tc.columbia.edu, (212) 678-8410, 128 Zankel Hall

You will not be retaliated against for filing a report.

II. If you are an employee who is reporting an instance or allegation of discrimination, harassment and/or gender-based misconduct you may use this form to report that behavior to:

Janice S. Robinson

Vice President for Diversity and Community Affairs, Associate Professor of Higher Education; TC Title IX Coordinator

- By phone at (212) 678-3391

- By email at jsr167@tc.columbia.edu
- [Via report form](#)
- By mail at 525 West 120th Street, 128 Zankel Hall Box 220, New York, NY 10027
- By hand delivery to 128 Zankel Hall

As a reminder, all College faculty and staff (except the College Ombuds) who learn of possible sexual misconduct are required to report that behavior immediately to Janice S. Robinson, TC Title IX Coordinator. Additionally, all managers and supervisors are also required to report any instance of discrimination and harassment to:

Janice S. Robinson

Vice President for Diversity and Community Affairs, Associate Professor of Higher Education; TC Title IX Coordinator

- By phone at (212) 678-3391
- By email at jsr167@tc.columbia.edu
- [Via report form](#)
- By mail at 525 West 120th Street, 128 Zankel Hall Box 220, New York, NY 10027
- By hand delivery to 128 Zankel Hall

If there is an immediate safety or health concern, please contact TC Public Safety at 212-678-3333.

REPORTER INFORMATION

Full Name:

Job Position/Title:

Work Phone Number:

Work Email Address:

Work Physical Address:

Select Preferred Communication Method: Email Phone In person

DISCRIMINATION, HARASSMENT, GENDER-BASED MISCONDUCT INFORMATION

1. Who is the person(s) alleged to have engaged in the discrimination, harassment and/or gender-based misconduct:

Full Name:

Job Position/Title:

Work Phone Number:

Work Email Address:

Work Physical Address:

2. Please describe what happened. Use additional sheets of paper if necessary.

3. Date(s) discrimination, harassment and/or gender-based misconduct occurred:

Is the discrimination, harassment and/or gender-based misconduct continuing? Yes/No

Location of discrimination, harassment and/or gender-based misconduct:

4. Please list the name and contact information of any witnesses or individuals who may have information related to the report:

5. If you have any supporting documentation (such as emails, text messages, etc.) please attach them to this form.

Signature: _____

Date: _____

Responsible Office: Vice President for Diversity and Community Affairs

Effective Date: October 9, 2018

Last updated/edited: January 29, 2024



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

A. Licensure/Certification of Programs

The following is a link to the College's public disclosure indicating whether the College's programs meet state licensure/certification requirements:

<https://www.tc.columbia.edu/office-of-teacher-education/certification-disclosure/>.

All Teachers College programs are registered with the New York State Education Department.

Teachers College is accredited by the Middle States Commission on Higher Education.

Teacher preparation, school leadership, and school counseling programs are accredited with the Association for Advancing Quality in Educator Preparation.

A number of academic programs are accredited by specialized accrediting bodies, including:

- Accreditation Council for Education in Nutrition and Dietetics (Nutrition Education)
- American Psychological Association (Counseling Psychology, Clinical Psychology and School Psychology Ph.D. programs)
- American Speech-Hearing-Language Association (Communication Sciences and Disorders)
- Applied Behavior Analysis International (Applied Behavior Analysis)
- Council on Education for Public Health (Community Health Education)
- Council on the Education of the Deaf (Education of the Deaf and Hard of Hearing)
- Masters in Counseling Accreditation Council (Psychological Counseling)
- National Association of School Psychologists (School Psychology)

Contact information for each of the accrediting agencies listed above is available at the Office of Accreditation and Assessment:

<https://www.tc.columbia.edu/oaacc/accreditation/specialty-professional-associations/>.

4. POLICY OWNER AND HISTORY

- A. **Policy Owner:** Office of the Provost
- B. **Policy Approved by:** Director of Accreditation and Assessment; Provost and Dean of the College
- C. **Contact Information:** provostsoffice@tc.columbia.edu
- D. **Original Policy Issue Date:** May, 2021
- E. **Last Revision Date(s):**
 - July, 2023
- F. **Next Review Date:** July 01, 2025



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

It is the policy of Teachers College to respect its members' observance of their major religious holidays. Where academic scheduling conflicts prove unavoidable, students will not be penalized for absences due to religious reasons, and course instructors will work with students on alternative means for satisfying academic requirements. If students and instructors cannot reach a suitable arrangement, they should consult the appropriate Program Director or Department Chair. If necessary, students or instructors may take the matter to the Office of the Provost for additional appeal.

Some of the major holidays occurring during the academic year are: Ramadan, Good Friday, Eid al Fitr, Passover (first two and last two days), Rosh Hashanah, Shemini Atzeret, Shavuoth, Eid al Adha, Yom Kippur, Sukkot (first two days), Simchat Torah, and Diwali.

Jewish and Islamic holy days begin at sundown of the preceding day. The Office of the Provost and Dean of the College requests that faculty members who will miss classes for religious observances notify their Department Chair in advance. They should also announce missed class sessions on their syllabi. In such cases, faculty members may either make arrangements for another course instructor to cover the missed class or schedule a makeup session at a time convenient to students.

4. **POLICY OWNER AND HISTORY**

- A. **Policy Owner:** Office of the Provost
- B. **Policy Approved by:** Vice Dean for Faculty Affairs; Provost and Dean of the College
- C. **Contact Information:** provostsoffice@tc.columbia.edu
- D. **Original Policy Issue Date:**
- E. **Last Revision Date(s):**
 - March 25, 2016
 - February, 2024
- F. **Next Review Date:** February 01, 2026



1. **PURPOSE OF POLICY**

The purpose of this *Policy*

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Teachers College (“the College” or “TC”) benefits from the presence of many visitors who contribute to the intellectual life of the College. Although these individuals do not hold academic appointments at the TC, they are welcomed to visit the College for a period of no less than one month, but no longer than one year to collaborate with a specific TC faculty member or the director of a center/institute on scholarly research, as well as participate in a wide range of College activities. To accommodate the needs of these individuals and recognize their contributions to the College’s intellectual life, the Vice Provost for Academic Planning and Global Affairs confers visiting scholar status in accordance with the policy and process described below.

The [Office of International Students & Scholars](#) (OISS) oversees the Visiting Scholars program, providing administrative and programmatic support to scholars and host departments during the approved visit dates.

A. Eligibility

Individuals may be designated visiting scholars for no less than one month and for no longer than one year and must be in residence for the approved period of designation. For the purpose of this policy, “in residence” refers to a commuting radius within 150 miles of TC. Visiting scholar status is generally reserved for individuals who hold a doctorate or other terminal degree and fall into one or more of the following categories:

- Scholars from a regionally accredited institution of higher education in the U.S. or its equivalent in another country who are on leave from said institutions
- Current and former officials of governments or NGOs, such as the United Nations, and their affiliates
- Practicing professionals, creative artists and recognized experts in the field
- Other persons whom the Vice Provost determines will contribute to intellectual life at TC

B. Ineligibility

Please be aware that the following are ineligible for visiting scholar status:

- F-1 or J-1 degree candidates at the College or any Columbia University (CU) affiliates
- Current doctoral students and candidates at a regionally accredited institution within the U.S., or its equivalent from a non-U.S. country*
- A visitor who is being invited to offer temporary services such as a short term lecture or teaching.
- TC employees

*Doctoral students or candidates interested in visiting the College should consider applying to the [Visiting Doctoral Students program](#).

C. Status & Privileges

A designation of “visiting scholar” comes with the following privileges, subject to the discretion of the Vice Provost:

- TC ID card and University Network ID (UNI)¹
- Grants access to TC facilities and electronic resources, including an official College g-mail account
- Access to TC and CU libraries with some restrictions during periods of examination and/or special events
- Ability to audit classes with the instructor’s permission²
- Ability to attend open lectures and programs

Participation in TC scholarly activities, along with their planned scholarly activities

“Visiting scholar” is a courtesy designation and does not signify a formal association with the College. Individuals may not claim a College affiliation for the purpose of applying for grants and contracts and should not represent themselves in their publications and correspondence as having a College affiliation. Beyond the application, neither OISS nor the College maintain official records of a scholar’s stay and thus are unable to provide a statement of activities. Scholars in need of such a statement should communicate with the faculty host and/or host department.

¹ Visiting scholars can anticipate termination of their UNI and TC g-mail at the end of the academic term that the visit end date falls within.

² Visiting scholars interested in enrolling in TC courses for credit must formally apply to the College as [non-degree students](#) and are responsible for all applicable course fees.

D. Application and Renewal Fee

Approved applicants must submit one of two nonrefundable administrative fees:

AY22 - 23 (September 1, 2022 - August 31, 2023)

- Initial application fee: \$400
- Renewal fee: \$100

AY23 - 24 (September 1, 2023 - August 31, 2024)

- Initial application fee: \$500
- Renewal fee: \$200

Applicants can submit payment via TC Cashnet, which accepts only credit cards (VISA, Mastercard, American Express, Discover, Masterpass). Note that any fees paid by the College on behalf of the scholar will be treated as income for the scholar and must be in compliance with immigration policies.

E. Faculty Host

Visiting scholars must be recommended by a faculty host.

Please note that hosts must be:

- A full-time member of the College's instructional staff³; or a management-level academic administrative staff (e.g. lab/institute/center director) with shared academic disciplines.
- In residence at the College (and not away on sabbatical leave) during the approved visit period.

Host faculty are responsible for acting as their respective scholar's primary point of contact. This includes, but is not limited to:

- Supporting department- or program-level administrators with completing the online visiting scholar application in TC Compass;
- Facilitating meetings between the scholar and members of the College community; and
- Providing adequate workspace, if available, with the understanding that workspace is not guaranteed.

³ A full-time faculty on contract can only act as a visiting scholar host provided that the visit dates in question fall within the host's employment contract period at the College.

F. Identifying a Faculty Host

It is the responsibility of prospective applicants to identify and confirm a TC host. We encourage interested parties to visit TC department/center [websites](#) or the [faculty profile](#) pages to learn more about TC faculty, their academic disciplines and current projects. Prospective applicants are welcome to reach out to those whose research interests best align with their own to discuss a possible visit.

G. Application Process

After confirming a faculty host, applicants must work with the hosting academic department to complete the application process. A designated staff (DS) from the host department must initiate the official visiting scholar application via [TC-Compass](#). The DS will also act as the scholar's main administrative point of contact during the visit; and along with the faculty host, is responsible for helping the scholar become acclimated to the TC campus.

H. How to Apply

- i. The DS initiates the application process in TC-Compass.
- ii. The applicant receives an email with TC-Compass login credentials and must complete the:
 - a. Online visiting scholar application
 - b. J-1 DS-2019 Request form (only if applying for visa sponsorship)
- iii. If the application is approved, the applicant will receive notification via email with instructions on how to submit relevant fees (administrative or renewal) via credit card via TC-Cashnet.
- iv. Once the fees are received, the OISS will send a formal letter of invitation to the scholar and the host via email.
- v. The applicant submits the Form DS-2019 (only if applying for visa sponsorship).

When completing the application in TC-Compass, applicants should be ready to upload the following additional documents:

- Resume/CV
- Research plan
- Passport
- Financial documents (only if applying for visa sponsorship)
- English Language Proficiency (ELP) documents (only if applying for visa sponsorship)

I. Processing Times

OISS recommends that departments begin the application process at least 3 months in advance of the visit start date to allow ample time for review. Prospective scholars should allow approximately 14 business days -- provided no additional information is required -- for a complete review of an application submitted in its entirety; and that applications are processed in the order in which they are received. OISS recommends that departments begin the application at least 3 months in advance of the visit start date to allow ample time for review.

J. Visa Sponsorship

The U.S. Department of State authorizes the College to sponsor foreign nationals for the J-1 Exchange Visitor program for the purpose of engaging in research, scholarly collaboration and to promote global exchange. Upon receipt of all required documents, OISS will issue a form DS-2019 to support the J-1 visa application for an approved visiting scholar.

K. Financial Arrangements

Scholars are responsible for their own financial accommodations and living arrangements during their stay. The College does not financially compensate visiting scholars, nor are scholars eligible for College or CU benefits (including health insurance). Scholars may not be compensated from a College account, given a fellowship or be reimbursed for expenses without prior approval of the Vice Provost. If granted authorization and provided that it does not violate the scholar's immigration status, a scholar may receive a honoraria for participating in a conference or giving an occasional lecture, in accordance with the College's policy on procurement. Even so, it is the scholar's responsibility to communicate with OISS prior to engaging in an activity in order to verify if they are eligible to be compensated for activities that are related and part of their program.

4. POLICY OWNER AND HISTORY

- A. Policy Owner:** Office of the Provost
- B. Policy Approved by:** Assistant Director- Office of International Students and Scholars; Provost and Dean of the College
- C. Contact Information:** provostsoffice@tc.columbia.edu
- D. Original Policy Issue Date:**
- E. Last Revision Date(s):**
 - March, 2023
- F. Next Review Date:** March 01, 2025



**Student Conduct Code
Academic Integrity and
General Misconduct**

Policy No.: 156

Effective Date: 09/29/2024

Owner: Student Affairs **Tags:** Student Affairs Students This policy on student conduct has been adopted to comply with Education Law § 6450 for the maintenance of public order on college campuses.

Student Conduct Code Topics covered with links | [Definitions and Organization of the Disciplinary System](#) | [Academic Integrity](#) | [General Misconduct](#) | [Informal Procedures](#) | [Formal Procedures](#) | [Disciplinary Sanctions](#) | [Counseling, Evaluation & Treatment](#) | [Disciplinary Records & Confidentiality](#) | [Student Organizations](#)

Introduction

Teachers College (TC or the College) expects students to observe traditional norms of scholarly discourse, academic integrity, and fairness. All students should engage in responsible social/[ethical](#) conduct while modeling good civil conduct and citizenship. Activities that disrupt the regular and essential operations of the College or Columbia University are not permitted.

Members of the TC community may bring concerns of alleged violations of academic integrity or general misconduct. These allegations, if deemed warranted may be resolved by informal or formal procedures. Students who admit to or are found responsible for violating these standards may be subject to appropriate disciplinary action ranging from reprimand to disciplinary probation, (immediate) suspension and/or expulsion from the College. [Barnard College](#) and [Columbia University](#) students in violation of TC Policy may be subject to disciplinary action by their own institution or the University, if a proposed violation occurs on the TC Campus. While [Columbia University Rules of Conduct](#) apply to all TC students, TC reserves the right to a separate adjudication process.

When students are accused of gender-based misconduct, including but not limited to sexual assault, domestic violence, dating violence, and stalking, the [Gender-Based Misconduct Policy and Procedures for Students](#) applies. All other academic and general misconduct involving students falls under this student conduct code.

Nothing in these standards of conduct shall replace professional codes of ethics applicable to students in various academic programs.

1. DEFINITIONS AND ORGANIZATION OF THE DISCIPLINARY SYSTEM

1.1 Student: For purposes of this Code, any person currently enrolled in a degree-granting program (for the current or future term(s)) or any person currently enrolled in a for-credit

course(s) as a non-degree student in a certificate or other program or in a single course(s) (including an online course) at TC is considered a student.

Non-credit offerings may be instructional programs or stand-alone courses that do not require extensive assessment or examinations and do not offer academic credit. Non-credit programs are a *series* of non-credit courses that may lead to a non-credit certificate of attendance. Non-credit courses are usually offered as a 1 or 2-day course, workshop, or a conference. For purposes of this Code, any person currently participating in a non-credit program at TC is a student subject to all of the provisions of this Code. Any person currently participating in a non-credit course, as defined above, must abide by Sections 2. Academic Integrity and 3. General Misconduct, but is not entitled to a Student Conduct Committee Hearing. Instead, alleged Academic Integrity and General Misconduct by persons participating in non-credit courses will be reviewed by the Associate Vice President (AVP) for Student Affairs / Chief Student Affairs Officer, who will be responsible for determining the outcome which could include withdrawal from the course without refund.

1.1.1 Students who also serve as TC employees may be subject to separate disciplinary proceedings by virtue of their employment status. TC has other policies that relate to staff and faculty as well as policies that apply to all members of the community. All TC policies may be found in the [Policy Library](#). Nothing in this Code shall prevent an investigation or discipline under other applicable College policies.

1.1.2 If an accused student is also enrolled at another institution, that student may be referred to that student's primary institution at the discretion of TC.

1.2 Jurisdiction: This Code addresses misconduct committed by students including:

1.2.1 Any alleged violation that is committed by a student that adversely affects the safety and security of the College (or Columbia University), College (or Columbia University) property or an individual member of the College (or Columbia University) community;

1.2.2 Any alleged violation that is committed by a student that substantially disrupts the functions or operations of the College (or Columbia University). Teachers College students are subject to the Rules of University Conduct. When there are alleged violations of Columbia University Rules of Conduct, cases will be referred to Teachers College for adjudication through the TC Code of Student Conduct.

1.3 The AVP/Chief Student Affairs Officer is responsible for overseeing proceedings and all matters related to the enforcement of this Code but may assign a Teachers College Conduct Officer to carry out any of these responsibilities.

1.3.1 The duties of the Student Conduct Officer include:

- assigning a Teachers College Conduct Officer, at their discretion
- determining whether to resolve complaints by voluntary agreements
- determining whether complaints warrant referral to the Student Conduct Committee (SCC);
- bringing charges of violations to the SCC for disciplinary hearings;
- monitoring and enforcing the fulfillment of any sanctions imposed;
- maintaining records of all disciplinary matters; and
- providing administrative support for all aspects of the disciplinary process (including hearings), preparing reports, and compiling statistics.

1.3.2 Immediate Interim Measures: In cases where the Student Conduct Officer determines that a student's presence on campus endangers the health, safety and/or well-being of self or any person, or of the College property, or disrupts the normal operations of the College, including classes or events, the Student Conduct Officer has the authority to take immediate interim measures before the start of any formal or informal process. Interim measures may include, but are not limited to, restricting a student from contacting another person or persons; restricting a student from accessing the residence halls or other buildings on campus; or suspending a student from participation in classes or events and/or organizations within the campus community.

1.3.3 Investigations: In cases in which the Student Conduct Officer determines it necessary, a pre-hearing investigation may be undertaken in order that appropriate evidence is obtained, and witnesses are identified that may be presented at a Hearing. The Student Conduct Officer will initiate an investigation for all serious or repeated Code violations including but not limited to any allegations involving actual or threatened injury to College community members or visitors and allegations of theft or fraud covered under this Code. In the event that the investigation concludes that the allegations are unfounded, the Student Conduct Officer may decide not to proceed. Neither an investigation nor a hearing is required in the event of a criminal conviction related to alleged Code violations. The College may rely on such conviction as a finding of responsibility and the Student Conduct Officer may apply an appropriate sanction without a Hearing.

1.4 Student Conduct Committee (SCC): The SCC is responsible for conducting hearings related to alleged violations of this Code.

1.4.1 The jurisdiction of the SCC extends to both areas of the TC disciplinary system: Academic Integrity and General Misconduct.

1.4.2 The SCC shall be composed of three students, three professional staff members, and three faculty members. Its members shall serve two year terms, which are staggered, to ensure continuity as members of the SCC rotate on and off the Committee. Students are recommended by the [Student Senate](#). Staff members are recommended through the [Staff Advocacy & Support Council](#) (SASC). Faculty members are recommended through the [Faculty Executive Committee](#) (FEC).

1.4.3 SCC hearings are conducted by a three-member panel of the SCC convened by the AVP /Chief Student Affairs Officer.

1.5 Complainant and Respondent: Any member of the TC or Columbia University community who alleges an academic or general misconduct violation is called a complainant. Students accused of academic or general misconduct violations under this Code are called respondents.

1.6 Advisors: Advisors can assist students involved in disciplinary proceedings to understand the disciplinary process, respect and comply with the provisions of this Code, and manage all aspects of the process.

1.6.1 An advisor may accompany any complainant or respondent to a meeting regarding a disciplinary complaint. Advisors also may accompany complainants or respondents at hearings, and in both cases, may quietly advise but may not participate in such meetings or hearings.

1.6.2 An advisor must be either a TC faculty member or staff member in good disciplinary standing or a TC student. Students must be in good academic and disciplinary standing.

1.6.3 Generally, the student must select an advisor whose schedule allows attendance at the scheduled hearing dates and times. Delays will not be allowed due to advisor scheduling conflicts.

1.6.4 Outside Counsel or Advisors that are not a part of the Teachers College Community are not permitted to attend a Student Conduct Hearing.

1.7 Any member of the TC or Columbia University community may bring a complaint about student conduct to the attention of the Student Conduct Officer. Doing so in no way limits the complainant's rights or obligations to bring such matters to the attention of College offices, officers, or resources, including the [Office of the Ombuds](#) or to seek recourse outside TC through civil or criminal legal proceedings.

1.8 All time periods and deadlines referred to in this Code are intended as guidelines and may be, at the discretion of the Student Conduct Officer, extended for a reasonable period of time as circumstances warrant, with due consideration of fairness and equity.

2. ACADEMIC INTEGRITY

2.1 TC is an academic community, whose fundamental purpose is the pursuit of knowledge. High principles of academic integrity are essential to the functioning and continued growth of this community. Students, as well as faculty, are responsible for adhering to these principles, and TC will not tolerate failure to adhere to the College's principles of academic integrity. Students who intentionally or recklessly submit work either not their own or without clear attribution to the original source, fabricate data or other information, engage in cheating, misrepresent academic records or other violations noted below are subject to discipline under this Code. Those who engage in academic misconduct should expect sanctions up to and including dismissal from TC.

In cases of admission fraud, the Conduct Officer will work with the Office of Admission and other offices as necessary to discipline those who violated the College's admission certification of accuracy statement.

2.2 Responsibilities of Community Members: Every member of the TC academic community is responsible for upholding the standards of academic integrity declared in this Code.

2.2.1 If a student is unsure whether actions might constitute academic misconduct, the student has the responsibility to consult with the instructor in advance about any ambiguities.

2.3 Academic integrity violations include but are not limited to:

2.3.1 Cheating: using or attempting to use unauthorized assistance, technology (including the uncited use of generative artificial intelligence), material or study aids in examinations or other academic work;

2.3.2 Plagiarism: using the ideas, data or language of another without specific and proper acknowledgement;

2.3.3 Fabrication: submitting contrived or altered information in any academic exercise such as making up data, citing nonexistent articles, contriving events and sources of information;

2.3.4 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 the student's instructor;

2.3.5 Misrepresentation of academic records or attempting to tamper with transcripts of any portion of a student's academic record;

2.3.6 Facilitating academic dishonesty by knowingly helping another student to engage in academic misconduct; and

2.3.7 Unfair advantage through attempting to gain unauthorized access to examination or other course-related materials or obstructing another student's academic efforts.

2.3.8 Any false or inauthentic statements (including work generated by AI), falsified documents, submission of unoriginal work, or any deliberate omission in the application for admission to TC is also covered under this policy. In cases of Admission fraud, the Student Conduct Officer will work with the AVP of Enrollment Management/Chief Admission Officer on appropriate next steps.

[Report Academic Integrity Here](#)

3. GENERAL MISCONDUCT

3.1 Violations of general misconduct include but are not limited to:

3.1.1 Obstruction or disruption of teaching, research, administration, TC procedures and activities, or other authorized activities;

3.1.2 Physical abuse, verbal abuse, written abuse, threats, intimidation, harassment, coercion or other conduct that may endanger the health and/or safety of others. This includes threats of violence against another person and physical or verbal intimidation that unreasonably impairs the security or privacy of another person; and

3.1.3 Discrimination and Harassment: Prohibited discrimination is adverse treatment of any student on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state, or local laws. Prohibited discrimination is subjecting an individual to humiliating, abusive, or threatening conduct, whether verbal or physical, that creates an intimidating, hostile, or abusive work, educational or living environment; alters the conditions of employment, education, or residential life; or unreasonably interferes with an individual's work or educational performance or living environment on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state or local laws.

Please see the [**TC Policy on Protection from Harassment;**](#)

3.1.4 Unauthorized entry or use of TC facilities or unauthorized possession or use of TC property assigned to others;

3.1.5 Disorderly conduct or highly offensive conduct or expression;

3.1.6 Forgery, alteration or misuse of TC documents, records or identification, furnishing false information to TC or Columbia University or use of any false identification or identification belonging to another person;

3.1.7 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/or with the intent to commit fraud or other crimes;

3.1.8 Theft or other abuse of computer facilities and resources including but not limited to: any violation of TC or Columbia University Computer Use Policy, using computing facilities and resources to send offensive or abusive messages or other unauthorized use of computing facilities and resources;

3.1.9 Violations of copyright law by unlawful copying, distributing, sharing or storing copyright-protected information or material, including but not limited to music, film and internet video;

3.1.10 The unlawful manufacture, possession, use, or distribution of illicit drugs, unlawful drug paraphernalia, and alcohol. Please see the [**TC Drug-Free Campus Policy**](#);

3.1.11 Failure to comply with authorized directions of or furnishing false information to TC or Columbia University officials or representatives of the SCC acting in performance of their duties;

3.1.12 Failure to engage in responsible social conduct and to model good civil conduct and citizenship;

3.1.13 Violations of any other TC or Columbia University policy, rule or regulation, or of federal, state, or local law that reflect upon or are related to the Student's activities or status as a TC student.

3.1.14 Violations of any policy, rule or regulation (including any applicable professional standards) of an organization or facility at which a student is interning, student teaching or conducting research for TC credit or in connection with a course of study at TC.

[**Report General Misconduct Here**](#)

4. INFORMAL PROCEDURES

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

4.2 Personal Resolution:

4.2.1 Academic Integrity: A faculty member or other instructor who believes that a student has engaged in academic misconduct will apprise the student of the suspected academic misconduct and refer the student to the Student Conduct Code and the Student Conduct Officer. The instructor shall also provide the student with the opportunity to meet with the instructor to discuss the nature and validity of the allegations and the possible institutional responses. After a discussion with the student, the instructor will decide whether the alleged violation was intentional or unintentional. The instructor will then propose a resolution to the student and discuss possible sanctions with the Student Conduct Officer, as appropriate. If a resolution is agreed to that involves the imposition of sanctions, these will be issued by the Student Conduct Officer.

4.2.2 General Misconduct: A complainant may wish to communicate directly with the person against whom the complaint is being made in order to address the issues involved. However, a complainant may bypass personal resolution if the complainant would feel uncomfortable or unsafe doing so. In particular, individuals who believe that they were threatened or who was injured by a student are encouraged to speak with the Student Conduct Officer or visit the TC Ombuds to seek assistance before pursuing personal resolution. Such an individual may wish to pursue other options such as a facilitated conversation, mediation or to file a request for a formal resolution.

4.3 Facilitated Conversation:

4.3.1 TC encourages a facilitated conversation, whenever practical and appropriate. A facilitated conversation may take place only if the complainant and respondent both agree to participate. A matter is resolved through a facilitated conversation only if all parties agree on the resolution.

4.3.2 Academic Integrity: If, after following the procedure for personal resolution above, a resolution is not reached, the instructor and student may approach the Program Director (or Department Chair if the instructor is the Program Director) following their discussion and decide to move forward with a facilitated conversation. The Program Director, or Department Chair, may then facilitate a conversation between the instructor and the student to discuss the allegations and a possible resolution of the matter. If as part of the facilitated conversation, a resolution is agreed to that involves the imposition of sanctions, these will be issued by the Program Director, or Department Chair, and should be communicated in writing to the student.

4.3.3 General Misconduct: In situations involving alleged general misconduct, any involved party may contact the Student Conduct Officer with a request for a facilitated conversation. The Student Conduct Officer may then facilitate a conversation between the parties to discuss the allegations and a possible resolution of the matter. If as part of the facilitated conversation, a resolution is agreed to that involves the imposition of sanctions, these will be issued by the AVP /Chief Student Affairs Officer.

4.3.4 Ombuds Office Mediation: The parties may ask the [TC Ombuds](#) to mediate a dispute. The mediation must be agreed to by both parties. The TC Ombuds is independent from the College's administration and determines the procedures under which the mediation will take place.

5. FORMAL PROCEDURES

5.1 If attempts at personal resolution, facilitated conversation or mediation fail or are inapplicable due to the nature of the alleged violation, and if any party involved wishes to file a formal complaint, that complainant shall notify the Student Conduct Officer through the appropriate reporting form. The Student Conduct Officer will then convene a Hearing Panel from the members of the SCC. The Student Conduct Officer will provide notice of the hearing and a statement of the allegations to the complainant and the respondent within 10 calendar days of receipt in writing of the complaint by the Student Conduct Officer. A primary hearing date will be scheduled along with a follow-up date, about seven (7) days later. This follow-up date is to be used, should it be necessary, for the Hearing Panel to review additional evidence or witnesses if additional evidence or witnesses are requested by the Hearing Panel.

5.2 The statement of the allegations will identify the reasons for calling the hearing with sufficient particularity and rationale to ensure the parties have an opportunity to prepare for the hearing. The statement of the allegations also will contain the names of the proposed hearing panelists. Either party should notify the Student Conduct Officer of any hearing panelist that is known to them and/or who could present a conflict in the case. The Student Conduct Officer will review the potential conflict and decide whether or not the hearing panelist should be replaced. No member of the Hearing Panel, who is otherwise interested in the particular case, shall sit on the Hearing Panel for that case.

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 to leave campus to study elsewhere.

5.4 The SCC Hearing Panel will be composed of one student, one professional staff member, and one faculty member, one of whom will serve as Chair. The Chair, in consultation with the Student Conduct Officer, is responsible for ensuring that the hearing process occurs in a timely fashion.

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

5.6 Disciplinary hearings are not trials or legal in nature, and they are not governed by rules of legal procedure, evidence, or judicial formality. They are designed to encourage open discussion among the participants to promote the Hearing Panel's understanding of the facts, the individuals involved, and the circumstances under which the alleged incident occurred, the nature of the conduct, and the attitudes and experiences of those involved. Information, including hearsay evidence, may be considered if it is relevant, not unduly repetitious, and the sort of information on which responsible persons are accustomed to relying upon in the conduct of serious affairs.

5.7 These procedures and standards apply to all hearings:

5.7.1 The complainant and respondent in the process may be accompanied by advisors as described in the section on advisors above.

5.7.2 At least three (3) business days prior to the hearing, or as otherwise instructed by the Student Conduct Officer, the parties shall submit to the Student Conduct Officer all documents to be submitted as evidence and the names and anticipated areas of testimony of any witnesses.

5.7.3 Witnesses and Additional Documentation: The Hearing Panel has the discretion to determine which witnesses, if any, they wish to interview during the hearing and may request additional documentation or witnesses when the Hearing Panel determines it is necessary for their decision.

5.7.4 Both the complainant and the respondent may make opening and closing remarks of not more than five minutes each.

5.7.5 The Hearing Panel's findings are based on the statements of the complainant, respondent, and/or witnesses and any evidence submitted.

5.7.6 The Hearing Panel will determine a violation of the Code by a preponderance of the evidence.

5.7.7 All documents presented to the SCC Hearing Panel shall become the official property of TC.

5.7.8 If either the complainant or the respondent fails to appear at the hearing, proceedings will continue. Evidence may be presented and considered even if a party is absent

5.7.9 After the hearing concludes the SCC Hearing Panel shall deliberate in private.

5.7.10 All findings of the Hearing Panel require a majority vote. At the conclusion of the deliberations, the SCC Hearing Panel shall deliver a brief written statement of their findings and any recommended sanctions to the Student Conduct Officer.

5.7.11 The AVP/ Chief Student Affairs Officer shall communicate to the respondent the Hearing Panel's findings, their decision, and any sanctions imposed. The Student Conduct Officer shall also inform the complainant of the decision. These communications shall be in writing.

5.8 Appeals. Both parties have the right to appeal. The appeal must be submitted to the assigned Conduct Officer within seven (7) business days following written notification of the case. Grounds for appeal include (1) Substantive procedural error, (2) the adequacy or severity of the recommended sanction or, (3) additional evidence or information if the Hearing Panel requested additional information but it is not possible to reconvene the Hearing Panel. Appeals must be in writing, must state the ground for appeal, and must provide evidence to support the appeal.

5.8.1 The Student Conduct Officer, or their designee, acts as the appellate officer and shall be provided with all information regarding the case. After review, the designated appellate officer may (1) render a decision, or (2) remand the case back to a Hearing Panel for additional consideration. The designated appellate officer will notify both parties in writing of the appeal decision.

5.8.2 If the Student Conduct Officer is the complainant, a witness, or has any other significant conflict of interest with respect to the case, the appellate officer function shall be discharged by an unconflicted member from Student Affairs.

5.8.3 Subject to the special provision for emergency or other extraordinary situations, there shall be no change in the status of the respondent until the appeals process is complete.

5.9 In an emergency or other extraordinary situation, the Student Conduct Officer shall take such interim disciplinary action as is necessary to appropriately manage an incident pending a hearing by the SCC or a decision on appeal.

6. DISCIPLINARY SANCTIONS

6.1 Disciplinary sanctions may include, but are not limited to, one or more of the following:

6.1.1 Reprimand: a verbal admonition and an official written warning, course or grade failure;

6.1.2 Restitution: repair or replacement of property when loss or damage is part of the offense;

6.1.3 Training: formal or informal training, coaching or instruction relevant to the violation;

6.1.4 Restriction: loss of privileges that are consistent with the offense and the rehabilitation of the student, except that in cases involving assault, personal injury or other disruptive or threatening behavior, the College retains the independent right to limit campus access or to restrict a student's activities to those that are essential to a student's academic progress;

6.1.5 Disciplinary Probation: the student is no longer in good disciplinary standing for a specified period of time;

6.1.6 Suspension: dismissal from TC and its residence halls for a specified time. Suspension, pending a hearing, maybe imposed when there is reason to believe the action is necessary to maintain TC operations and/or to protect the safety of individuals;

6.1.7 Rescind: take back offer of admission to the College

6.1.8 Expulsion: permanent dismissal from TC and/or its residence halls; and

6.1.9 Revocation: withholding or repealing admission, course credit or a degree award.

7. COUNSELING, EVALUATION & TREATMENT

7.1 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 a condition of readmission to TC or a condition of continued enrollment.

8. DISCIPLINARY RECORDS & CONFIDENTIALITY

8.1. Records of disciplinary proceedings are maintained by the Student Conduct Officer. No record of the disciplinary proceedings shall be entered in the student's official College file until a final decision, and, if appropriate, disciplinary sanctions are rendered and any appeals are concluded. Disciplinary records shall be maintained as specified in TC's [Document Retention Policy](#).

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

9. STUDENT ORGANIZATIONS

9.1. There are several recognized and approved student organizations at TC in any academic year. To assume a student leadership role in any student organization, a student, as defined above, must be enrolled in a degree program and must be in good academic and conduct standing.

9.2. The Student Conduct Officer has the authority to restrict any student from membership in a student organization for academic or general misconduct.

9.3. Student organizations are collectively responsible for any action committed by members on behalf of the organization that violates TC policy. Disciplinary action against student organizations is separate from actions taken against individuals. An incident may necessitate action against both a student organization and the individual members of that organization who were found to have violated TC policy. Disciplinary sanctions against a student organization may include, but are not limited to, the dissolution of the student organization.

Teachers College is committed to equity and excellence in education bolstered by honest and ethical conduct in the achievement of academic goals for the enrichment of students and betterment of the country and the world. All College officers, trustees, faculty, staff, student employees, and others acting on behalf of the College are expected to maintain the highest standard of ethical conduct outlined in the [Statement of Ethical Conduct](#).

Responsible Office: Student Affairs Administration

Effective Date: August 27, 2024

Last Updated: August 2024

Last edited: August 2024



1. **PURPOSE OF POLICY**

The College seeks to promote both the academic progress and personal well-being of our students. Sometimes balancing the pressures of academics, family, health related concerns and finances can lead to coping difficulties. Teachers College (TC) is committed to support the psychological wellness of its students by promoting the principles of TC CARES (Connect, Assess, Respond, Educate and Support), by identifying, engaging, and by assisting students who may be facing personal and/or academic concerns.

Now, more than ever, academic settings must offer holistic support to students, designed to ensure that they are aware of the resources and support that may allow them to thrive. This Student Psychological Wellness Policy outlines an approach to educate and promote discussion about student well-being, focusing on strategies to keep emotional balance while meeting the demands of graduate school. Further, it aims to provide support and resources to prevent harm to self and to others, threats, disruptions, and violence. It also outlines procedures for crisis intervention and response. All members of the College community are expected to promote a healthy and violence-free environment.

2. **POLICY AUDIENCE**

This *Policy* applies to

3. **POLICY DETAILS**

Teachers College (TC) recognizes that psychological well-being allows students to better cope with the stresses of work and study, maintain healthy relationships, and better contribute to the campus community professionally and personally.

The College takes a sensitive and informed approach to student well-being and is committed to ensuring the student body is aware of and is responsive to the needs of students who have, or who are at risk of developing a wellness concern.

A. **Principles**

The College supports the needs of those who are currently well by focusing on three fundamental principles:

- Education
- Prevention
- Resources

Educational programming helps members of the College community promote students' well-being and self-care. Workshops, educational groups, and publications address issues such as general principles of well-being, stress management, depression, anxiety, and similar topics related to overall student well-being and success.

Programming is provided through many avenues at Teachers College including through the Office of Graduate Student Life & Development (GSLD), Residential Services (ORS), Office of International Students & Scholars (OISS), The Office of Access for Students and Individuals with Disabilities (OASID), The Office of Diversity and Community Affairs (ODCA), The Office of Student Support & Advocacy (SSA) and Columbia University's Offices of Health Services and Counseling and Psychological Services (CPS). Programming is also offered throughout each academic year to faculty and staff to ensure that those working with students are aware of the resources available to assist students in the best way possible.

The College offers students first-hand resources such as orientation and support, assistance with navigating and accessing resources/providers, well-being programming, workshops, educational and support groups, and publications. The College offers education about student well-being, self-care and ways to prevent self-harm. If a student wants to request support or if a TC community member (faculty/staff/student) would like to refer a student of concern, they can complete a [TC CARES REFERRAL FORM](#) and a member of the Office of Student Support & Advocacy and/or a member of the TC CARES Team will connect with the student to schedule a support meeting.

The Office of Student Support & Advocacy (SSA) at TC offers voluntary services to the TC community. The College has a case management process to provide check-ins for students where there is an identified concern. The check-ins may be performed by a member of the Office of Student Support & Advocacy (SSA) or a TC CARES Team member. During support meetings, students will be connected with resources/support that may help them to be successful at TC.

All members of the Teachers College community are invited and encouraged to submit a [TC CARES REFERRAL FORM](#) to report a student of concern or utilize resources listed below for advice and assistance to support students.

Additionally, Teachers College is committed to accommodating qualified students who have disabilities, including psychiatric or emotional disabilities. Students seeking accommodations should contact the Office of Access and Services for Individuals with Disabilities (OASID), 301 Zankel Hall-3rd floor, Tel/Voice: (212) 678-3689, oasid@tc.edu.

B. Crises Response & Intervention

The early identification of persons at risk for self-harm or harm to others is essential. Immediate help should be sought if someone has spoken about experiencing suicidal ideations, or a suicide plan; being a victim of other violence, or if someone has expressed ideations and/or a plan to hurt someone. Student Affairs in collaboration with the Office of Public Safety has created the TC CARES initiative, which has formed key members of the college to be part of the TC CARES Team, in an effort to assist faculty and staff in identifying and supporting students who may be in distress and in need of assistance with issues associated with their well-being. This includes immediate assistance along with referrals and other resources.

IN AN EMERGENCY, contact one of the following immediately. All are available 24/7.

On-Campus	TC Office of Public Safety	(212) 678-3333 or x3333
Off-Campus	NYC Police Department	911
	-or-	113th St & Amsterdam Ave General: (212) 523-4000
	Mount Sinai - Morningside Emergency Room	Emergency: (212) 523-3335 Psychiatric Emergency: (212) 523-3347

Additionally, Columbia Health has a 24/7 Mental Health Support Line that operates under the Counseling and Psychological Services phone number after office hours and on any other day that the offices are closed, such as weekends and holidays. Any Teachers College student can reach out to a counselor on-call directly at **(212) 854-2878**. TC Community members can also reach out to **(212)-854-2878** if they would like to process a situation regarding a student with a counselor.

In less urgent situations, the resources below are available.

Please note that CU/CPS Center staff provides consulting services to Teachers College personnel on issues related to suicide and threats of violence. College faculty or staff who are concerned about issues relating to suicide or threats of violence may call the office at any time at **(212) 854-2878**.

Columbia Counseling & Psychological Services Center	8th Floor, Lerner Hall (115th Street & Broadway) Appointments and After-Hours Support (212) 854-2878 http://www.health.columbia.edu/docs/services/cps/index.html Hours M-Th 8 to 6:30; F 8 to 5
Office of Residential Services	1st Floor, Whittier Hall (212) 678-3235 (phone) Or contact any Community Assistant or other Residential Services Administrator

Associate Vice President & Chief Student Affairs Officer	Thomas P. Rock, Associate Vice President & Chief Student Affairs Officer 525 West 120th Street, Bldg. 528-Room 163 (212) 678-3083
Office of Student Support & Advocacy	525 West 120th St., Bldg. 528-Room 166 (212) 678-3619 Submit TC CARES REFERRAL FORM to set up a meeting or email studentsupport@tc.columbia.edu

C. Information Sharing

It will be disclosed and explained to students receiving support from a member of our team that meetings are for the purpose of obtaining information on concrete well-being resources and are not necessarily confidential appointments. We will strive to protect students' privacy. Still, our team may share some information regarding the student with the Student Affairs leadership team, or the TC CARES team for the purpose of assisting in connecting the student to appropriate resources. A student requesting an appointment for student support should keep in mind that this request does not indicate an interest or need for ongoing mental health services.

D. Information Disclosures

If the College believes that the safety of a student, or of any other person, is at risk, the College may contact family members, individuals a student has identified as emergency contacts, or others as the College deems necessary or appropriate under the circumstances. Consistent with U.S. Department of Education guidelines, pertinent student education records may be disclosed to appropriate officials in a health or safety emergency.

More detailed procedures for follow-up actions will be determined by the TC CARES TEAM or Emergency Response Team (ERT) protocol.

4. **RELATED INFORMATION AND LINKS**

A. **Related Policies:**

Nothing in this Policy precludes the College from addressing student behavior through the Student Conduct Code, residential contracts, and other policies. For example, if a resident student's behavior interferes with the rights of others, the student may be removed from campus housing or may be required to comply with conditions established by the Office of Residential Services to continue living on campus. Other actions may be taken as outlined in the Housing Contract.

B. **Related Forms: [TC CARES Referral Form](#)**

5. **POLICY OWNER AND HISTORY**

A. **Policy Owner:** Student Affairs

B. **Policy Approved by:** Associate Vice President for Student Affairs & Chief Student Affairs Officer

C. **Contact Information:** studentaffairs@tc.columbia.edu

D. **Original Policy Issue Date:**

E. **Last Revision Date:** July, 2023

F. **Next Review Date:** July 01, 2025

UNIVERSITY POLICIES

A GROWING CATALOG OF COLUMBIA-WIDE POLICIES

[Home](#) » [Acceptable Usage of Information Resources Policy](#)

Acceptable Usage of Information Resources Policy

Provides guidance for the appropriate access and use of University information resources, proper conduct when using those resources and privacy expectations

▼ Overview

I. Introduction

This Policy establishes the accountability of all Users (as defined in the Columbia University [Information Security Charter](#) (the “Charter”)) [↗](#) of Columbia University’s Information Resources. It addresses the confidentiality, integrity and availability of such Resources in support of the University’s missions, codifies appropriate usage and establishes the need for Users to respect the rights of others and to be in compliance with other University policies, policies of external networks and resources, and all applicable federal, state and local laws and regulations.

The University’s Information Resources are provided to support the teaching, learning, clinical and research missions of the University and their supporting administrative functions.

Inappropriate use of these Information Resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the security of an environment for creating and maintaining Information Resources.

This Policy applies to the access and use of the University’s Information Resources, whether originating from University or non-University Information Resources, including personal computers, as well as the access and use of Information Resources provided by research sponsors to, or leased or hired by, University Users.

Additional terms apply to the use of email at the University, as described in the Columbia University [Email Usage Policy](#). [↗](#)

Capitalized terms used herein without definition are defined in the Charter.

II. Policy History

The effective date of this Policy is November 1, 2013. This Policy and the other Information Security Policies replace (A) the following University Policies:

- Acceptable Use of IT Resources (Network and Computing) Policy, dated July 1, 2007
- Electronic Information Resources Security Policy, dated March 1, 2007
- Social Security Number (SSN) and Unique Person Number Usage (UPN) Policy, dated September 10, 2007

and (B) the following CUIMC Policies:

- Information Security, Backup, Device and Media Controls Policy, dated November 2012
 - Workstation Use and Security Policy, dated November 2012
-

▼ Policy Text

III. Policy Text

A. Privacy Expectations

The University respects the privacy of individuals and maintains User files and emails on central University Systems as private as possible. However, to protect the integrity of its Information Resources and the rights of all Users, the University reserves the right to monitor access to Information Resources, communications on the University Network and use of Systems and University Data, as described in more detail in Section III(C) of the Charter.

For reasons relating to compliance, security or legal proceedings (e.g., subpoenas) or in an emergency or in exceptional circumstances, the University's Office of the General Counsel may authorize the reading, blocking or deleting of University Data. In particular, in the context of a litigation or an investigation, it may be necessary to access University Data with potentially relevant information. Any such action taken must be immediately reported to the Office of the General Counsel and the applicable Information Security Office.

B. Prohibited Actions


No User of Information Resources may take any of the following actions:

1. Use Information Resources in violation of the Information Security Policies;
2. Violate any institutional policies or procedures or use Information Resources for unethical, illegal or criminal purposes;
3. Violate the privacy of co-workers, students, patients, research subjects, alumni(ae) or donors;
4. Violate the rights of any person protected by copyright, trade secret, patent or other intellectual property or similar laws and regulations (i.e., installing or distributing pirated or other inappropriately licensed software);
5. Copy, distribute or transmit copyrighted materials unless authorized;
6. Obstruct University work by consuming excessive amounts of Network bandwidth and other System resources or by deliberately degrading performance of a computer;

7. Create any program, web form or other mechanism that asks for a Columbia user identity and password other than user authentication mechanisms authorized by the applicable Information Security Office;
8. Intimidate, harass, threaten or otherwise do harm to other Users or internal or external Information Resources including but not limited to: Doxing / Doxxing, Cyberbullying, Deep fakes, Cyberstalking, Non-consensual image use, Impersonation;
9. Transmit materials in violation of the University's sexual harassment, hostile workplace or protection of minors policies;
10. Make offers of products, items or services that are fraudulent;
11. Intentionally cause a security incident (e.g., log into an account or access University Data that the User is not authorized to access, etc.);
12. Intercept or monitor University Data not intended for the User unless specifically authorized by the applicable Information Security Office;
13. Attempt to avoid the User authentication or security of Systems or Endpoints;
14. Allow any unauthorized person to use institutional computers for personal use;
15. Violate the policies of external networks and resources while using such external resources;
16. Create or intentionally release computer viruses or worms or otherwise compromise a computer;
17. Engage in frivolous, disruptive or inconsiderate conduct in computer labs or terminal areas;
18. Use a University Network to gain unauthorized access to a System or University Data or to escalate privileges on a System; or
19. Use Information Resources for commercial purposes, except when explicitly approved by the applicable Executive Manager. Prohibited uses include, but are not limited to, development of programs, data processing or computations for commercial use, preparation and presentation of advertising material and the running of a Server connected to the University Network.

C. Required Actions

Each User of Information Resources must take the following actions:

1. Ensure that his/her account or password is properly used and is not transferred to or used by another individual;
2. Log off from a System or Endpoint after completing access at any location where such System or Endpoint may potentially have multiple Users;
3. Ensure that Sensitive Data is protected with a password and encrypted while in transit or storage;
4. Report the loss or theft of any Endpoint or System containing Sensitive Data in accordance with the Columbia University [Electronic Data Security Breach Reporting and Response Policy](#);
5. Use University Email Systems only in compliance with the Columbia University [Email Usage Policy](#);  and
6. Take responsibility for any traffic that appears on the University Network that originates from a network jack assigned to such User or from his/her wireless device(s) and/or network(s).

In addition, it is recommended, but not required, that Confidential Data be protected with a password while in transit or storage.

IV. Cross References to Related Policies

The Information Security Policies referred to in this Policy are listed in Appendix A hereto.

▼ Cross Reference(s) to Related Policies

Related Policies

[Electronic Data Security Breach Reporting and Response Policy](#)

[Email Usage Policy](#)

[Information Security Charter](#)

Effective Date

Published: October 2013

Revised: November 2014, September 2017, July 2019, October 2023

✉ cuit-risk@columbia.edu

Responsible University Office

[Information Technology \(CUIT\)](#)

Audience

[Officers of Administration](#)

[Students](#)

[Visitors and Consultants](#)

[Researchers](#)

[Faculty](#)

[Support Staff \(Non-Union\)](#)

[Support Staff \(Union\)](#)

[Librarians](#)



Teachers College
COLUMBIA UNIVERSITY

**Columbia Policy on Acceptable
Use of IT Resources**

Policy No.: 208

Effective Date: 10/11/2024

Policy accessible at the following link: [Columbia Policy on Acceptable Use of Information Technology Resources](#)