

COLUMBIA
UNIVERSITY 
SCHOOL OF SOCIAL WORK

Student Handbook
2011-12

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CUSSW Student Handbook 2011-12

The *Columbia University School of Social Work Student Handbook 2011-2012* is the student's guide to Columbia University School of Social Work. It contains the most up-to-date information available on:

- MS Program requirements
- Special programs
- Dual degree and minor programs
- Enrollment and registration procedures
- Resources and services for students
- Academic policies and procedures

Students are responsible for knowing the School and University's policies and procedures as published in the *Columbia University School of Social Work Bulletin (School Bulletin)*, this *Handbook*, the *Field Education Manual*, and *FACETS: Facts About Columbia Essential to Students*. Please take the time to read all four carefully.

If students cannot find the answers to their questions in this *Handbook*, the *School Bulletin*, the *Field Education Manual* or another publication mentioned here, it is then appropriate to call:

- 212/851-2364 - regarding educational policy and procedures
- 212/851-2307 - regarding student field education

Students are encouraged to review both the *School Bulletin* and this *Handbook* carefully when planning their program.

This Student Handbook is intended only to provide information for the guidance of the Columbia University School of Social Work students. The information is subject to change, and the Columbia University School of Social Work reserves the right to depart without notice from any policy or procedure referred to in this handbook. This handbook is not intended to be and should not be regarded as a contract between the Columbia University School of Social Work and any student or other person.

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CUSSW ACADEMIC CALENDAR 2011-12

The Policy of the University is to respect its member's beliefs. No students will be penalized for absence due to religious beliefs and alternative means will be sought for satisfying the academic requirements involved.

FALL 2011		
August		
1	Mon	Information Session – incoming Advanced Standing
2	Tues	Classes begin for Advanced Standing students
29	Mon	Orientation begins (required for all entering students; ends Sept 2)
September		
5	Mon	Labor Day observed
6	Tues	First day of classes
12	Mon	Preparation for the Profession (required for all entering students)
16	Fri	Last day to add/drop courses without penalty
19	Mon	Field Instruction begins
October		
19	Wed	Conferring of October degrees
24	Mon	Community Day
November		
1	Tues	Election Day - University Holiday (no field if placement if closed)
17	Thurs	Last day to drop a class (no refund given)
24	Thurs	Thanksgiving Day - University Holiday
25	Fri	University Holiday
December		
9	Fri	Field Evaluations due
15	Thurs	Last day of classes
16	Fri	Last day of field education (Winter Break begins)

SPRING 2012**January**

2	Mon	Field education begins (continuing students)
9-13	Mon-Fri	January Orientation (16-Month students)
16	Mon	Martin Luther King Day observed
17	Tues	First day of classes
23	Mon	Preparation for the Profession (16-Month students)
27	Fri	Last day to add/drop courses without penalty
30	Mon	Field Instruction begins (16 -Month students)

February

27	Mon	Placement Fair
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March

12-16	Mon-Fri	Spring Break
26	Mon	Community Day

April

26	Thurs	Last day of classes
27	Fri	Field Instruction ends & Field Evaluations due [graduating 2-Yrs, Reduced Res. (4d/wk), and Adv. Standing]
30	Mon	Capstone Week begins (all graduating students)

May

1-4	Tues-Fri	Capstone Project (all graduating students)
4	Fri	Field Instruction ends & Field Evaluations due (continuing students and 16-Month students)
11	Fri	Spring Field instruction ends (16-Month)
16	Wed	Commencement

SUMMER 2012

May

21	Mon	Summer session begins
21	Mon	Summer Field Instruction begins [16-Month and Reduced Res. (3d/wk) students]

July

27	Fri	Field instruction ends & Field Evaluations due (16-Month)
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The Policy of the University is to respect its members' beliefs. No student will be penalized for absence due to religious beliefs and alternative means will be sought for satisfying the academic requirements involved.

**This calendar is subject to change.*

Mission of the Columbia University School of Social Work

CUSSW develops leaders in social work practice and research whose work advances professional values, knowledge and skills through programs and policy that enhance well-being and promote human rights and social justice at the local, national and global level (approved by the faculty March 7, 2011)

Columbia University School of Social Work derives its mission from the University's goal to advance knowledge and learning at the highest level and to use that knowledge for human betterment and societal advancement. Recognizing the importance of New York as a global city, the School seeks academic relationships with many countries and regions.

To that end, the School aims to:

1. prepare graduate students for advanced social work practice and professional leadership within a diverse learning environment;
2. advance knowledge for effective social work practice and education;
3. enhance the well-being of the people and communities of New York City, the nation, and around the world; and
4. further the goals of the University and the social work profession through collaboration, consultation, and public service.

More specifically, the School's educational and research programs draw on social work values and a multi-disciplinary body of knowledge and skills in seeking to:

1. reaffirm the importance of respectful, meaningful, collaborative relationships as a core element of social work practice;
2. strengthen practices, programs, and policies that support and enhance the opportunities, resources, and capacities of people to achieve their full potential;
3. prevent and alleviate personal, interpersonal, and societal problems;
4. redress conditions that limit human development and quality of life; and
5. promote human rights, social justice, and respect for human diversity

(Approved by the faculty March 3, 2010)

M.S. Program Educational Goals and objectives

Goal 1. Prepare graduate students to be competent, ethical advanced social work practitioners.

Objectives:

1. Explain the historical and contemporary mission, purpose, structures, and issues relevant to the social work profession.
2. Demonstrate knowledge of and practice in accord with the social work profession's value base and ethical standards and principles.
3. Understand and apply principles and processes of critical thinking to social work practice.

4. Demonstrate respectful and appropriate use of knowledge and skills related to the histories, experiences, needs, strengths, and beliefs of persons from diverse backgrounds in practice.
5. Explain how structures and processes of oppression and discrimination affect the daily lives and opportunities of individuals, social groups, and societies, and apply advocacy and social change strategies to strengthen client capacities and service systems and advance social and economic justice.
6. Analyze theoretical and empirical knowledge about biological, psychological, and socio-cultural aspects of human development, behavior and change across the life course.
7. Use a systems perspective to apply knowledge about how various system sizes, e.g., families, groups, organizations, and communities, influence human development, interactions, behavior and opportunities in practice.
8. Apply the knowledge and skills of a generalist perspective in practice with systems of all sizes.
9. Explain the impact of social policies on client systems, social workers and service delivery in organizations and demonstrate skills to formulate and influence social policies and social work services.
10. Describe the principles and methods of scientific research and evaluate the credibility and relevance of research findings for practice.
11. Monitor and evaluate the process and outcomes of social work practice.
12. Use appropriately differential communication skills with clients, colleagues, and communities.
13. Make appropriate use of consultation and supervision in practice.
14. Function as social workers within the structure of organizations and systems and seek necessary change.
15. Explain and critique the core features and structures of a specific field of social work practice or substantive area.
16. Use theoretical frameworks supported by evidence-based knowledge in a specialized advanced social work practice method.
17. Use theoretical frameworks supported by evidence-based knowledge in a specific field of social work practice or substantive area.

GOAL 2. Advance the development and application of scientific and professional knowledge for social work practice and education.

Objectives:

1. Disseminate knowledge through faculty publications and presentations.
2. Support disciplinary and interdisciplinary knowledge development and application through institutional policies and activities.
3. Promote research and educational collaborations with government, community, and social service agencies.
4. Contribute to research and scholarship on social work education, e.g., curriculum and teaching innovations, cutting-edge educational technologies.

GOAL 3. Serve as a resource for and collaborator with local, national and international communities and with the university community.

Objectives:

1. Contribute faculty expertise to research and training partnerships designed to assess social welfare needs and strengthen the capacity of communities to meet these needs.
2. Develop and implement new technologies to facilitate the dissemination and exchange of knowledge and services with communities.
3. Provide a full range of social services to over 400 social welfare agencies and entities through supervised field education.
4. Sponsor public events and activities for social workers and other professionals in the community and university.
5. Contribute to and provide leadership in university-wide and interdisciplinary educational and research collaborations in traditional and emerging fields.
6. Contribute to University-wide governance through the development and implementation of administrative, educational and research policies.
7. Support the University's commitment to diversity in educational and research endeavors.

GOAL 4. Serve and strengthen the social work profession locally, nationally, and internationally.

Objectives:

1. Provide faculty leadership in local, national, and international professional organizations and their functions.
2. Sponsor public presentations by eminent scholars and educators on topics relevant to the profession and its purposes.
3. Graduate students who will assume leadership roles in the profession in the United States and abroad.
4. Support the profession's commitment to a diverse professional workforce through efforts to recruit and retain a diverse student body, faculty, administration, and staff.

PROFESSIONAL COMPORIMENT

Key Attributes of a CUSSW Social Worker

The following standards, distinguished from academic standards, describe the physical, cognitive, emotional and character requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and practice. Acquisition of competence as a social worker is a lengthy and complex process that will be undermined by significant limitations of the student's ability to participate in the full spectrum of the experiences and the requirements of the curriculum.

Students in the Columbia University School of Social Work are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom, in their practica, and elsewhere. Attention to these standards will be part of evaluations made by faculty responsible for evaluating students' classroom and practicum performance.

Communication Skills

The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. Students must express their ideas and feelings clearly and

demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program.

Self-Awareness

The social work student must know how his/her values, attitudes, beliefs, emotions and past experiences affect his/her thinking, behavior and relationships. The student must be willing to examine and change his/her behavior when it interferes with his/her working with clients and other professionals and must be able to work effectively with others in subordinate positions as well as with those in authority.

Professional Commitment

The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work which are the dignity and worth of every individual and his/her right to a just share of society's resources.

Knowledge Base for Social Work Practice

The professional activities of social work students must be grounded in relevant social, behavioral and biological science knowledge and research. This includes knowledge and skills in relationship-building, data-gathering, assessment, interventions and evaluation of practice.

Objectivity

The social work student must be sufficiently objective enough to systematically evaluate clients and their situations in an unbiased, factual way.

Empathy

The social work student must endeavor to seek to comprehend another individual's way of life and values. He/she must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

Energy

The social work student must be resistant to the undesirable effects of stress, exercising appropriate self-care and developing cooperative and facilitative relationships with colleagues and peers.

Acceptance of Diversity

The social work student must appreciate the value of human diversity. He/she must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, ethnicity, religious affiliation (or lack thereof), gender, ability, sexual orientation and value system.

Interpersonal Skills

The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, altruism, integrity, and the demonstration of respect for and consideration of others.

Professional Behavior

The social work student must behave professionally by knowing and practicing within the scope of social work, adhering to the profession's code of ethics, respecting others, being punctual and dependable, prioritizing responsibilities, and completing assignments on time.

GUIDE TO THE SCHOOL OF SOCIAL WORK MASTER'S DEGREE PROGRAM 2011 - 2012

Degree Programs

The Master's Program prepares students for entry into advanced social work practice. The curriculum emphasizes promoting social and economic justice, particularly for populations-at-risk; practicing with diverse populations; and evaluating practice outcomes.

The Master of Science (M.S.) degree from Columbia University School of Social Work is earned by completing a progressive sequence of courses designed in accordance with the standards of the Council on Social Work Education (CSWE), the School's accrediting body. All students are required by the CSWE to take courses in human behavior and the social environment, social welfare policy and services, research, social work practice, and field education. For a more complete description of courses, see the *School Bulletin*.

The specific requirements and format for each of the School's degree programs - the full-time Two-Year and 16-Month programs, Reduced Residency and Extended programs, Advanced Standing program, and Transfer program – can be found below.

Master of Science in Social Work Requirements

A combined total of 60 points from coursework and field education are required to earn the M.S. in Social Work at Columbia. Most students complete this requirement by earning 42 points in course work and 18 points in field education. **All requirements for the degree must be completed within four (4) years of the date of the student's matriculation into the program.**

With few exceptions, the following foundation year courses are required of all M.S. students:

- Required background (or 'core') courses: T660A-B Human Behavior and the Social Environment I & II, T6501 Social Work Research, and T6801 Social Welfare Policy.
- Three foundation practice courses: T7100 Foundations of Social Work Practice, T7102 Direct Practice with Individuals, Families & Groups, and T7103 Advocacy in Social Work Practice.
- T6010 Field Education (two terms).

Based on student's selection of method and field of practice (see "Method Concentrations and Fields of Practice" below), they take the following courses during their advanced year:

- Two additional practice courses in the student's chosen advanced practice method.
- A required course in the student's field of practice and an advanced research course, taken in the third term.
- T6020 Field Education (two terms).
- The remaining classroom courses are taken as electives.

Advanced Practice Method Concentrations and Fields of Practice

Prior to the second year, students select one of four advanced practice method concentrations and one of seven fields of practice. This student-directed individualization of study allows students to

structure a program of study that enables them to acquire advanced knowledge and skills for practice in their particular areas of interest.

ADVANCED PRACTICE METHOD CONCENTRATIONS

Students select their advanced practice method concentration before beginning their second year of study. Their choice of the advanced practice method concentration determines the type of second-year field placement they will have, and the series of second-year practice courses, including the research course, for which they will register. The School has four practice method concentrations:

Advanced Clinical Social Work Practice emphasizes assessment, intervention, and evaluation within a field of practice, using individual, family, group, and case management strategies; clinical application of risk and resiliency theories and research to at-risk populations; and clinical issues with specific client populations.

Advanced Generalist Practice and Programming (AGPP) ensures the balance and flexibility that successful social workers in the 21st century require. It emphasizes direct practice; community practice; movement from case to cause; and development of innovative and responsive social programs and of program resources, including staffing and funding.

Policy Practice explores policy analysis and policy advocacy, including the development of knowledge, values, and skills needed to define policy issues from a social work perspective, collect and analyze relevant data, develop policy options, prepare testimony, and present recommendations.

Social Enterprise Administration (SEA) builds knowledge, skills, and values in administering social service programs including social planning and program development, program evaluation, financial management, staff development and training, human resource management and supervision, and management information systems.

FIELDS OF PRACTICE

In addition to selecting a practice method, students further focus their second year of study by selecting one of seven fields of practice:

Aging focuses on the role, status, and social problems of the elderly; sociology of the family; age stratification; policies providing financial support, health, and social care for the elderly; and social service provisions for the aged.

Contemporary Social Issues (CSI) explores emerging social problems, their etiology, epidemiology, and interconnections; relevant policies, programs, and practices; and coordination or lack thereof among service systems that seek to address these problems. CSI, via advocacy and a forensic approach, addresses the impact of issues and problems in the criminal justice system, homelessness, domestic violence/violence, and substance abuse and their impact on individuals, groups, couples, families, communities, and society.

Family, Youth, and Children's Services addresses the economic and social status and service needs of families, youth, and children; laws, funding, and service organizations; family support and child care services; preventive and protective services; school-related and/or school-based services; adolescent issues.

Health, Mental Health, and Disabilities identifies of health factors and social stressors that affect clients; program development and evaluation; fiscal, legal, and organizational sanctions and influences, including managed care; assessment of system entry points for client care and advocacy.

International Social Welfare and Services to Immigrants and Refugees examines global social problems; international trends in social policies and programs, including response to disasters; needs of immigrants and refugees; community development; and activities of major international organizations and voluntary agencies working internationally. Students who select this field must have at least 9 months experience working, volunteering or interning outside of the students' country of origin; or primarily with immigrants and refugees in this county. A written application that includes information about experience outside of country of origin, and anticipated skills and goals is required. Enrollment is limited and preference in acceptance will be given to those fluent in a second language.

School-based and School-linked Services explores practice issues in public education; problems of school failure; design, administration, financing, delivery, and evaluation of school-based or school-linked child and family services; interdisciplinary collaboration.

World of Work focuses on the composition, status, and needs of the labor force; conditions interfering with work roles; services for clients as workers and for their dependents; collective bargaining; discrimination and unequal opportunity; interdisciplinary initiatives; and legislation related to work and social welfare.

Credit requirements

To view specific study programs, please refer to the CUSSW Bulletin
<http://www.columbia.edu/cu/ssw/bulletin/2011-2012/index.html>

Two-Year Program

Most students follow the full-time Two-Year Master of Science degree program structure in which the required 60 points are earned during four consecutive terms of full-time study. Students begin their program in the Fall. Each consecutive term is spent taking three or four classroom courses and field education; two days in the classroom and three days (21 hours) at their field education site each week.

16-Month Program

An alternative to the Two-Year program is the full-time 16-Month Program. Students begin their studies in January and complete the program requirements in May of the following year. Students may accelerate the completion of the requirements for the Master of Science in Social Work degree by beginning full-time study in the Spring, completing their second term during the Summer session, and finishing the advanced concentration year requirements during the next two (Fall and Spring) terms.

The curriculum and field education offerings of the 16-Month Program replicate those of the Two-Year program that begins each September, with some exceptions.

The Law Minor and SEA Management Fellows program is not an option available to 16-Month Program students.

Please note there is less building access during the Summer semester than in the Fall and Spring Semesters.

Special Programs

CUSSW's Special Programs offer alternatives to the full-time Two-Year and 16-Month Program structures for completing the M.S. degree requirements. See the credit requirements for the Reduced Residency, Advanced Standing, Extended and Transfer programs below.

The coordinator of Special Programs is Karma Lowe, Director of Student Services & Financial Aid, Room 523, 212/851-2364. The academic advisor for the Extended and Reduced Residency Programs is Zita Dixon, Advising Counselor, Room 529-A, 212/851-2392. The field education advisor for all Special Programs is Moira Curtain, Associate Director of Field Education, Room 508, 212-851-2315.

Reduced Residency Program

Students must request to be admitted to this program when they apply to CUSSW. Students may not transfer into this program from other matriculated school programs. (ex. An Extended Program Student cannot apply to transfer into the Reduced Residency Program after they have completed coursework.) The application and admission process is specific to this program. As stated on the CUSSW Admissions site, in addition to the General Requirements, the Reduced Residency Program requires:

- Full-time employment in a human services organization for at least two years or half-time for at least four years prior to application;
- Employment during the pre-residency phase of the program **at a human services organization in which the student is providing direct practice services. Students who are employed at a human services organization during the pre-residency phase but not providing direct practice services will be responsible for establishing a mechanism that would allow them to meet the direct practice requirements of the program**
- Choice of a method compatible with current work responsibilities.

Individuals who are currently working for a human social services organization, and who have been working for such organizations full-time for at least two years, or part-time for four, may apply to the Reduced Residency Program. Students in this program fulfill the same 60-point degree requirement as other students enrolled in the School, and earn their Master of Science in Social Work degree through a combination of part-time and full-time study over a period of no fewer than five terms and no longer than four years. In consultation with CUSSW Student Services, the Field Education Department and the Office of Advising, Reduced Residency students develop an academic plan that meets the program requirements

Only students enrolled in the Reduced Residency program may qualify to use their place of employment as their field placement site. However, this is not guaranteed; all Reduced Residency sites must meet the CUSSW Field Education Department criteria as outlined in the *Field Education Manual*.

The Reduced Residency Program is structured into two periods: the pre-residency period (usually two years of part-time enrollment while continuing to work full-time at a social services organization), and the residency period (a year of full-time enrollment).

PRE-RESIDENCY PERIOD

During the pre-residency period, students register for a minimum of one course each term. In the first year of the program, Reduced Residency students usually complete the required background courses. The foundation sequence and field education seminar are taken during their second pre-residency year. Students in this program are not allowed to take practice courses during their pre-residency period.

RESIDENCY PERIOD

During the residency year, students enroll in the advanced practice concentration method area practice courses, a field of practice course as determined by their field placement, a second-year research course, and any remaining electives. During this period, students attend school on a full-time basis during the day and complete 900 hours of field education, enrolling for 12 points over the year.

Students may choose the three-day-a-week field education model, and take T6020 (Field Education) in the Fall, Spring and Summer terms. Or they may who choose the four-day-a-week field education model, and finish T6020 in the Spring. See the *Field Education Manual* for more information.

Though every attempt will be made to arrange for appropriate field placement at a student's place of employment, the School is not able to guarantee it. If such an arrangement is not possible, the School will provide a placement, but cannot arrange employment at the placement site.

Extended Program

The Extended Program offers students the opportunity to pursue the M.S. degree in a manner, combining full and part time status. Extended Program students meet the same course and field education point requirements as two-year M.S. students except that they complete the program in three or four years. Upon admission, in consultation with the Extended Program academic advisor (Ms. Zita Dixon), students select the option most suitable to their needs. While the School does offer select classes in the evening, it is not possible to complete all program requirements by only taking evening classes. Extended Program students generally are able to take all background courses in the evening (6-8 p.m.) most practice courses are only offered during the day or early afternoon. Additionally, once an Extended student begins Field Education, they must plan to be at their placement site three days per week (21 hours). Weekend or evening only placements are not available.

The Extended Program is divided into three phases: pre-field, field, and post-field education. For each term of registration, not including Summer, the Extended student must register for a minimum of one course or 3 points. A maximum of six courses (18 points) points may be completed prior to entering field education. Students who are admitted and who have matriculated in this program are not able to transfer to the Reduced Residency Program.

PRE-FIELD EDUCATION PHASE; FIRST YEAR – PART-TIME

In the part-time pre-field education phase, students normally complete four required background courses - T660A-B Human Behavior and the Social Environment I & II, T6501, Social Work Research, and T6801 Social Welfare Policy. (NOTE: *If students have taken graduate courses elsewhere and are granted transfer credit, they may only enroll in course work that, in combination with the transfer credit, totals 15 points. Thus, if they receive 12 transfer points, they may only register for 3 points [one course] in the pre-field education period.*)

FIELD EDUCATION PHASE; SECOND YEAR AND THIRD YEAR – FULL-TIME

During this two-year period, students enroll in 18 points of field education (four terms for two consecutive academic years, September to May); the social work practice courses in their method area; a second-year field of practice course that is determined by their field placement; and a research course.

Extended Program Students are to enter a field placement in the second year of their program.

POST FIELD-EDUCATION PHASE; FOURTH YEAR (IF REQUIRED)

During this post-field education year, Extended students enroll in any remaining elective courses.

Advanced Standing Program

The Advanced Standing program offers graduates of CSWE-accredited B.S.W. programs in the United States the opportunity to accelerate their pursuit of the Master of Science degree. Advanced Standing students may receive up to 27 transfer credits and matriculate at the School of Social Work as second-year students, enabling them to earn their degree in three terms. Advanced Standing students complete a minimum of 33 points at CUSSW (21 in course work and 12 in field education). To be eligible for the program, Advanced Standing students **must have earned a B or better in all of their undergraduate social work classes.**

Advanced Standing students begin their course of study with an intensive four-week program in late July-early August. During this time, the students take two courses: T6012 (Advanced Standing Field Education Seminar) and T7102 (Direct Practice with Individuals, Families & Groups). They then enroll in the CUSSW second-year sequence of practice courses and complete their course work and field education requirements in the subsequent Fall and Spring terms. Advanced Standing students generally take three or four classroom courses per term. Taking more courses may be required if a student does not receive 27 transfer points from his/her undergraduate coursework or if he/she decides to pursue certain minors.

Individual programs and field education assignments are based on advanced practice method concentration and field of practice choices, which Advanced Standing students make prior to beginning their course of study. Students work with the Field Education Department to choose a second year field placement. Advanced Standing students have one field placement for two terms (Fall and Spring), and spend three days a week at the field agency.

Advanced Standing students are not permitted to pursue dual degrees; they may pursue some minor programs (not the Law minor) if they are willing to register for additional points beyond the required 33.

Students in the Advanced Standing Program may not be employed by their field education agency.

Transfer Program

Students who have completed a full year of field and course work at another CSWE-accredited graduate school of social work in the United States within five years of the term for which they are applying may apply to CUSSW's Transfer Program.

A maximum of 30 points, earned while a full-time degree candidate, may be granted toward the M.S. degree. In order to earn the 60 points required for the M.S. degree, at least 30 points must be completed at CUSSW (regardless of the number of transfer credits eligible for transfer). These points include 9 points in field education and 21 points in social work classroom courses.

Students who are accepted into the Transfer Program can expect to complete their studies within one year.

Transfer students generally enter the School as second-year students and follow the second-year course of study in their chosen method area and field of practice. Transfer students are not permitted to pursue Dual Degrees.

To view the specific transfer program, please refer to the CUSSW Bulletin <http://www.columbia.edu/cu/ssw/bulletin/2011-2012/index.html>

These plans may vary slightly for Transfer students who receive less than 30 transfer credits. In such cases, the student should meet with the Director of Student Services & Financial Aid, Ms. Karma Lowe, in Room 523, to discuss an adjusted plan of study.

Dual Degree and Minor Programs

To view specific study programs, please refer to the CUSSW Bulletin <http://www.columbia.edu/cu/ssw/bulletin/2011-2012/index.html>

Two innovative CUSSW programs enable students to augment their social work education. Students can earn a second degree, concurrently with their M.S. in Social Work, in one of nine other disciplines through the dual degree program.

Advanced Standing and Transfer students are not permitted to pursue dual degrees.

Detailed information about the specific requirements of these programs is available from Karma Lowe, Director of Student Services, who serves as CUSSW's Coordinator of Dual Degree Programs/Minors (Room 523, 212/851-2364) or the admissions office of the other participating programs.

DUAL DEGREE PROGRAM

The School of Social Work's Dual Degree programs with Columbia University graduate schools, affiliates, and the Bank Street College of Education provide CUSSW students with the opportunity to combine study in two professional disciplines.

Dual degree students are not eligible to enroll in a minor program.

The M.S. in Social Work degree is conferred only when all requirements for both programs are completed. Both partner schools must confer each degree concurrently.

Admissions

Dual Degree status is established when a student is admitted to both CUSSW and the participating institution. Students may apply for a dual degree with a participating institution prior to, concurrently

with, or following matriculation at the School of Social Work, but no later than the second term of the first year of field education. Separate applications must be made to each school, and enrollment in the dual degree program is contingent on acceptance by both schools.

Each participating institution requires students to maintain a residency at the institution for a particular period; CUSSW requires a residency minimum of three full-time terms (not including Summer).

Students must inform the Office of Enrollment and Student Services, and the Field Education Department of their acceptance at a participating school. A copy of the acceptance letter and a Change of Status Form must be submitted to the Office of Student Services: sw-studentservices@columbia.edu; Room 520; fax 212.932.7817.

FIELD EDUCATION POLICIES FOR DUAL DEGREE PROGRAM STUDENTS

Students applying to any and all partner schools should participate, fully, in the placement planning process (i.e., attending the annual Placement Planning Fair, availing themselves of seminars and information sessions, and completing and submitting their Field Education Placement Form by the stated deadline). They are required to stipulate, on the Second Year Placement Selection form, the name of the partner school to which they are applying, or have applied. When possible an expected notification of status date should be indicated. Once an acceptance decision has been received from the partner school, if necessary, students will be placed. Students are required to inform the Field Education Department of status decisions within two weeks of acceptance. All Dual Degree students are expected to contact Moira Curtain, Associate Director of Field Education, on intended start of their Final Year field placement in order to stay informed with the placement planning process.

Academic Requirements

Each dual degree program has specific course requirements, and students is encouraged to keep in contact with the faculty mentor for that specific dual degree program each term. Mentors are listed in the *Student Advising* section of this *Handbook*.

The typical dual degree program is a total of 90 points: a minimum of 45-48 points with the School of Social Work (27-30 points in course work and 15 points in field education) and 45 with the dual degree school. There is variation across the programs.

In general, CUSSW field of practice and elective point requirements are met at the participating institution. Therefore, with the exception of the Union Theological Seminary and Bank Street, dual degree students are not required to take the second-year field of practice course (T69**). Credits earned at the participating school are transferred to CUSSW as electives in order to meet the 60 points required to earn the M.S. in Social Work degree.

To complete the Social Work component of the curriculum, dual degree students should do the following:

- Officially register through CUSSW for a minimum of three full-time terms, not including the Summer session;
- Complete all background and foundation courses;
- Complete all practice courses in the chosen method area;
- Complete the program's field education requirements;

- Complete CUSSW background courses specific to the program as detailed in the CUSSW Bulletin.
- Notify the respective schools' coordinators, advisors and financial aid office of the coming year's course plan each year.
- File the appropriate registration and financial aid documents with the respective participating schools each term.

Exemptions and Requirements

SIPA, Law and Public Health dual degree students are exempt from taking T6501, T7501, and T6416. SIPA and Public Health students complete the equivalent courses at their respective schools.

ONLY the following dual degree programs are required to take electives as part of their degree requirements: International Affairs, Law, Public Health, Public Policy and Administration, and Urban Planning. Students in other dual degree programs may take electives, but they will not count toward fulfilling degree requirements.

Students enrolled in a dual degree program may be required to take additional points at CUSSW depending on their advanced practice method concentration requirements. For Policy Practice and Social Enterprise Administration dual degree students, the total point requirement for those programs may exceed the typical 90 points because of the special requirements for these method areas. There may be some other program variations for students entering the dual degree program after having already been enrolled at CUSSW.

SOCIAL WORK PRACTICE METHOD CONCENTRATION

The Advanced Practice Method Concentrations and Fields of Practice listed at the beginning of this Handbook facilitate a cohesive integration of the dual degree institution's academic program and that of the School of Social Work. All Dual Degree students enroll in the Advanced Practice Method Concentration course requirements for the chosen method area.

Students who elect to drop out of the dual degree program and remain in CUSSW as a Two-Year MS student, must meet with the Director of Advising to discuss course requirements. Certain courses taken at the other school may be transferred as electives, but transfer credits will not be granted to satisfy required social work courses.

Comprehensive recommended plans of study can be found under the Dual Degree link at the "Enrollment and Student Services" Web page:

<http://www.columbia.edu/cu/ssw/students/>

Students may consult the faculty mentor to the dual degree program when planning their academic program.

Minor Programs

The School's minor programs provide students with an opportunity to combine their required social work studies with a concentration in a second discipline at another Columbia graduate school.

These courses count as part of the elective requirement of the CUSSW M.S. Program. Minor programs are available in Business, International Social Welfare, Law, and Public Policy and Administration. A description of each minor program follows.

Students who decide to pursue a minor program must notify the Office of Student Services, Room 520, 212/851-2436, and the faculty mentor of the program (given below).

Business Administration MINOR

The Business Administration minor is open to any student who seeks to enhance his/her Social Work practice skills with managerial and quantitative business skills.

To complete a minor in Business Administration, students must:

- Complete a minimum of nine (9) points of business-related coursework at Columbia Business School, the School of International Affairs, the School of Public Health or the Graduate School of Arts and Sciences.

Students should meet with the coordinator for the Business Administration Minor to get approval for selected courses. The faculty coordinator for this minor is Professor James Mandiberg (212/851-2253).

To declare a minor in Business Administration, submit an online Minor Declaration Form. The form is available online at the Enrollment and Student Services Web site:
<http://www.columbia.edu/cu/ssw/students/>.

➡ FREQUENTLY ASKED QUESTIONS

Q: How do I identify courses that are offered through the Business School?

A: Towards the end of each term, the Business School will send a list of courses open to cross-registrants to the Office of Enrollment and Student Services. All CUSSW students will be e-mailed a copy of this list when it becomes available. The e-mail will include the date by which course preferences should be submitted to the office of Student Services. After identifying courses that are of interest, meet with faculty coordinator Professor James Mandiberg (212/851-2253), who works directly with CUSSW students pursuing the business minor to make sure that the selected courses are academically appropriate.

Cross-registrants will only be able to take one course per term at the Business School; however, because of the limited number of seats available to cross-registrants, it is highly recommended that students select three courses in which they would be interested in enrolling. CUSSW cannot guarantee entry into preferred courses at the Business School. The Business School coordinator decides into which courses to grant Social Work students entry.

Q: Will I be able to cross-register online when I register for my Social Work classes?

A: No. The School of Social Work will be assigned a certain number of slots in each of the available courses. The number of seats available in each course after Business students have registered will determine the number of allocations CUSSW receives. Available seats will be filled in the following order: 1) second-year students who have already declared a business minor; 2) first-year students who have already declared a business minor; 3) second year students who have not declared a business minor; 4) first-year students who have not declared a business minor.

Registration Illustration

Four CUSSW students have indicated on their preference forms that they would like to take “Managing a Nonprofit Organization” at the Business School. CUSSW received two slots in the course.

- Ann is a second-year student who has not declared a business minor. The course was her 1st choice.
- Bill is a first-year student who has declared a business minor. The course was his 3rd choice.
- Mary is a second-year student who has declared a business minor. The course was her 2nd choice.
- Sue is a first-year student who has not declared a business minor. The course was her 1st choice.

Mary would receive a space in the course if CUSSW received no slots in the course that was her first choice. Because she is a second-year student who has declared the minor, she would get a slot so that she could complete the requirements of the minor. Ann would receive the second spot in the course provided that Bill received a slot in one of the other two courses that he favored over this one. Because Ann is a second-year student, she gets priority over Sue who is a first-year student.

Q: How do I cross-register for a Business School course?

A: Once the Office of Student Services e-mails you to tell you that you have been given a slot in a particular course, you must complete a Registration and Add/Drop Form by a pre-specified deadline to be registered for the class. Registration and Add/Drop Forms are available online (www.columbia.edu/cu/ssw/students/forms/Add_drop_form2.pdf) or in the Office of Enrollment and Student Services. Only after submitting the Add/Drop Form will you be officially registered for the course.

Q: If I am not able to register for a Business School course, what other classes will count towards the Business Minor?

A: Students may register for business or management related courses at other Columbia graduate schools in order to fulfill the Business Minor. All courses must be approved by the faculty coordinator for this minor, Professor James Mandiberg. Eligible classes may include U6033 Decision Models & Management, U8203 Project Management, or U6310 Budgeting for Non-Profits, all offered at the School of International and Public Affairs. (These are just examples of possible courses. Students are encouraged to seek out applicable courses from any of the Columbia graduate schools, and then submit them for approval to Professor Mandiberg.

For help in selecting appropriate courses, contact:
Professor James Mandiberg
Faculty Coordinator
Room 832
jmm2151@columbia.edu
(212) 851-2253

For details on cross-registering and to submit forms, contact:
Karma Lowe
Office of Student Services
Room 523
sw-studentservices@columbia.edu

PLEASE BE ADVISED THAT COURSE REGISTRATION IN A PARTNER SCHOOL IS NOT GUARANTEED.

International Social Welfare Minor

The International Social Welfare minor is open to any student who wants to increase his/her knowledge of international social welfare policy and practice. Choosing International Social Welfare and Services to Immigrants and Refugees as a field of practice is different from minoring in International Social Welfare. The former is a determinant in a student's second-year field placement and requires Field Education Department approval the latter allows students to use their electives to take classes that focus on international issues.

To pursue a minor in International Social Welfare, students must:

- Enroll in T6925 (International Social Welfare and Services to Immigrants and Refugees), in the Fall term of the second year;
- Take 6 credits of graduate-level courses at Columbia University that focus on international issues.

These graduate-level classes may be chosen from courses and tutorials offered at CUSSW or from relevant courses at the School of International and Public Affairs, the Graduate School of Arts and Sciences, or the School of Public Health. Students should meet with the faculty coordinator for the International Social Welfare Minor (Professor Fred Ssewamala fs2114) to get approval for selected courses.

To declare a minor in International Social Welfare, students must submit a Policy or International Social Welfare Minor Declaration Form available online on the School's Current Students web page.

➤ Frequently Asked Questions

Q: How do I identify courses that are offered through the other graduate schools at Columbia?

A: Log-on directly to the Web site of the school in which you wish to cross-register. Information about course offerings is usually found by clicking on "Current Students" and following the relevant links. On some school's home pages, there will be a "Courses" link.

After identifying courses that are of interest, contact the faculty assistant in the department through which the course is offered or the professor who is teaching the class to obtain a copy of the syllabus. Meet with the faculty coordinator who works directly with CUSSW students pursuing the minor, to make sure that the courses you have selected are approved for the minor.

Q: Will I be able to cross-register online when I register for my Social Work classes?

A: No. You will add the course during the add/drop period at the start of the term in which the class you want to take is offered. Questions regarding cross-registration may be e-mailed to sw-studentservices@columbia.edu.

Q: When should I start preparing for cross-registration?

A: Because you will need a professor's or an administrator's signature, it is highly recommended that you identify the course(s) that you want to take and make contact either with the faculty member or a school administrator before the start of the new term. Because a class in which you are interested may be full, choose two or three classes that you would be interested in taking and get the necessary signatures to increase your chances of being able to cross-register.

To check that a particular course is approved for the minor, contact:
Professor Fred Ssewamala fs2114

For details on cross-registration and to submit forms, contact:
Office of Student Services

Room 520
sw-studentservices@columbia.edu

Law Minor

The Law minor is open to any student who is interested in better understanding how the law affects social work practice. Students who are interested in pursuing the law minor must declare their intention when they fill out their pre-registration form after they have been admitted to CUSSW. A student will not be able to pursue the law minor after the add/drop period in the Fall term of his/her first year has ended. To declare a minor in law, submit an online Minor Declaration Form, linked from the Current Students website:<http://www.columbia.edu/cu/ssw/students/index.html>.

To pursue a minor in law, students must:

- Enroll in T660B (HBSE B) for Law Minors in the Fall term of their first year at CUSSW. Those pursuing the Law Minor are exempt from taking T660A HBSE A;
- Enroll in T7901 (Legal Foundations for Social Workers I) in the Fall term of their first year at CUSSW;
- Enroll in T7902 (Legal Foundations for Social Workers II) in the Spring term of their first year at CUSSW (T7901 is a pre requisite)
- Register for a minimum of six points at Columbia University Law School in the second year of study at CUSSW.

Only 10-15 students will be selected to take classes at the Law School. Selection will be based on academic performance in T7901 (the Legal Foundations I course).

Law Minor students do not enroll in a field of practice course in their second year.

➤ Frequently Asked Questions

Q: What if I am not one of the 10-15 students selected to take classes at the Law School?

A: Those who are not one of the 10-15 students selected to take classes at the law school can take Legal

Foundations II as an elective if they choose. Those students who are not selected to complete the law minor will not be required to take HBSE A but are required to take a HBSE elective if they choose not to take Legal Foundations II as an elective.

Q: How do I identify courses that are offered by the Law School?

A: Log on to the Academic Services Web-site at the Law School (www.law.columbia.edu/academics). After identifying several courses that are of interest, meet with your faculty advisor to decide which courses will best meet your needs. Because a class in which you are interested may be full, choose two or three classes that you would be interested in taking to increase your chances of being able to cross-register.

Q: Will I be able to cross-register online for a law class when I register for my Social Work classes?

A: No. You will add the law course during the drop/add period at the start of the term in which the class you want to take is offered. You will need to register for the course at the Law School in the Student Affairs Office. Once you have been registered for the course at the Law School, you will need to bring a copy of your registration to the manager of Student Services, Room 520 so that you can then be registered for the course in the CUSSW system. Since most Law School courses are 2-point classes, you will need to register for a 1 point Supervised Research course at the same time that you register for the 2 point course. Submit the "JD Research and Writing Form" for the 1 point supervised research http://www.law.columbia.edu/null?exclusive=filemgr.download&file_id=96232.

Registration and Add/Drop Forms are available online (www.columbia.edu/cu/ssw/students/forms/Add_drop_form2.pdf).

NOTE: The Columbia Law School has specific add/drop dates and policies that differ from the School of Social Work. Please be mindful of these add/drop deadlines and registration procedures. Registration memos for each semester are posted on the Law School's Registration Services website: <http://www.law.columbia.edu/academics/registrar>. Please carefully review this information.

For help in identifying relevant courses, contact:
Professor Vicki Lens
Faculty Coordinator
Room 732
vl2012@columbia.edu
212/851-2236

Public Policy and Administration Minor

The Public Policy and Administration minor is open to any student who wants to increase his/her competency in social policy and analysis. To pursue a minor in Public Policy and Administration, students must take any three courses in the Public Administration track at the School of International and Public Affairs (SIPA). Students should meet with the manager of Student Services to get approval for selected courses. To declare a minor in Public Policy and Administration, submit the online Minor Declaration Form, linked from the Current Students website: <http://www.columbia.edu/cu/ssw/students/index.html>.

➡ FREQUENTLY ASKED QUESTIONS

Q: How do I identify courses that are offered through the School of International and Public Affairs?

A: Log on directly to <http://www.sipa.columbia.edu/courses/> to view the courses that are offered by SIPA. Courses in the Public Administration track are designated as PUAf in the course listings. After identifying courses that are of interest, contact the faculty assistant in the department through which the course is offered or the professor who is teaching the class to obtain a copy of the syllabus. Meet with the faculty coordinator, Professor Neeraj Kaushal who works directly with CUSSW students pursuing the minor to make sure that the courses you have selected are approved for the minor.

Keep in mind that there are three types of SIPA classes - SIPA Open Enrollment, SIPA Application classes, and SIPA Limited Enrollment classes:

Open Enrollment Classes - All Columbia students can enroll in Open SIPA classes beginning on the Thursday of the first week of classes. You can receive permission to register at the SIPA Registration site on the 6th floor of the International Affairs Building.

SIPA Application Classes - All Columbia students can submit a SIPA Application form for consideration. If admitted, students can receive permission to register in an application class at the SIPA Registration site on the 6th floor of the International Affairs Building.

Limited Enrollment Classes - These classes are limited to SIPA students only.

Q: Will I be able to cross-register online when I register for my Social Work classes?

A: No. You will add the course during the add/drop period at the start of the term in which the class you want to take is offered. You will need to get either the course professor's signature or the signature of the administrator who oversees cross-registration at SIPA. You will need to register in person at SIPA during that school's cross-registration add/drop period, which begins two days after

the first day of classes. Registration and Add/Drop Forms are available online (www.columbia.edu/cu/ssw/students/forms/Add_drop_form2.pdf). Hard copies are available in the Office of Enrollment and Student Services.

Q: When should I start preparing for cross-registration?

A: Because you will need a professor's or an administrator's signature, it is highly recommended that you identify the course(s) that you want to take and make contact either with the faculty member or a school administrator before the start of the new term. Because a class in which you are interested may be full, choose two or three classes that you would be interested in taking and get the necessary signatures to increase your chances of being able to cross-register.

To check that a particular course is approved for the minor, contact:

Professor Neeraj Kaushal nk464

For details on cross-registering at SIPA and to submit forms, contact:

Office of Student Services

Room 520

sw-studentservices@columbia.edu

Other programs

Bilingual School Social Work

Students who are bilingual and wish to pursue a career in school social work in New York State and students who are Bilingual Scholarship recipients of the Board of Education of the City of New York, should contact the **Office of Incentive Programs, 65 Court Street, Room 102, Brooklyn, N.Y. 11201, 718-935-2449**, for information on applying for the New York State School Social Work Certificate with Bilingual Extension in Pupil Personnel Services. Application materials are available in the Resource Center. New York State considers this a *teaching* credential.

The NYS Office of Teaching maintains a web-site to help students understand the requirements for a teaching credential and for completing the application: <http://www.highered.nysed.gov/tcert/>.

As part of their studies for the Master of Science degree at CUSSW, students must complete the following courses to meet the NYS Board Certificate with Bilingual Extension in Pupil Personnel requirements:

- Field Education (T6010 or T6020) in a bilingual school-based service setting;
- School-based & School-linked Services: Issues, Programs and Policies (T6960) in the second year of coursework;
- Social Work Practice in Bilingual Contexts (T7380) in the Spring term of their second year.

Upon a student's completion of these requirements and receipt of the Master of Science degree, the Office of Enrollment and Student Services will send verification to the student and to the New York State Office of Teaching and to the New York City Board of Education. The student must submit this verification with the application for the New York State School Social Work Certificate, with the application for the Bilingual Extension in Pupil Personnel Services, and with the application for certification by the New York City Board of Education.

Students pursuing the New York State School Social Work Certificate with Bilingual Extension in Pupil Personnel Services must self-identify to both the Director of Admissions, Debbie Lesperance,

dl635@columbia.edu and the Director of Student Services, Ms. Karma Lowe at the start of each academic year: Room 523, kn13@columbia.edu.

Loan Forgiveness Program

The New York City Department of Education offers a number of incentive and special programs, including the Loan Forgiveness Program. The Loan Forgiveness Program is open to prospective NYCDOE employees who, because they meet New York State certification requirements, are eligible to fill shortage area positions. New employees as of February 2004 working in one of the designated shortage areas are also eligible. After each year of assigned service has been successfully completed, one-sixth of a participant's current student loan indebtedness shall be forgiven up to a maximum of \$4,000 per year for a total maximum cumulative amount of \$24,000 over six years of satisfactory service.

If students enter the Loan Forgiveness Program, they will be required to obtain the New York State School Social Work Certificate with Bilingual Extension in Pupil Personnel Services. Thus, they will have to take the courses listed above and self-identify to the Director of Student Services, Ms. Karma Lowe at the start of each academic year: Room 523, kn13@columbia.edu.

Information on the Loan Forgiveness Program can be obtained by writing to:

Bureau of Recruitment Programs
Loan Forgiveness Program, Room 101
65 Court Street, Brooklyn, NY 11201
Or online at [http://www.teachnycprograms.net/getpage.php? Id=79](http://www.teachnycprograms.net/getpage.php?Id=79)

Implementation of the Loan Forgiveness Program is contingent upon the availability of funds and staffing needs of the New York City Department of Education

International Students Program

The International Students Program is an institutional support system for international students at CUSSW. This five-term program will enhance cultural understanding and education among students, staff and faculty members.

This program has been designed for international master's students who hold an F1 or J1 visa and for recent permanent residents who may not be familiar with social work and how it is practiced in the United States. Students in the program are required to participate in the International Student Orientation and Professional Immersion Seminar (T6007), which meets bi-weekly during the Fall and Spring terms of the first year. The seminar offers lectures by guest speakers, video presentations, and group discussion on topics of special interest.

In addition, international students in this program begin field education in the Spring term and continue field and required practice coursework in the Summer session.

American Language Program Requirement

In addition to Orientation and the Professional Immersion Seminar, students are required to take a proficiency exam in spoken and written English. These exams are administered by the American Language Program at Columbia University and, generally, are taken during the Orientation Week. Those who score below an advanced level will be required to take an English as a Second Language course that has been specifically designed by the American Language Program to help international social work

students better prepare for classes and the field. This course will be taken during the Fall term at an additional charge to each student for whom it is required.

Minors

Because the requirements of this Program conflict with the requirements for the Law Minor Program, students in the International Students Program are not eligible to do the Law Minor Program. However, minors in Business, International Social Welfare, and Public Policy and Administration are available. To read more about minoring in one of these areas, log-on to:
<http://www.columbia.edu/cu/ssw/students/>.

Additional Resources

In an effort to meet international students' needs, the school provides a variety of services, including instruction in the U.S. social welfare system, tutoring in spoken and written English, access to the Columbia University International Students and Scholars Office's programs and information, referral to city and local resources, and peer group support.

CUSSW also offers international students orientations in American social work practice, and human service organizational life in New York City. The Alumni/ae International Committee serves as a liaison between alumni/ae and current international students and hosts varied programs and events throughout the year. The Student Union and Student Caucuses also provide international students with cultural and social experiences.

International Students Contact Information

**CUSSW International Students Program (ISP)
Coordinator**
Karma Lowe
Director of Student Services & Financial Aid
Room 523
212/851-2364

**The International Students and Scholars
Office (ISSO) Services and Programs**
Sarah Taylor
Acting Director
524 Riverside Drive, Suite 200
212/854-6359

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

The International Students and Scholars Office (ISSO) offers many services to international students as well as to American citizens and permanent residents who have received their education in a foreign country. Services for international students include pre-admission counseling, immigration-related document services, International Orientation, social and cultural activities, and a program for the spouses of students. The ISSO also provides credential analysis services to the admission offices of the University. The ISSO is open year-round, and international students are urged to make use of its services during their stay at the University.

The staff of the International Students and Scholars Office are available for personal advisement and for help in learning about the campus and New York City. The staff can also help solve problems with the Immigration and Naturalization Service and assist with many other non-academic matters. The ISSO provides information about the many international student clubs at Columbia and cultural activities in the New York area, and has reduced-rate tickets for plays, concerts, and other events.

INTERNATIONAL HOUSE ("I-HOUSE")

Through a contract negotiated annually, the University's enrolled international students enjoy the privilege of complimentary Affiliate Membership in International House. "I-House," founded in 1924 by John D. Rockefeller Jr., located at 500 Riverside Drive, is a world-renowned residential community of American and international students that offers a wide, intellectually stimulating array of cultural and social programs and events.

The Orientation program for new international students arriving for the September term takes place during Orientation Week, usually either the last week in August or the first week in September. International students are encouraged to visit the ISSO at 524 Riverside Drive.

INTERNATIONAL SERVICE CHARGE

All international registrants in non-immigrant classifications F or J and full-time registrants in other nonresidential classifications are charged an International Service Charge of \$50 per term.

International Students and Scholars Office

Columbia University
524 Riverside Drive, Mail Code 524,
New York, New York 10027
www.columbia.edu/cu/isso/.

Field Education

Clarener Moultrie, MS
Assistant Dean and Director of Field Education
Room 509
212/851-2312

Field education is a central component of the total educational program of the School, where practice experiences promote the integration of theoretical content from the classroom and the development of knowledge, skills and values for social work practice. Students learn to work within agency structure and function as they are afforded opportunities to develop the skills of the clinician, planner, organizer, researcher, supervisor, or administrator. Students receive individual, weekly supervision at their agency from a field instructor with a Master's Degree in Social Work.

The following material summarizes field education requirements and policy. For a detailed discussion, refer to the *Field Education Manual* or visit the Field Education Web site at www.columbia.edu/cu/ssw/field.

Field Education Requirements

All students registered for Field Education (T6010 or T6020) must be registered concurrently in the appropriate corresponding practice course. All students, with the exception of those admitted under the Advanced Standing, Transfer and Reduced Residency programs, have field education in two settings or fields.

Most students attend their field education placements for 21 hours per week - three days a week, 9 a.m. – 5 p.m., excluding an hour for lunch or dinner. Students in their first year of placement are in

the Field on Monday, Tuesday and Friday. Second year students are in the Field on Monday, Thursday and Friday. Where agencies require evening hours, they are included in the total number of field education hours. Alternative field education schedules or hours must be approved by the Field Education Department through the faculty field advisor.

Field education requirements for the various programs are outlined below:

Full-time Two-Year

Students are assigned three days per week for four terms, for a total of 1,200 hours.

16-Month Program

Students entering CUSSW in January complete their first year of field education by spending 3 days per week in placement during the Spring and Summer term. The second year they attend three days/week for Fall and Spring terms, and earn another 600 hours, for a total of 1,200 hours.

Extended Program

During the field education phase of this program, students are assigned field education three days per week for four terms, for a total of 1,200 hours.

Advanced Standing

Students attend field for only one year. They are assigned three days per week for the Fall and Spring terms, for a total of 600 hours.

Reduced Residency

Students complete field education requirements in either 4 days per week in extended Fall and Spring terms, or 3 days per week in extended Fall, Spring and a modified Summer term. Nine-hundred (900) hours of field education must be completed to satisfy degree requirements.

Transfer Program

Students attend field for only one year. They are assigned three days per week for the Fall and Spring terms, for a total of 600 hours.

Dual Degree and Minor Program Requirements

Dual degree and minor program students are assigned three days per week for four terms, for a total of 1,200 hours (300 hours per term).

Students must make up any time falling below the requirement because of holidays, illness, or emergencies. Cumulative planned overtime cannot be carried over from term to term, but in instances of prolonged illness or other emergencies, exceptions may be made by the Director of Field Education. **Students may not change their regularly scheduled hours in field without the written authorization of their Advisor & assigned Associate Director of Field Education. For example, the student may not broker time off from their placement with their Field Instructor. They must first discuss with the Adviser and Associate/Assistant Director**

Students do not attend field education on agency holidays but do attend on school holidays (i.e., Election Day) if their agency is open on their usual day in the field. During winter and spring break students do not attend field education.

NOTE: All students registered for field education are covered in their field placement by the School's liability insurance.

Field Instructors

Each student in field education can expect individualized, weekly supervision with a field instructor at the agency. Field instructors are responsible for evaluating each student they supervise. At mid-term, each student receives an oral evaluation from his/her field instructor based on established criteria found in the *Field Education Manual*. This criteria is also used as basis for the written evaluation, which must be sent to the School before the end of each term. This written report is read first by the student and then discussed with the field instructor. If there is any difference of opinion, a statement to this effect may be attached to the report.

CUSSW Field Education Grading Policies

1. Students who fail to meet the minimum requirements prior to the 8th week: The Field Education Department may remove a student from placement as recommended by the Advisor due to their inability to meet the minimum requirements of passing work, once a corrective action plan has been implemented. If this takes place prior to the mid-semester evaluation of their 1st semester in field or prior to the 8th week of a new placement, the student will be replaced in another internship.

2. Students who fail to meet minimum requirements subsequent to the 8th week: The Field Education Department may remove a student from placement as recommended by the Advisor due to their inability to meet the minimum requirements of passing work. If this takes place subsequent to the end of the 8th week of 1st semester field instruction or the 8th week of a new placement, the student will receive an "F" in Field for that semester and will be concurrently withdrawn from their associated practice course(s).

3. Student-initiated withdrawal from field not following the official process
Any student who withdraws from Field without following the official process will receive a grade of F in Field Education for the semester and be concurrently withdrawn from their associated practice course(s).

The official Field Education withdrawal process requires a 3-way meeting at the agency with the student, their Field Instructor and Advisor and may include the Educational Coordinator. The purpose of the meeting is to discuss all the attending issues, and, if necessary, develop a plan for professional termination from students' work in the agency.

In each case:

- The Advisor will notify the Associate Director of Field Education and the Director of Advising.
- A grade of F in Field Education terminates the student's admission into CUSSW and prohibits reapplication.
- Any student who receives a failing grade in Field Education may appeal to the Assistant Dean, Director of Field Education and/or the Dean.
- The Advisor will submit a written summary of the situation, proceedings and decisions which the student will sign.

- The student is required to contact the Director of Advising to discuss academic planning or termination from the program, or student will be notified by certified mail to do so in 5 days upon receipt.

Student Advising

All students enrolled in CUSSW are supported in their academic and professional career planning by the School's advising system. Students are provided with policy, practice and academic requirement information during orientation and other group meetings throughout the year, and should also refer to the information in this *Handbook*, the *School Bulletin* and the *Field Education Manual* for guidance.

Students in the Two-Year Program

All first year students are assigned to an advisor who serves as a point person to address general academic issues as well as to assist the student in meeting the educational objectives particular to the field experience. The focus of the advisor is the professional development of his/her advisees and student success in the Masters program.

First Year Advising

First year advising focuses on orienting students to the profession and expectations of the school. Advisors serve as the link between the School and the Field and in this way support the integration of theory and practice. In this first year each advisor is linked to the student through the student's Foundation of Social Work Practice course (T7100) to assist in the integration of classroom learning at the Field placement. Advisors can counsel students on course planning, assist them in appraising their capacities and professional interests, and advise those who experience class and field performance difficulties or other issues related to their professional education. Finally, the advisor plays a focal role in assisting the student to select his or her area of specialization in the second year. Because the advisor is significantly involved in monitoring and supporting a student's field performance, the advisor assigns the grade for Field Education students.

Second Year Advising

The role of the second year advisor is similar to that of the first year advisor in that he/she serves as a resource to the student around academic and field issues. In the second year, students are assigned a new advisor tailored to their area of specialization. In addition to having an advisor, Second-Year students are assigned to a Faculty Mentor whose role is to advise students regarding their professional development. The Faculty Mentor is available to discuss how a student may best use their degree in the professional world.

The Office of of Advising

The Office of Advising (also known as Team Advising) are available to support students with their academic life while they attend CUSSW. While the advisor is able to help with general curricular and academic issues, the student and/or the advisor may find it beneficial to work with Team Advising on addressing specific school concerns. Team Advising can help students think through the decisions regarding courses and academic plans, explore and problem-solve issues that require specific

attention, and refer to other members of the CUSSW faculty and staff that can provide further assistance. Questions regarding advising should be forwarded to swadvising@columbia.edu.

Students in the Special Programs

Students in various programs. All advisors will be available during the orientation period.

- International students on F1 and J1 visas Professor Nabila El-Bassel
- Students entering the Reduced Residency Program Ms. Zita Dixon
- Students entering the Extended Program Ms. Zita Dixon
- Students entering the Advanced Standing Program Professor Andrew Hamid
- Students in a dual degree/minor program

Dual degrees Mentors

Bank Street	Professor Jane Waldfogel
Business Administration	Professor Jim Mandiberg
International Affairs	Professor Fred Ssewamala
Jewish Theological Seminary	Dean Marianne Yoshioka
Law	Professor Vicki Lens
Public Health	Professor Lucia McBee
Public policy and Administration	Professor Neeraj Kaushal
Union Theological Seminary	Professor Barbara Simon
Urban Planning	Professor Jane Waldfogel

Minors

Business	Professor Jim Mandiberg
International	Professor Fred Ssewamala
Law	Professor Vicki Lens
Public Policy and Administration	Professor Neeraj Kaushal

Policy on Switching Advisors

On occasion, a student may wish to switch advisors. Following current procedures used when a student has conflict with any other instructor at CUSSW, the student should:

Meet with their advisor to address their concern directly.

If this does not resolve the issues, the student should inform Director Walter Vega to schedule a 3-way meeting with the student, advisor, and Mr. Vega.

If the problem continues beyond this point, the student will be switched to a different advisor only if there are sound pedagogical reasons. In many cases, the advisor will have made a visit to the field site and/or met with the student about their academic planning. It may not always be possible or advisable for a new advisor to take over this role.

ENROLLMENT POLICIES AND REGISTRATION PROCEDURES

Reservation of University Rights

The Faculty of the School of Social Work reserves the right to dismiss or to deny admission, registration, readmission, or graduation to any student who, in the judgment of the Faculty of the School of Social Work, is determined unsuited for the study or practice of social work. Admission decisions cannot be appealed.

Program Planning

Students plan their programs in accordance with the policies and requirements described in the *School Bulletin* and this *Handbook*. The first year of study is prescribed by required practice and background courses that form the foundation for advanced study in the second year. All students are encouraged to plan their program with their academic advisor.

Students are also encouraged to consult with their academic advisor about issues or questions relating to any and all requirement(s), including the selection of method area concentration and field of practice. The student is responsible for tracking and meeting all degree requirements.

Registration Policy and Implementation

The University Registrar is responsible for procedures related to registration and for setting the dates of registration. The CUSSW Office of Enrollment and Student Services works closely with the Registrar's Office in overseeing the registration process and distributing the materials necessary for students to register.

For questions about registration requirements or scheduling, please contact the Office of Enrollment and Student Services, sw-studentservices@columbia.edu. Room 520, 212/851-2436.

Exceptions to Policy

Policies are established by the School to ensure that the same procedures and standards are applied to everyone. As with any rule or policy, there are exceptions. Such exceptions are made after careful evaluation. Students who want an exception to School policy, including one pertaining to the completion of background course requirements and enrollment in courses at other universities for credit toward the Columbia degree, must discuss their request with their advisor, who completes and signs the Exception to Academic Policies form and forwards it to the Sr. Assistant Dean for Academic Affairs, whose signature is also required.

This form may be accessed online at <http://www.columbia.edu/cu/ssw/students/>. Scroll down to "Forms".

Audit Policy

CUSSW policy permits a full-time student to unofficially audit one non-required course at the School per academic year, not including the Summer session. Auditors must meet course pre-requisites. Audit requests are approved only if there is space in the course after students registering for credit have been admitted and the Office of Enrollment and Student Services obtains instructor approval. If students want to audit a course, they need to complete a "Request to Audit" form

(<http://www.columbia.edu/cu/ssw/students/>) prior to the beginning of the term for which they are requesting the audit. Return the form to Room 531. Students will be notified of approval of the audit.

Because other school's in the University are not under the School of Social Work's purview, students who wish to audit a course in another school of the University, will need to obtain a "Permission to Audit" form from the University Registrar (205 Kent Hall, 212/854-4330), after completing registration. The Office of Student Affairs at the school offering the course students want to audit must approve the form, and it must be presented to the instructor at the first class session. Matriculated M.S. students do not generally register for an official audit, which carries a designated "R" credit by the University.

Students registering for "R" credit must pay for the course.

Transfer Credit Policies

Students who have completed graduate-level courses in social work or in related disciplines may request, and in some cases be granted, transfer credits for eligible courses completed with a grade of B or above, within five years of the date of matriculation at CUSSW. Courses taken at other institutions after a student has matriculated at CUSSW are not eligible for transfer credit. Please note that this "Transfer Credit" option is not the same as the CUSSW Transfer Program (Described earlier, under Special Programs.)

For further information regarding transfer credits, please contact the Office of Student Services sw-studentservices@columbia.edu.

Credit For Prior Graduate Course Work

A maximum of 9 points may be transferred from CSWE-accredited schools; only six (6) of these may be for electives. These points can be for first-year background courses in areas such as human behavior and the social environment, social welfare policy, and social work research. These points may also be social work electives, or a combination of social work electives and background courses.

A maximum of 6 points from a related discipline (i.e., other than social work) may be eligible for transfer credit. Normally these points are counted toward electives required for the CUSSW degree. Students who receive transfer credit for electives are still required to meet all degree requirements for their chosen method area. In some instances (e.g., the Social Enterprise Administration method area), transfer credits cannot be used to fulfill degree requirements.

Please note that no additional credit beyond the maximum of 9 is granted for graduate courses either in a related field or in social work, separately or in combination, whether earned prior to or during the period of enrollment except as noted for Dual Degree, Advanced Standing and Transfer candidates.

It is the responsibility of the admitted student to request transfer credit. The transfer credit application must be submitted to the Office of Enrollment and Student Services no later than the Friday of the first week of classes of the term in which the student matriculates. All applications are reviewed for relevance of the course(s) to social work, grade(s) earned, and date of completion. The Office of Enrollment and Student Service Systems, in conjunction with the Associate Dean's office, determines whether graduate social work credit taken at another school of social work is to be transferred as "elective" credit or as the equivalent of a particular required Columbia course. Courses may be accepted as electives with the approval of the curriculum area chair or coordinator if the content is reasonably related to the professional and educational objectives of social work study at Columbia.

Students may receive transfer credit for the following required Columbia courses *only* if they were earned at an **accredited U.S. graduate school of social work**:

- T660A-B Human Behavior and Social Environment A and B
- T6501 Social Work Research
- T6801 Social Welfare Policy

Because of the difficulties in evaluating international transcripts, no transfer credits can be granted for course(s) taken at international universities. Courses taken at another school cannot be transferred to fulfill the requirement for a course waived at CUSSW.

Columbia University School of Social Work does not give academic credit for life experience or previous work experience, in whole or in part, in lieu of the field practice or of courses.

Dual Degree and Minor Program Students

If students elect a Dual Degree or Minor Program, or plan to take courses outside of the School during their enrollment period, they must take a minimum of 42 points at Columbia University School of Social Work; therefore, these students may transfer a maximum of 3 points in addition to those awarded for study at the participating school. Students enrolled in a minor must take a minimum of 51 points at Columbia University School of Social Work.

Advanced Standing Students

Students accepted into the Advanced Standing Program are usually granted 27 transfer points for work completed for their B.S.W. degree. Students must take a minimum of 33 points at Columbia University School of Social Work, regardless of the number of credits eligible for transfer.

Applying for Transfer Credit

Completion of a Transfer Credit form is not required for Dual Degree, Advanced Standing and Transfer students. All other students must complete a Transfer Credit form.

To apply for transfer credit, students must do the following:

- Request that a transcript of their graduate studies be sent to the Admission Office, if one was not submitted with the admission application.
- Submit course descriptions or syllabi for all courses for which transfer credit is requested.
- Complete a Transfer Credit form before the deadline.

Waiver Policy

The following courses may be waived by successfully passing an examination: T6501 (Social Work Research) and T6801 (Social Welfare Policy). Students are encouraged to seek the appropriate waivers and to broaden their knowledge base by taking electives in areas that represent new content for them. Students must contact the Director of Student Services to determine which courses are appropriate to fulfill this requirement.

Waiver exams are offered five times per year:

- During *Introduction to CUSSW* sessions held in June, July and August;

- During Fall orientation; and
- In early January.

Students may sit for each waiver exam only once; they will be notified by e-mail whether they have passed. If a course is waived by examination, an elective for the same number of points must be taken. Elective credit cannot be transferred in to satisfy the requirement for a waived class.

To facilitate preparation for the waiver exams, the major content themes of required courses follow.

T6501 Social Research Waiver Requirements

Students may waive T6501 Social Work Research Methods by successfully passing a waiver exam. Contact the Office of Enrollment and Student Services for information about the waiver exam; sw-studentservices@columbia.edu.

Major Content Themes of T6501

1. Scientific approach to knowledge building, including problem formulation, development of research strategies, and evaluation of service delivery.
2. Ethical standards of scientific inquiry, particularly with regard to protecting and promoting the well-being of research participants.
3. Logic and process of scientific inquiry – access, critically evaluate, and apply research findings to formulate and conceptualize research questions; operationalize relevant variables, select appropriate measures for hypothesis testing, plan appropriate sampling and data collection strategies, and formulate a data analysis plan.
4. Research designs for generating knowledge and evaluating practice.
5. Data analytic strategies, including descriptive and inferential statistical procedures.
6. Standards for reporting research in reports and publication.

T6801 Social Welfare Policy Waiver Requirements

Students who successfully pass the waiver examination must complete at least one of the elective courses in the Social Policy and Social Welfare sequence.

MAJOR CONTENT THEMES OF T6801

1. A panoramic view of the scope, purposes and dimensions of the American Social Welfare system; definition of social policy and theories regarding its function; social, economic and political determinants of policy.
2. The nature of social benefits (e.g. cash, voucher) and the terms of entitlement thereto.
3. Characteristics and policy issues of the major income maintenance programs (retirement; disability and survivors insurance; unemployment insurance; public assistance; supplemental security income); negative income tax techniques.
4. Problems in the development, design and financing of health and mental health policies.

5. The general social services: methods of organizing social services at the local level; problems of access and accountability; federal, state and local responsibilities.

General Registration Information

CLASS SCHEDULING

At the School of Social Work, courses are offered Tuesday, Wednesday and Thursday. (First-year classes are offered on Wednesday and Thursday. Second-year classes are offered on Tuesday and Wednesday.) Most classes meet between 9:00 a.m. and 6:00 p.m. with a limited number of classes offered in the evenings (from 6-8p.m.).

CLASS ATTENDANCE

Students are expected to attend all of their classes. Excessive absences may lead to a failing grade and by standard procedure are to be brought to the attention of the student and the advisor by the instructor.

CREDITS

Full-time students in the Two-Year program at CUSSW usually enroll for 15-18 points each term. Full-time students who wish to register for more than 19.5 points or fewer than 10 points, must secure the approval of their advisor and complete the "Exception to Academic Policies" form, which is forwarded for review and approval by the Sr. Assistant Dean for Academic Affairs. This form may be accessed online at <http://www.columbia.edu/cu/ssw/students/>. Scroll down to "Forms" *To maintain full-time status, students must register for a minimum of 10.5 points.*

PREREQUISITES

Students are permitted to register for a course provided they meet all of the prerequisites. This includes all program changes subsequent to registration. If students register for a course but have not met the prerequisites, they will be withdrawn from the course and will still be responsible for the tuition.

CLASS SIZE LIMITS

These enrollment limits are determined by the Curriculum Committee and are monitored by the Office of Enrollment and Student Services. Each term, a sufficient number of sections of the required courses and electives are scheduled to permit students to meet course requirements. While the School offers a wide array of electives, it is not always possible to schedule multiple sections of an elective course.

Only students officially registered for a course and section are permitted to attend that class. By school policy established by the faculty, **individual professors do not have the authority to accept a student into a course.**

SUMMER SESSION

In addition to the Fall and Spring terms, the School offers select M.S. courses during its Summer session, which begins the Monday following the May commencement. Offerings include a limited number of required courses and a variety of electives. Courses are held either once or twice a week. Courses meeting once a week conclude in late July. Courses meeting twice a week conclude the last week of June.

To enroll in more than two courses during the Summer session students must secure the approval of their advisor and file an "Exception to Academic Policies" form with the Office of Enrollment and Student Services. *This does not apply to students in the January program, for whom full-time registration during Summer session is required.*

Registration Procedures and Policies

GENERAL OVERVIEW

The Office of Enrollment and Student Services will schedule new students for the first term. For all other terms, students will register online via Student Services Online (ssol.columbia.edu). (See below, *How to Register*.) All registration information will be sent via e-mail and the course schedule will be available on the Web only.

Each student is assigned to a registration group for the duration of her/his studies at CUSSW. Each term, a student's registration appointment time for online registration is rotated among the three groups to ensure that each student has an equal chance to have high-, middle- and low-priority for registration for classes. For example, if students receive a late appointment time in the Spring, they will receive either an early or a middle appointment time in the Fall. Therefore every student will receive first priority for registration one out of three terms.

Each term, information about registration – including links to a semester-specific registration webpage, the Directory of Classes and Box Schedule – can be found on the Office of Enrollment and Student Services Web page:

<http://www.columbia.edu/cu/ssw/students/>

Course Information

CUSSW course offerings, listings and descriptions are available in the *Student Bulletin* and on-line.

- For course listings: www.columbia.edu/cu/bulletin/uwb/
- For course descriptions: <http://www.columbia.edu/cu/ssw/bulletin/2011-2012/index.html>

REGISTRATION INFORMATION FOR CUSSW

To access the CUSSW course schedule on the Web:

- Log onto the Columbia University Web site: www.columbia.edu.
- Click on "Courses."
- Click on "Directory of Classes."
- Under Course Listing by Department, click on "S" for Social Work.
- Under the Social Work listing, select a term.

The Web site is also directly accessible: www.columbia.edu/cu/bulletin/uwb/

How to Register for CUSSW Courses

Students must register for classes via the **Student Services On-line system** (<https://ssol.columbia.edu>). They will need to have the five-digit course number in order to register for classes. Call numbers are found in the Directory of Classes. (See instructions above.)

To register via Student Services on-line, students will:

- Go to the SSOL Web site: <https://ssol.columbia.edu>
- Enter the University Network ID (UNI) (This is the CUNIX e-mail account without the "@columbia.edu") and Network Password (e-mail password).
- Under "Your Academic Records" click on "Registration Appointments and PIN."
- Then click on "Registration" under the menu of choices on the left-hand side of the screen. Follow the system prompts.

Additional Registration Information:

- An appointment time is actually a period of several hours. The system will not permit students to register prior to their appointment time. Students are advised to access the online registration system at their earliest appointment time to make sure they have the best chance to get their first choices.
- The courses students select will be considered their courses for the following term. Students may add/drop courses while logged in for their initial registration time. The list of appointment times is a list of other times students may make changes to their schedule. If students change selections after initial input, there is no guarantee that the courses they wish to take will have slots available. (See section on "Changes in Program.")
- Students going into their second-year method and field of practice classes must register for the appropriate courses that correspond with their field placement. Students who register incorrectly for method and field of practice courses will be withdrawn from all of the courses and risk being locked out of desired courses. Students will then have to wait until the add/drop period resumes to re-register for courses.
- Students are automatically registered for field education by the Office of Enrollment and Student Services; they need only register for academic courses.
- Each section of each course is assigned a five-digit identifying call number, which is listed on the course schedule. This is the number that must be entered to register for the course. If the section of the course that students want to register for is closed, the system will automatically prompt them to an open section. **Before accepting the system's section, students should check the course schedule to make sure it is offered on a day and time that they want.**
- If students have trouble with the Web site, or have any other technical difficulty, they should call the Registration Help Line at 212/854-2424.
- Student Services, located on the 5th Floor of the School of Social Work will always be able to help with any questions.
- Students will receive verification of their course registration as they register. Students may obtain a copy of their schedule by printing it out via the Student Services On-line System (SSOL).

Holds

There are three types of holds that may prevent students from registering or changing their program (if they have already registered):

- An outstanding student account balance of \$1,000 or more;
- A Health Services hold for not documenting immunity measles, mumps and rubella (see Immunization Requirements on p. 71); and/or
- A Dean's hold. Deans can prevent students from registering who fail to meet the academic requirements of their school or if who are no longer in good standing.

Students may check to see if any holds have been imposed on their record on-line via SSOL. If students have an outstanding student account balance, they should call 212/854-4206 on the Morningside campus; for a Health Services hold, call 212/854-7210 or 212/854-3286.

Registration for Courses in Other Divisions of the University

When registering for courses in other divisions of the University, students need to secure approval from their advisors and, when required, the academic department or instructor of the course using an Add/Drop Form.

Some schools, such as the School of Public Health, require a separate signed Instructor Approval Form, which can be obtained from the Public Health Registrar.

Note: Students who cross-register at TC will be charged the TC tuition rate per credit, which may be more than the CUSSW rate. Classes taken at TC are not covered under CUSSW's flat-rate tuition plan. Any student registering for a TC course will be charged separately for the cost of that course. Students who are cross-registering at all other Columbia divisions are charged the CUSSW tuition rate per credit. These courses will be covered by CUSSW's flat rate tuition plan, as long as the student is registering for no more than 19.5 credits.

Completed Add/Drop Forms and Exception to Academic Policies Forms should be delivered to the Office of Student Services, Room 520 or 523.

NOTE: Tutorials cannot be created in order to circumvent school registration and curriculum policies, such as to take a practice course outside of your method area. Any such forms submitted to the Senior Assistant Dean for Academic Affairs will be automatically rejected.

Registration for a Tutorial (Independent Study)

A tutorial or independent study offers students an opportunity to study content not offered in the regular program. Students wishing to register for a tutorial (independent study) - T6002-T6003 - arrange the tutorial with a full-time faculty member who agrees to serve as instructor for the tutorial. The faculty member and the student's advisor must sign a Tutorial Form, which is available in the Office of Enrollment and Student Services. The form is then submitted to the Senior Assistant Dean for Academic Affairs for approval.

A description of the proposed tutorial, including the content, objectives, time frame, assignments and plan for evaluation must accompany the form. Once the tutorial is approved, the Senior Assistant Dean for Academic Affairs sends a copy of the form to the Office of Enrollment and Student Services for processing. For more information, stop by the Office of Enrollment and Student Services or contact them via e-mail at sw-studentservices@columbia.edu.

Creating an independent study that may count toward LCSW education requirement

Occasionally a student will create an independent study with a clinical focus and would like this course to contribute toward the 12 educational credits required for LCSW licensure. In these cases it is important to take the following steps.

1. Make sure the tutorial has a title that clearly describes the clinical focus of the content.
2. Make sure a syllabus is developed that clearly outlines the clinical content Most important sections are:
 - description
 - learning outcomes
 - reading list
3. Make sure a copy of this syllabus is uploaded to the coursework account and submitted to swcourses@columbia.edu.

Registration at Non-Columbia Graduate Schools

Once students matriculate at CUSSW, they are not permitted to enroll in courses at non-Columbia graduate schools for credit toward the M.S. degree. While they may apply for exception to this policy, using the Exception to Academic Policies form, such exceptions are rarely granted.

Changes in Program

Once registered, students may change their program during their appointment times, using the online system during the Add/Drop period. Students may change course(s) or section(s) as long as the desired course(s) or section(s) are open.

Students' appointment times can be found on Student Services On-line (SSOL).

Withdrawal from class

Failure to attend classes or to notify the instructor does not constitute a formal withdrawal or drop of a class.

Students who do not formally drop a class will be financially responsible and will receive a mark of UW (Unofficial Withdrawal) for the course.

Students may drop a course using the online system during the Add/Drop period. To drop a course after the official Add/Drop period, the student needs to complete an Add/Drop Form that must be signed by his/her advisor. Forms are available online:
<http://www.columbia.edu/cu/ssw/students/index.html>.

Once registered, students may drop courses up to and including the Friday of the 10th week of the semester. If a course is dropped during the official Add/Drop period, they will receive a full refund. Students on CUSSW's flat-rate tuition plan will not incur a financial penalty for dropping a course. **After the period is over, all students must accept a grade for the course.**

Students dropping field education and/or their practice course need written approval from their advisor, the Director of Advising and the Director of Field Education. If a student drops either Field or their required practice class the School will automatically withdraw them from the other. Field and the required practice classes must be taken concurrently.

Withdrawal from School

Students who withdraw from the School must meet with their advisor and Director of Advising, Mr. Walter Vega (212) 851-2469 or wfv2003@columbia.edu for an exit interview. Students who withdraw from the School must apply for readmission to the School. Students seeking readmission should contact the Office of Enrollment and Student Services to discuss the readmission process.

In addition, a \$75 withdrawal fee is charged to all students who go down to zero (0) points. This is a University Administrative Fee and no exceptions are made.

Leave of Absence

Students who are in good standing academically both in class and in field education may request a leave of absence because of personal reasons. All requests must be made in writing. Students who are interested in taking a leave of absence must meet first their advisor and the Director of Advising, Walter Vega at (212) 851-2469. Following this, the student must meet with staff in the Office of Student Services and the Office of Financial Aid for mandatory exit interviews. The minimum time period for a leave of absence is one year and the maximum is two years. The only exception to this is in the case of students in the Extended or Reduced Residency programs who have not yet enrolled in T6010 First Year Field Work or T6011-Reduced Residency Seminar. These students may take a 1 semester Leave of Absence. Once the student has enrolled in T6010, T6011, or T6020, all leaves must be a minimum of 1 year. All medical leaves regardless of program must be taken for a minimum of 1 year.

For further information and appropriate forms, contact the Director of Advising via e-mail at wfv2003@columbia.edu. To return from a leave of absence for a Fall re-entry term, the student must notify the School no later than June 15th before the term begins, by e-mailing sw-studentservices@columbia.edu. For a Spring re-entry term, the student must notify the School no later than October 15th of the preceding year.

Medical Leave

Requests for medical leave must follow the above *Leave of Absence* procedure. However, medical documentation must be provided to the University Health Services prior to approval of the leave and prior to readmission. Medical leaves will be granted for a minimum of one academic year regardless of program of study. Students may appeal to return early. It will be approved only in situations where this is both medically and pedagogically sound.

A return from a medical leave requires a written approval from the student's medical care provider as well as the appropriate medical personnel at the CU Health Services certifying the student's ability to return to full-time status to the CUSSW program. The most important factor that must be taken into consideration for a return to school from a medical leave is certification that the medical condition which necessitated the leave is no longer present or is under treatment that would permit return to the rigors of the CUSSW Social Work program. The medical provider's statement would have to acknowledge that:

- a. The student is able to handle a full-time course load and three days/week in a field setting.
- b. An evaluation from a medical and/or health care provider has shown that a return to the CUSSW program will not exacerbate any existing condition.

The student is asked to provide the necessary documentation regarding the issue from their health care provider(s) to the appropriate authority, at University's Health Service. This can be done confidentially.

When these documents are received and the student has given written permission to the University's Health Service to discuss the student's condition with his/her health provider(s), an assessment of the student's readiness to return will be made by the Senior Assistant Dean of Student Services, David I. Yam.

Please remember that a return from medical leave requires time for review and the required material is due in no later than two months before the term begins.

Students who withdraw or take a leave of absence from the program after the add/drop period has ended will be responsible for paying the tuition owed according to the University's Refund Schedule.

Students who are on the Student Medical Insurance Plan at the time of requesting a medical leave of absence may request to remain on the Student Medical Insurance Plan for a maximum of 2 semesters. Such requests are reviewed on a case-by-case basis by the University's Insurance Office. The cost of this extended insurance plan will be higher than the rate charged to enrolled students. That cost is determined at the time the leave is granted. Students must inform the Office of Student Services if they wish to request this Continuation Plan.

Students may file for an extension of up to one year (two years total) for their Medical Leave by contacting the Director of Student Services, Karma Lowe, Room 523.

Return of Individual Course & Examination Papers

Each instructor determines how he/she will return course and examination papers. Many instructors return them during class. Others arrange for students to obtain them from CUSSW Instructional Support Services. Students who want their paper mailed, need to leave a stamped, self-addressed envelope with their instructor's faculty assistant. Papers not picked up within the first two weeks of the following term will be destroyed.

Students should always keep a copy of any required class paper submitted to an instructor.

Student Course Feedback

CUSSW takes student input very seriously. Toward the end of each term, students are asked to complete surveys for each class in which they are enrolled. These assessments give students an opportunity to contribute to the monitoring of the overall curriculum by sharing their feedback regarding course objectives, course implementation, and teaching methods. The survey is administered online in CourseWorks. Summary reports for multiple choice items are available to students in the Student Union Office and in the CUSSW Library. They are also made available to appropriate School administrators and committees. Responses to open-ended comment items are

seen only by class instructors. However, instructors do not have access to any survey results until after grades have been submitted.

Billing and Payment

The University mails an *estimated* Term Invoice or bill to each student prior to the beginning of each term. Payment for all charges not covered by financial aid must be received by the date indicated on the invoice.

LATE PAYMENT CHARGES

If the University does not receive the total amount due for the term on or before the payment due date, students may be subject to late payment charges. A one-time charge of \$150 per term may be imposed before the September and January Student Account Statements are produced if payment is not received by the payment due date for the term. In addition, a charge of one percent (1%) per billing cycle may be imposed on any amount past due thereafter.

LATE REGISTRATION FEE

Students will be assessed a \$50 fee if they register during the University's late registration period. A \$100 fee will be assessed if the School permits them to register after the late registration period.

RETURNED CHECK FEE

Students will be assessed a \$25 fee for any check that is not honored by the bank.

ACADEMIC STANDING

GRADING POLICY

All courses except field education are graded using the A-F grading system. Field Education is graded as Pass/Fail. The numerical equivalent for each grade is as follows:

A	4.0	B	3.0	C	2.0
A-	3.67	B-	2.67	C-	1.67
B+	3.33	C+	2.33	F	0

A student who is registered for credit and who does not complete assignments will be given the grade of "F." Social Work students must take *all* classes – except field education – for a letter grade. Even courses taken at other Columbia graduate schools must be taken for a letter grade.

Students are required to maintain a B (3.0) grade point average. Students with a grade point average below B (3.0) will not be eligible for graduation.

GRADE REPORTS

The School does not give out or post grades. This is the responsibility of the University Registrar's office, which has developed several methods by which students can obtain their grades. Grades may be accessed via the Student Services On-line system through the Columbia University web-site.

Incomplete Policy

In professional education, each term's requirements build upon those of the prior term(s). Therefore, timely completion of courses and field education is essential. Upon formal written request by the student, an instructor may use his/her discretion to assign a grade of incomplete (INC). It is permitted only when the majority of the course requirements and assignments have been successfully completed and when the student is unable to complete assignments due to extenuating circumstances.

In permitting an Incomplete, the instructor must establish a specific date for completion. The maximum extension date is four weeks from the last day of classes for the term in which the course is taken. Please note for students in the first year of the 16 Month program, the maximum extension date is three weeks from the last day of classes for the term in which the course is taken. A grade must be submitted for the course prior to the start of the next semester. The student's written request must identify the extenuating circumstances and a specific plan for completing the course work by the extension date. The instructor must attach the student's request to the Incomplete Form forwarded to the registrar at the term's end. The student's request will be discarded when a grade is assigned.

If the student completes the requirement(s) by the extension date, the mark of INC will be changed to a letter grade. If not, the Office of Student Information Services will automatically convert the INC to an F. Students who do not complete the requirement(s) by the extension date in a required practice course will be withdrawn from the subsequent required practice course and field education.

An INC in field education is ordinarily given only in the first term and must be changed to a P or F no later than the eighth week of the second term. Students may receive an INC in the third term of field education with the prior approval of the Associate Dean.

Once a grade has been submitted, it may be changed only if the instructor has made a recording error.

Grade Appeals

Students are permitted to appeal grades to the Office of the Senior Assistant Dean of Academic Affairs in the case of disputes that cannot be resolved with the instructor. Grades are not changed without first consulting with the instructor. The grounds for changing a disputed grade are very limited. The dean will authorize an improved grade only when there is compelling evidence that the faculty member acted out of hostility toward the student or the student's grade is clearly out of line with those of other students in the same course who produced work of similar quality. In the absence of such evidence, the dean will defer to the judgment of the instructor. Any questions regarding grade appeals should be directed to Dean Yoshioka (my5@columbia.edu)

Academic Standing and Discipline

Academic Probation & Academic Difficulty

Practice Course Grades Below a "B"

Any student earning a grade lower than a B in a required practice course is required to arrange a meeting with the Office of Advising no later than the end of the first week of the

subsequent term. (*Except for those who are enrolled in the 16-month program, summer courses do not constitute a term at CUSSW.*) The purpose of the meeting is to discuss the grade and to develop a corrective action plan. The Office of Advising will inform the Office of Enrollment and Student Services whether the meeting has taken place and whether the corrective plan has been formulated. A student's failure to have this meeting will result in the administrative withdrawal of the student's registration.

FAILURE IN A REQUIRED PRACTICE AND/OR PRACTICUM COURSE

Failure in either a required practice and/or field education requires review of the student's situation by the Advisor and Senior Assistant Dean for Academic Affairs. Please refer to the Field Education Manual regarding a failing grade in field education.

Term GPA

Grade Point Averages (GPAs) are reviewed each term by the Office of Advising. Any student whose term GPA falls below 3.0 will be placed on academic probation. For purposes of academic probation, grades in Pass-Fail courses, including field education, are not factored into the cumulative GPA or term GPA. The Office of Advising will notify both the student and the student's advisor regarding the student's placement on academic probation.

If a student is placed on academic probation, the student must initiate a meeting with the office of Advising no later than the end of the first week of the subsequent term to discuss the GPA and to develop a corrective action plan, which includes noting the minimal term GPA that is necessary to earn a cumulative GPA of 3.0 at the end of the following term. The Office of Advising will inform the Office of Enrollment and Student Services that a plan has been developed, and a copy of the plan must be forwarded to the Associate Dean. A student's failure to have this meeting and to develop such a plan will result in the administrative withdrawal of the student's registration. To be removed from academic probation, a student must earn a term GPA of 3.0 or higher the following term.

Cumulative GPA: Students in the 2-year, 16 month, Advanced Standing, Transfer, or Dual Degree Programs

Any student whose cumulative grade point average falls below 3.0 for two consecutive terms will not be permitted to continue his/her studies at CUSSW. The Office of Advising will notify the student in writing of their GPA and of their automatic dismissal. A copy of this notice will be forwarded to the Senior Assistant Dean of Academic Affairs and the Office of Enrollment and Student Services. No further registration in course work or field work will be permitted, nor will re-application to the School be permitted.

Cumulative GPA: Students in the Extended or Reduced Residency Programs

Students who continue to have a cumulative GPA below 3.0 over the 15 credits prior to the entry into T6020 will not be permitted to continue his/her studies at CUSSW. The Office of Advising will notify the student in writing of their GPA and of their automatic dismissal. A copy of this notice will be forwarded to the student's advisor and to the Senior Assistant

Dean of Academic Affairs. No further registration in course work or field work will be permitted, nor will re-application to the School be permitted.

Professional Misconduct

In all aspects of school activities, students are expected to adhere to the National Association of Social Workers Code of Ethics adopted by the Delegate Assembly of August 1996. It is the responsibility of the student to become acquainted with the Code and with relevant field education agency documents. Violations of the NASW Code of Ethics, other forms of personal misconduct and academic dishonesty will be addressed by the CUSSW Ethics Board.

Plagiarism Policy

Although plagiarism may not be the result of a writer's intent to deceive, it is almost always an expression of the writer's insecurity with the subject. CUSSW's Writing Center provides handouts and guidance on how to best avoid plagiarism, and on the citation form (APA Style) used by the School and the social work profession. Students should also consult their instructors and advisors on questions regarding the issue.

A student may resort to plagiarism when feeling under pressure to complete and turn in a paper on time. Also, because the Internet is increasingly being used to conduct research for papers, there is a tendency to copy and paste material from other sources, forgetting that it needs to be rewritten and properly cited. Proper citation must be made for ideas and words derived from some other source, whether quoted, paraphrased, or summarized, and for facts that are not common knowledge. Include the last name of an author(s) and the year of publication, for example: *Smith (2001) stated that any reference used in this paper must appear on the Reference page.* When using the exact words (a phrase, a sentence, or more) of another, the material must be enclosed within quotation marks, and the page number, if available, must also be provided: *Smith (2001) stated that "all text citations must appear on the Reference page" (p. 256).*

A related problem is the overuse of quoted matter in papers. A paper containing an abundance of quotations may indicate to the instructor that the student knows where certain information can be found but does not fully understand it. Quotations should be used sparingly (a ten page paper, for example, should include at most two or three quotations) and only when they are needed to 1) state an essential theory, model, or point of someone; 2) provide credibility for a point that is being made; or 3) capture how something important is expressed.

When reading a journal article, students will notice frequent reference to other authors but few quotations. The writer of that article has instead paraphrased and summarized the writings of others, providing proper citations throughout. Effective use of paraphrase and summary will help students to avoid plagiarism and grasp the full meaning of an author's words. Written in the student's own words, a paraphrase or summary provides the essential information and ideas of someone else. A very few important terms and phrases from the source may be included; that is, two or three consecutive words (i.e., a term, a model, a theory) may be used without quotation marks.

Developing proficient paraphrasing and summarizing skills may take time to achieve, but the long-term benefits will make the effort worthwhile. Students can practice reading a passage from an article a few times; then put it aside and, in their own words, write out a paraphrase or summary of that passage. An analogy to keep in mind may be how a piece of music can be interpreted in countless ways, showing that there are many different and unique ways of expressing the ideas of another.

Plagiarism is taken very seriously at CUSSW and will lead to review and action by the Ethics Board.

CUSSW ETHICS BOARD

I. Introduction: Columbia University School of Social Work is an academic and professional community committed to fostering intellectual inquiry and learning in a climate of academic freedom, integrity, honesty, and respect for the rights of others. A student who engages in any form of academic dishonesty or personal misconduct in the classroom or the field is subject to formal disciplinary procedures. The CUSSW Ethics Board is responsible for handling all cases of academic dishonesty or personal misconduct as described herein.

II. Definitions of academic dishonesty and personal misconduct in the Classroom or Field

A. The following list provides examples, but is not exhaustive, of acts that, when committed by a student, shall constitute academic dishonesty:

- i. Plagiarism (e.g., the failure to acknowledge adequately ideas, language, or the research of others, in papers, essays, dissertations, or other works).
- ii. Cheating (e.g., cheating on exams or tests, using unauthorized notes or study aids, allowing another party to do one's work/exams and turning in that work/exam as one's own, or submitting the same or similar work in more than one course without permission from the course instructors).
- iii. Fabrication and/or falsification of data, research or resources.
- iv. Deliberate falsifications with the intent to deceive as it applies to an academic submission (e.g., submitting another's paper or work product, or parts thereof, as one's own.)
- v. Providing or offering rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.
- vi. Attempting to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade.
- vii. Intentionally facilitating any act of academic dishonesty or misconduct including but not limited to knowingly assisting others in plagiarism by making one's papers, essays, or other written work available for such use.

B. The following list provides examples, but is not exhaustive, of acts, that when committed by a student, shall constitute personal misconduct:

- i. Violations of the National Association of Social Work (NASW) Code of Ethics.
- ii. Harassing, coercing or intimidating any member of the community in the classroom or during activities directly related to classroom instruction, within the administrative offices of the school, or at field placement on the basis of a protected category (e.g. gender, race, ethnicity, religion, disability, age, national origin or sexual orientation).
- iii. Improper disclosure through electronic or other means (e.g. email, internet websites or postings) of confidential information, including but not limited to, confidential information pertaining to clients or field placements.
- iii. Improper use of the library and its resources (e.g., theft or purposely hoarding or hiding books and materials).
- iv. Misuse, alteration or fabrication of documents, including university records or other documents or records related to the student's field placement.

- v. Unauthorized or improper use of University services, equipment, library or laboratory facilities, including computers, CU email or web addresses, and telephones.
 - vi. Failure to comply with an order of a legitimate University authority acting in the line of duty, including a security officer, faculty member, or other official.
- C. While acts of academic dishonesty or personal misconduct may involve issues of academic performance, it is not within the authority of the Board to review the academic performance of a student, except as it relates to the imposition of sanctions as described in section VII.
- D. Conduct that falls outside of the items described above, including, but not limited to, other behavioral concerns, academic performance, disputes over grades, and grievances that concern faculty behavior and language, shall be addressed through alternative procedures as provided for in the Columbia University School of Social Work Student Handbook.

III. Informal Resolution

- A. Except for charges of serious plagiarism, charges of academic dishonesty or personal misconduct may be resolved by an individual faculty member and the student involved. Either party may wish to involve the Associate Dean of Academic Affairs, whose office includes both the Associate Dean and the Assistant Dean, at the outset of the resolution process. Discussions aimed at informal resolution must remain confidential and generally should last for no more than ten working days.
- B. Charges of serious plagiarism cannot be resolved informally and must be referred to the Ethics Board for a formal proceeding. Serious plagiarism is defined as submitting another's work product as one's own or using large pieces of others' work products without citation.
- C. All incidents, even if resolved informally, whether they result in sanctions or not, must be summarized and sent to the Associate Dean of Academic Affairs. All such incident reports shall be confidential and shall be segregated in a separate file and shall not be included in the student's personal file or the student information system. In the event of successive charges of academic dishonesty or personal misconduct involving the same student, the Associate Dean may disclose previous incidents to the faculty member or administrator making the charge, and to the Ethics Board if such is convened. A record of such incidents shall be maintained, but upon graduation of the student all identifying information will be redacted.

IV. Ethics Board Composition and Selection

- A. The Board shall consist of two faculty members, one senior administrator, and two students. The faculty member in the second year of his or her term shall be designated as Chair of the Board.
- B. The term of office for student members of the Board shall be one year, from one commencement to the next.
- C. Student members shall be selected by the Executive Board of the Student Union in the Spring to serve for the following academic year. The students selected shall be second year students who have successfully completed their first year in both class and field.
- D. The term of office for faculty members of the Board shall be two years.
- E. Faculty members shall be selected from full time CUSSW faculty on a rotating basis. The Associate Dean is responsible for appointments to the Board, and will appoint members alphabetically from a list of eligible faculty. Faculty with less than two years of employment at CUSSW shall not be eligible to serve on the Board. The appointments shall be staggered, and for the initial appointment, one of the two faculty appointments shall be for a term of one year only.

- F. If an appointed faculty member is the mentor or advisor of a student appearing before the Board the member will be excluded from serving for that case. He or she will be replaced by the next faculty member eligible to serve on the Board, chosen in alphabetical order, and who is available to attend the hearing.
- G. The senior administrator shall be selected by the Dean.

V. Filing of Formal Charges. Charges of academic dishonesty or personal misconduct not resolved informally may be brought to the Ethics Board for a formal proceeding. Charges may only be filed by a faculty member or administrator. It is within the faculty member or administrator's discretion to determine whether a charge is to be filed, with the exception of serious plagiarism as described in Section III (b). The faculty or administrator making allegations shall submit to the Chair of the Board a written description of the charges. The Chair shall provide the student with written notification and description of the charges.

VI. Hearing Procedures.

- A. Hearings will be conducted in a timely fashion, and are to be completed within twenty working days of the date the student was notified of the charges.
- B. If any member of the Board believes him or herself to be biased or to have a conflict of interest, he/she should recuse him/herself and the rest of the Board, by majority vote, may appoint a replacement. Faculty will be replaced with faculty, students with students, and an administrator with an administrator.
- C. The hearing is not an adversarial courtroom-type proceeding. Rather, the proceeding is intended to enable the members of the Board to determine the truth of the charges made and to determine what sanctions, if any, should be imposed. No recording or verbatim transcript shall be made of the proceedings.
- D. Hearings may involve one or more sessions, depending on how long it takes to collect, present and evaluate the evidence needed to review the charge of misconduct.
- E. The student shall have an opportunity to provide a written statement, written by him/herself, in response to the complaint.
- F. The Board may make any procedural decisions it deems necessary to ensure fairness and to avoid undue delay. It may look at any evidence it deems relevant and material to the proceedings, and may decide the appropriate weight that should be accorded to any evidence it considers. The Board determines the admissibility, relevance and materiality of the evidence offered, and may exclude any evidence or witnesses it deems repetitive, irrelevant or disruptive.
- G. The faculty member or administrator filing the complaint may be asked by the Board to appear before it to discuss the complaint, and to answer any questions its members may have.
- H. The student may be asked by the Board to appear before it and answer any questions board members may have, or if not so requested, the student may choose to appear to discuss the complaint. If the student chooses not to appear or testify he or she will be informed that the Board will proceed to a decision. The student may select a current CUSSW student to consult with during the proceedings. The person selected by the student may attend the proceeding but may not participate as an advocate. He or she may not pose questions to the board members or intervene in the proceedings in any way, and is not privy to board deliberations. Although the student is free to consult with an attorney, he or she is not permitted to have an attorney present during the proceeding or at any appeal.
- I. To find the student has committed the charge alleged, the Board must be persuaded that there is "clear and convincing" evidence that an infraction of the rules for academic dishonesty or personal conduct has occurred, and must decide by majority vote. The Board will make a recommendation to the Dean as to the appropriate sanction if an infraction has occurred, however, the final sanction/discipline will be imposed by the Dean of the School.

- J. The decision of the Board is rendered in a written report and includes the rationale for the decision and any supporting evidence, and the sanction recommended. The decision should in most cases be rendered within ten working days of completion of the hearing. Notification of the Board's decision and its written report are sent to both parties (the student and the complainant), members of the Board and to the Dean of the school.
- K. All deliberations of the Board are held in private and are confidential. All deliberations of the Board are held in private and are to be treated as confidential. Information regarding the activities of the Ethics Board and/or its decision making process should be kept as confidential and only shared with University employees who have a legitimate educational need to know; moreover, such information should not be shared with external entities except where deemed necessary as described above in (j) (required notification of decisions) or if legally required (e.g., in response to a valid subpoena).

VII. Sanctions. Sanctions shall be imposed that are appropriate to the nature and severity of the violations to which they are attached and to the student's general character and behavior as a member of the social work school community. Previous incidents, if any, may be considered when deciding on the sanction. While the student's overall academic performance is not at issue, it might be a mitigating factor when deciding on a sanction.

A. A non-exhaustive list of authorized sanctions includes:

- i. Warning, or a reprimand, which becomes part of the student's official record but is not considered a formal disciplinary action.
- ii. Additional work such as writing extra papers, or accumulating extra credits in order to graduate.
- iii. Ethical probation, for a period to be specified by the Board, with or without conditions such as counseling, which is intended to serve as a serious warning to students whose conduct gives cause for concern. It is hoped that probation will cause the student to return to satisfactory behavior. The student will be relieved from probation if, at the end of the set period of time, satisfactory conduct has been maintained. Failure to meet the conditions of probation is a serious matter, and will ordinarily result in suspension or dismissal.
- iv. Suspension, which requires that the student not register for a period of one or more semesters and is recorded on the student's permanent transcript.
- v. Dismissal, an action taken in serious disciplinary cases, which ends a student's connection with the University and is recorded on the student's permanent transcript.
- vi. A combination of sanctions is also authorized.

B. If the violation involves academic dishonesty in a course, the Instructor shall have sole authority to determine the grade for the course or any additional assignments that may be required. The discipline imposed by the Dean of the School shall be in addition to, and not a replacement of, any sanction imposed by the Instructor related to the course.

VIII. Appeals. An appeal may be submitted by letter to the Dean within thirty (30) days of receipt of notification of the sanctions imposed, clearly stating the grounds for appeal. The Dean shall review the record and may consult with the members of the Ethics Board, but shall not consider new evidence. Ordinarily, the determination of an appeal will be based on procedural grounds rather than a re-examination of the facts. If the Dean finds that there is new evidence that the Board did not consider, the Dean should ask the Board to reconvene to consider the new evidence. The decision of the Dean is final. Both the complainant and student are advised of the outcome of any appeal in writing, as are members of the Board.

IX. The Ethics Board, in conjunction with the Associate Dean of Academic Affairs, will review the operation of the Board at the end of each academic year, and prepare an annual report. The report will include information on the number and types of cases resolved informally, formally, and appeals, and recommendations, if necessary, for any modifications in procedures. The report will be presented to the faculty at the beginning of the next academic year.

Dean's Discipline" Procedures, CUSSW

A student charged with a disciplinary infraction subject to "Dean's Discipline" is entitled to notice of the charges, an opportunity to be heard, and an opportunity to appeal a disciplinary decision to the Dean of this School.

The University-wide Rules of Conduct govern conduct related to demonstrations, rallies and picketing and may displace "Dean's Discipline" in cases of serious violations.

Ordinarily, a disciplinary proceeding begins with a written communication from the Office of the Dean of Enrollment and Student Service Systems requiring the student to respond to a specified charge at a disciplinary hearing. In rare cases, the proceeding may begin with an oral communication requiring the presence of the student at a hearing. The hearing is held before at least two Deans or staff. The hearing is a fact-finding proceeding. It is not an adversarial courtroom-type of proceeding. The student may not necessarily be present to hear other witnesses and there is no formal cross-examination of witnesses or objecting to evidence. Although students are always free to consult with an attorney, they may not have an attorney present during a disciplinary hearing or at any appeal.

The student is informed of the evidence that led to the charges against him or her and is asked to respond. The student may also offer his or her own evidence. The student's evidence may entail his or her own appearance at the hearing and may include the appearance by others (witnesses) on his or her behalf. It also may include written submissions and other relevant documents that the student may wish to submit.

After the Office of the Dean of Enrollment and Student Service Systems has heard the student and others and has considered all of the evidence, it reaches a determination and notifies the student in writing of that decision. If the student is found to have committed a disciplinary infraction, the penalty can include censure, probation, suspension, and dismissal.

In general, under University policy and federal law, information about pending dean's disciplinary proceedings against a student are confidential and may not be disclosed to others. A limited exception to this principle is that the outcome of the dean's disciplinary proceedings alleging a "sexual assault" must be disclosed both to the accuser and the accused.

The student has the right to appeal a decision that results from a disciplinary hearing to the Dean of the School. The appeal must be made in writing within seven days of the time when he or she is notified of the decision, and it must clearly state the grounds for appeal. Such appeals should be sent to:

Columbia University School of Social Work
Office of the Dean
Room 615, 1255 Amsterdam Avenue
New York, NY 10027

Normally, when considering an appeal, the Dean of the School relies solely upon the written record and does not conduct a new factual investigation. Moreover, the Dean focuses upon whether, in his or her view, the decision and results of discipline are reasonable in light of all of the circumstances surrounding the case. No further appeal is available within the University.

All non-academic and field education issues within the purview of the Office of the Dean are covered by the “Dean’s Discipline” Procedures.

Committees of the School

THE SCHOOL COORDINATING COMMITTEE

The School Coordinating Committee is chaired by the Dean and comprises the chairs of all elected standing committees for the duration of their terms; one representative each of the non-tenured faculty, professors of professional practice, and research scientists; M.S. and Ph.D. student representatives; and Associate and Assistant Deans. It serves as the Schools centralized committee for planning and communication. It is the venue through which School-wide accomplishments, concerns, and events can be identified, reported, coordinated, collectively addressed, and/or referred to appropriate deliberative bodies. The Committee advises the Dean and serves as an important vehicle for promoting transparency and information-sharing as well as collaboration among different constituencies School-wide.

THE CURRICULUM COMMITTEE

The membership of this committee includes the Associate Dean, four elected and four appointed faculty members and several ex-officio school administrators. The Curriculum Committee is the major body providing oversight of the school’s M.S. educational program, including curriculum policy, design and content. It is the final authority except in those matters that are the explicit responsibility of other committees or are reserved to the Dean by University statute.

THE DIVERSITY COMMITTEE

This committee is charged with working with other school committees to enhance the systematic attention given to diversity as it is related to the curriculum, faculty, advisers, the development of field instructors, the recruitment and retention of a diverse student population and faculty, and extra curricular activities. In addition to faculty and administrators, there are student members.

THE CURRICULUM AREA CONCENTRATION COMMITTEES

Committees are established in subdivisions of the curriculum as needed; students have representation on each Curriculum Area Concentration Committee. These Committees are responsible for reviewing and making recommendations regarding educational and administrative policies within the concentration. In curriculum matters, they act as subcommittees of the Curriculum Committee and they advise the Dean in carrying out educational and administrative policies.

THE ETHICS BOARD

The Ethics Board is a standing committee of faculty and students. The charge of the Ethics Board is to determine whether an ethical violation has indeed occurred when a complaint is brought forth with regard to a student and if so, to determine how it will be addressed. As a professional school

bound by the NASW Code of Ethics, it is also important that CUSSW have a mechanism to address breaches of the Code, academic dishonesty and forms of personal misconduct. (See Ethics Board).

OTHER COMMITTEES OF THE SCHOOL

Students also participate on the following committees: Field Education Policy.

RESOURCES AND SERVICES FOR STUDENTS

CUSSW Writing Center

WARREN GREEN

Director

Room 530

212/851-2232

swwrite@columbia.edu

The Writing Center provides assistance to CUSSW students with any writing issue related to program course work. We will address conceptual matters such as how to approach a paper and how to develop, clarify, and organize ideas, research material, and writing. Questions about integrating literature, about grammar, punctuation, expression, and APA style are welcomed. The Center can be of help to students unfamiliar with American academic writing or for whom English is not their primary language. Students who wish help moving a paper along or who feel blocked may find this service helpful as well.

The Center's mission is to work with students who wish to improve their writing. It is not a proofreading or editing service, although we can help students develop these skills. Papers brought in must be copies, typed, and double-spaced. In addition, students need to bring along a copy of the assignment they are working on as this helps the reader understand whether the issues are being appropriately addressed.

Office hours are by appointment only. Students first register with the Writing Center by going to its home page, clicking on the line that states **Make an Appointment** (www.columbia.edu/cu/ssw/write/), and following the instructions for a first visit. For sign-up instructions and Writing Center policies, click on the line titled **Writing Center sign-up policies and instructions** (<http://www.columbia.edu/cu/ssw/write/instructions2010.pdf>). Once registered, students are taken to a scheduling system where they may make appointments.

The Center also provides handouts on APA style and on various writing issues, as well as links to social work research sites, all of which can be used as aids to research and writing. The handouts can be found in racks outside the Writing Center and at: www.columbia.edu/cu/ssw/write

Office of Career & Leadership Development

website: <http://www.socialwork.columbia.edu/careers/>

Open M-F from 9 a.m. to 5 p.m.

KIM BARBERICH

Director

Room 525

212-851-2321

kcb2105@columbia.edu

swcareer@columbia.edu

TBA

Career Counselor

212-851-2399

Room 526

mtk12@columbia.edu

The **OFFICE OF CAREER AND LEADERSHIP DEVELOPMENT** offers guidance to students and alumnae as they cultivate and refine their career interests, experiences and goals, and provides information and tools to help them make sound professional decisions. The office offers a variety of services for professional and leadership development. Information can be found on workshops, events, graduate and post-graduate study, full time job opportunities, internships and fellowships, licensing and certification, as well as summer, part-time and volunteer social work positions that may complement, enrich and expand a student's educational and professional experience.

WORKSHOPS

Throughout the year, the office supports students through career focused programming and events to help them plan and carry out their professional development. Workshops are offered during the Fall and Spring semesters and provide tips on writing resumes and cover letters, the job search process, interviewing, networking, licensing and salary negotiation. In addition, the office provides informational handouts or "tip sheets", available outside Room 525 and on the Web page, covering a range of topics. Primarily directed toward master-level students, these seminars are also open to doctoral students and alumni/ae.

EDUCATIONAL MATERIALS

During Orientation master-level students will receive the *CUSSW Guide to Career Development*. This *Guide* offers information and resources to help students identify, manage and execute their professional goals over the course of their time at CUSSW. The *Guide* includes tip sheets and tools that will allow students, in conjunction with individual career counseling, to plan and benchmark their career development outcomes and progress.

INDIVIDUAL CONSULTATION

The office offers individual 30 minute career counseling to students and alumni both by appointment and during weekly drop in hours (Tuesdays, 12-2 and Thursdays, 4-5). Any student can make an appointment online, at <http://www.socialwork.columbia.edu/careers>, for individual guidance. Drop in appointment are on a first come first serve basis in Room 525 and 526. Alumni can make a 30 minute career counseling appointment by emailing the office.

JOB AND CAREER FAIRS

Career fairs provide the opportunity for the student to distribute his/her resume and market his/herself, while also gathering more information about various companies and organizations. Each Spring in collaboration with consortium of New York Graduate Schools of Social Work, the office Career and Leadership Development co-hosts the MSW Job Fair. Typically 40 + employers participate in the event. In partnership with CCE (CU Center for Career Education) and Teachers College respectively, CUSSW takes part in CU's Not-For-Profit & Public Service Career Fair (Spring), International Organizations Day (Spring) and Teachers College's PreK-12 Education Career Fair (Spring), as well as in other campus-wide professional career development activities.

JOB LISTINGS

Students and alumni/ae can read up-to-date job announcements on experience, the web based recruiting site. This site for students is: <http://cussw-msw.experience.com/er/security/login.jsp>. and the site for alumni is: http://cussw.experience.com/alumnus/branded_login login. These sites allow employers to post jobs and summer internships exclusively for CUSSW students and alumni/ae. Each current student is provided with a unique password, and can view the site and apply to jobs and summer internships at their convenience. Alumni can create their own log in, and sign in once she/he is approved by the office.

LETTERS OF REFERENCE

By University policy, faculty members must respond conscientiously to requests from students and graduates for letters of reference. **Requests for letters of reference are to be made directly to faculty members.** Employment references are not provided by the Office of Career and Leadership Development.

NETWORKING ACTIVITIES WITH ALUMNI/AE AND DEVELOPMENT RELATIONS

During the year, there is special programming for alumni/ae and opportunities for current students to meet graduates of CUSSW. Networking includes meeting/contacting people one knows (and doesn't know) to gather career-related information, advice, and support, and is one of the best ways to tap into the hidden job market.

NEWSLETTER/E-UPDATE

The Office of Career and Leadership Development provides a weekly email to all master-level students. Students are encouraged to read the emails for updated information on workshops, jobs, fellowships, internships and additional important career information.

PROFESSIONAL LICENSING AND CERTIFICATION

The office maintains current information and conducts workshops on licensing and certification of social workers. For more information, see the <http://www.socialwork.columbia.edu/careers/> and the Professional Licensing and Certification section of this *Student Handbook*, below.

REFERENCE BOOKS

The office provides a small, but select, collection of books on career and leadership subjects, which is housed in the office in Room 525. There are books on career campaigning, on making general career choices, as well as job source publications relative to major cities, the U.S. government, and international and minority organizations.

QUESTIONS?

Answers to most questions can be found on the Office of Career and Leadership Development web page: <http://www.socialwork.columbia.edu/careers/> or by calling the office at 212-851-2399

Professional Licensing and Certification

- **Keep and maintain personal records:** For credentialing or licensing, or to demonstrate qualifications for employment, it is necessary to present proof of experience and/or education. Typically this kind of information cannot be secured or reconstructed after the fact.
- **Collect and save:** Course syllabi, proof of hours under supervision, certificates of continuing education, internship job descriptions, etc.

JURISDICTIONS AND STATE REGULATIONS

Licensing and certification is a state regulatory function. Thus, every jurisdiction has its own laws and regulations. The student/alumni/ae should review the material distributed by each jurisdiction where she/he is seeking licensure to determine whether he/she meets eligibility requirements.

This information can be accessed from the CUSSW Office of Career and Leadership Development Web page (www.socialwork.columbia.edu/careers/) or through the Web pages of the Association of Social Work Boards (ASWB) www.aswb.org. Each jurisdiction has established criteria governing who may take an examination. After establishing eligibility to test, follow the jurisdiction's instructions for becoming licensed.

LICENSING EXAMINATION AND REGULATIONS

The ASWB examination for social work licensure is used in every jurisdiction except California. If an ASWB examination is required by the jurisdiction where seeking licensure, one does not have to take the test there. It is possible to take the examination wherever it is convenient. ASWB will forward the results to the jurisdiction(s) indicated. Be sure to take the level of examination that is required by the jurisdiction where licensure is being sought.

ASWB develops and maintains four categories of social work licensure examinations: Bachelors, Masters, Advanced Generalist, and Clinical. Not every jurisdiction uses all four categories, so candidates must be sure to check with individual boards to find out which examinations are appropriate for the jurisdiction in which they are seeking licensure.

Information on social work regulations for all states, D.C., Puerto Rico, Virgin Islands, and Canada, the ASWB examination, and criteria governing who may take an examination is available at: www.aswb.org. ASWB Candidate Handbook is available in Room 525.

LICENSING INFORMATION - TRI-STATE AREA

Application packets for NY State Licensed Master Social Worker as well as additional information regarding licensing in NY, NJ, CT and CA and exam preparation are available in Room 525.

New York

State Board for Social Work

NY State Education Department
Office of the Professions
Division of Professional Licensing
Services
89 Washington Avenue
Albany, NY 12234
518/474-3817, ext. 250
op4info@mail.nysed.gov
www.op.nysed.gov/csw.htm

New Jersey

Connecticut

Department of Public Health
Clinical Social Worker Licensure
410 Capitol Ave., MS#12APP
P. O. Box 340308
Hartford, CT 06134

State of New Jersey
Department of Law and Public Safety
Division of Consumer Affairs
Board of Social Work Examiners
124 Halsey Street, 6th Floor
P.O. Box 45033
Newark, NJ 07101
973/504-6495
<http://www.state.nj.us/lps/ca/media/socialwork.htm>

860/509-7567

www.dph.state.ct.us/Licensure/licensure.htm

Computing Services

C O L U M B I A U N I V E R S I T Y T E C H N O L O G Y I N F O R M A T I O N

Columbia University Technology Information (CUIT) provides computing and communications systems, services, and support to the University community. CUIT maintains a Helpdesk Support Center located at 202 Philosophy Hall, a help desk phone (212/854-1919), and a general electronic mail address (askcuit@columbia.edu) where students, faculty and staff can receive assistance with a broad range of computing and data communications needs.

CUIT provides services that include the following:

- *Information:* guides, handouts, and computing courses
- *Conversion and Recovery:* a service station is available for conversion of files between data and disk formats and simple file recovery
- *Software Distribution:* free software applications including PC PhoneHome, virus prevention software* such as Symantec AntiVirus, Endnote, ProCite, and Reference Manager (a bibliographic management system) to name a few.
- *Printing Services:* PC and Macintosh stations are available for use with a Hewlett Packard laser printer; pages cost \$0.10 each with \$1 minimum
- *Consultation and Advice:* help regarding computer equipment and software

Detailed information about CUIT systems and services can be found on the CUIT Web site:

<http://www.columbia.edu/cuit/>

CUIT services and facilities complement the services available through the School's Office of Computing and Instructional Technology.

* The University strongly recommends that each student, faculty and staff member has a current virus prevention application on every computer and to keep it updated at all times. CUIT has purchased a site license for Symantec AntiVirus. As a member of the Columbia University community, all CUSSW students can download and install Symantec AntiVirus on their personal computers at no charge. The download site is:

<http://www.columbia.edu/cuit/software/nav/>

E-mail

An e-mail account is generated for every entering matriculated social work student. Information sessions about e-mail at Columbia are offered at the School during orientation. Students can activate their e-mail accounts at any computer that has Internet access. Informational handouts about accessing e-mail and activating e-mail accounts are available in the Willma and Albert Musher Student Computing Center, located in Room 105 of the Social Work Building. All students have 250 MB of storage space for Cyrus email and 20 MB for personal Web pages and CUNIX home directory.

Wireless Network

The Social Work building offers wireless access, which makes it possible for students using their personal laptop computer to access their e-mail and the Internet, as well as to print to the high-speed laser jet printers in the student lounge. Students who wish to have their laptop configured to take advantage of the wireless printing, may call 212/851-2342 or stop by the Willma and Albert Musher Student Computing Center, located in Room 105 of the Social Work Building to make an appointment via a lab consultant.

Wireless access is also available on the Columbia Morningside campus. The wireless network is available to Columbia students, faculty and staff and offers fast and reliable data connection speeds of up to 54Mbps. Coverage is currently limited to some key outdoor common areas and various classrooms and lounge areas. Coverage will improve as the wireless network is expanded to accommodate the entire campus. For more details, including specific locations and hardware requirements, please see the CUIT Web site:

<http://www.columbia.edu/cuit/access/oncampus/wireless/>

School of Social Work Computer Facilities

In addition to the wireless network, the Social Work Building has computer terminals in multiple locations for student access. Some such locations include:

- Willma and Albert Musher Student Computing Center, located in Room 105
- Student Lounge, Room 214
- Electronic Classroom, Room 401
- Fourth Floor Hallway
- Fifth Floor Hallway
- Admissions Area open, office 514
- Concourse Level, open area
- Doctoral Student Computing Facilities, open area 909 and 923

WILLMA AND ALBERT MUSER STUDENT COMPUTING CENTER

The Willma and Albert Muser Student Computing Center, a computer lab, located in Room 105 of the Social Work Building, has 57 Intel Core 2 Duo PC computers with an extensive array of built-in software, two high-definition color scanners, five hi-speed LaserJet printers and one resume printer. Among the programs available are Microsoft Office and a number of statistical and social research-related applications. In addition, the computers provide access to the University's e-mail system and high-speed access to the Internet.

The Willma and Albert Muser Student Computing Center is reserved exclusively for Columbia University School of Social Work students. Therefore, students must have a valid Columbia University ID to gain entry to the Center. A CUNIX user ID and password are required to log on to lab computers and for printing.

The Willma and Albert Muser Student Computing Center strictly adheres to a “**No Smoking, No Food, No Drinks, No Cell Phones, and No Loud Noise**” policy. Please respect this policy. Anyone who does not observe this policy will be asked to leave the computing lab. Furthermore, if a student does not adhere to the policy, they may lose their computing privileges at the School of Social Work.

The Lab Consultants are available to assist students with computing problems and trouble-shooting during lab hours.

Lab hours are subject to change. Please check this Web page for updated computer lab hours:
<http://socialwork.columbia.edu/complab>

STUDENT LOUNGE, ROOM 214

The student lounge, located on the second floor (Room 214) across from the social work library, has three express terminals, one high-speed laser printer, network jacks and power for laptop connectivity to the left or right of the booth seating and, as elsewhere in the building, offers wireless connectivity.

ELECTRONIC CLASSROOM, ROOM 401

The electronic classroom (Room 401) has 25 high-speed networked computers, one high-speed laser printer, one instructional computer, a DVD, VCR, speakers, and an LCD projector. There is an instructional workstation equipped with a Creston control touch panel and computer with a flat panel screen. Instructors and students may bring in their laptop to connect and project.

COLUMBIANET KIOSK STATIONS (EXPRESS TERMINALS)

ColumbiaNet kiosk stations provide easy access to a wide variety of campus information, electronic mail, and the Internet. Placed on the concourse level, fourth and fifth floor lobbies and hallways in the Social Work Building, and in the libraries and lounges across campus, they are accessible to anyone at Columbia. ColumbiaNet kiosk stations are often used for quick access to services for short periods of time.

DOCTORAL COMPUTING FACILITIES

The doctoral computing facilities are located on the 9th floor of the social work building. They include 20 Intel Core 2 Duo PC computers with an extensive array of built-in software, one high-speed laser printer. 12 of the computer workstations are located in open office area 909. The remaining eight computer workstations are located in open office area 923. The doctoral printer is located in the

northeast corner of open office area 923. In addition, doctoral students are welcome to use the *Willma and Albert Musher Student Computing Center*, located in Room 105 of the Social Work Building.

SOCIAL WORK INSTRUCTIONAL FACILITIES

The instructional facilities include thirteen classrooms, three seminar rooms, five breakout rooms and two role-play rooms. All classrooms and seminar rooms have ceiling-mounted projectors, instructional computers with Ethernet connections, and multimedia equipment (e.g., DVD players, VCRs, document readers, etc.), thereby providing instructors and students with the ability to view recordings or to access network utilities (the Internet, e-mail, mainframe software and data sets, etc.).

There are primarily two types of classrooms. The first is the case study classroom. These classrooms provide stadium-style fixed seating (two 50 seat - C05 and C06 - and one 73 seat - C03 - classrooms). The largest classroom has the capacity for video conferencing, with push-to-talk microphones, power, and Ethernet connections at every other seat, two projectors, video cameras, and an instructional podium.

The second is the flexible flat classroom of which there are ten (Rooms 301, 302, 304, 305, 311, 312, 401, 404, 405, and 406). These classrooms are furnished with either tablet chairs or chairs and tables with casters. There is an instructional workstation equipped with a Creston control touch panel and computer with a flat panel screen.

There are three seminar rooms (C01, C02, and 402) to hold small classes. These rooms provide multimedia options for presentations.

There are two role-play rooms. The smaller role-play room (Room 412) provides soft seating for a dyad or triad interview with a video camera and 32" flat panel for recording and playback. The larger room (Room 411) can accommodate a large group (e.g., group meeting) with a wall-mounted video camera and monitor for recording and playback. The video can be controlled locally or in the centralized control room for recording and/or broadcasting live to other classrooms in the Social Work Building. Role play rooms are available for course-related assignments in which the instructor has made previous arrangements with the Office of Computing and Instructional Technology.

For a full description of the classrooms, their capacity and functionality, as well as policies regarding use, please see the following Web site:

<http://www.columbia.edu/cu/ssw/ocit/classroomtech/classrooms/index.html>

Students interested in utilizing the instructional audio-visual equipment for class-related purposes must request an orientation two weeks in advance. To schedule an orientation session, send an e-mail request to: swav@columbia.edu.

COLUMBI AWEB

Columbia Web is the University-wide resource system for local and off-campus online information. It contains hundreds of online services, including library catalogs and databases, up-to-date University directory information, policies, procedures, reports, course listings, access to grades and information about holds, a calendar of events, online copies of University documents, and links to Internet resources.

CourseWorks@Columbia

The University supports **New CourseWorks**, a learning management system for students and faculty. For students, *CourseWorks@Columbia* serves as a single point of entry to all the courses in which they are registered, and includes course syllabi, readings, bulletin board discussions, and also links to digital library reserves. In some cases, faculty members include lectures and assignments. To see a listing of courses, visit CourseWorks at:

<https://courseworks.columbia.edu/>

Students will be prompted for their UNI (this is the CUNIX e-mail account without the “@columbia.edu”) and their CUNIX password. Students will see a listing of the courses in which they are currently registered. Each CUSSW course contains a link to the course syllabus and related material.

For assistance accessing CourseWorks, students may stop by the Willma and Albert Musher Student Computing Center, located in Room 105, and ask the lab consultant for assistance.

Social Work Printing Policy

Printing is available in the *Willma and Albert Musher Student Computing Center* (Room 105), the student lounge (Room 214), the electronic classroom (Room 401), the doctoral student lab (open area 909 and 923), the Social Work Library (second floor) and the various CUIT computer labs around the campus. Students are allocated 2500 (duplex or simplex) pages on CUSSW printers per term (Fall and Spring) and 20 pages per week on CUIT and Library printers. If additional pages are required, extra pages can be purchased online.

<http://www.columbia.edu/acis/facilities/printers/purchase.html>

There is wireless connectivity throughout the building, which makes it possible for students using their personal laptop computer to print to one of the available high-speed laser printers. Students who wish to have their laptop configured to take advantage of the wireless printing, may see the lab consultant in the *Willma and Albert Musher Student Computing Center* (Room 105) or visit the computer lab webpage for instructions:

<http://www.columbia.edu/cu/ssw/ocit/complab/printing.html>

QUESTIONS

Please send questions, concerns, or suggestions about the School of Social Work computing facilities via e-mail to the following email address: swhelp@columbia.edu.

CourseWorks@Columbia

The University has launched CourseWorks at Columbia, an instructional resource for students and faculty. For students, *CourseWorks@Columbia* serves as a single point of entry to all the courses in which they are registered, and includes course syllabi, readings, bulletin board discussions, and also links to digital library reserves. In some cases, faculty members include their lectures and assignments. To see a listing of courses, visit CourseWorks at:

<https://courseworks.columbia.edu/>

Students will be prompted for their UNI (this is the CUNIX e-mail account without the “@columbia.edu”) and their CUNIX password. Students will see a listing of the courses in which they are currently registered. Each CUSSW course contains a link to the course syllabus and related material.

For assistance accessing CourseWorks, students may stop by the Willma and Albert Musher Student Computing Center, located in Room 105, and ask the lab consultant for assistance.

SCHOOL OF SOCIAL WORK WEB SITE

<http://socialwork.columbia.edu/>

The CUSSW Web site is designed to be a prime resource for current students, graduates and potential students. The Web site provides direct access to the Social Work Library Home Page, information about admissions, financial aid, student services, faculty initiatives, course Web pages, and career development opportunities, as well as a link to the *School Bulletin*, the *Field Education Manual*, and this *Student Handbook*. It is a growing resource with new features being added and current ones updated. Students are encouraged to visit the CUSSW Web site regularly.

The CUSSW Web site lists current events and announcements and outlines School policies and departmental information. To post an item of school-wide interest on the CUSSW Web site, please contact the School’s Webmaster via e-mail at: swweb@columbia.edu.

QUESTIONS

Please send questions, concerns, or suggestions about the School of Social Work computing facilities via e-mail to the following email address: swhelp@columbia.edu.

COMMUNICATION

All notices, registration and course schedule information will be sent via e-mail. Information for the week will be sent Monday evening. It is the student’s responsibility to check his or her Columbia e-mail account on a regular basis. This information will be sent only to the Columbia e-mail account, not “aol,” etc. Columbia e-mail may be accessed at terminals located throughout the University. Personal and confidential information will not be sent electronically.

Columbia University Bookstore

CU BOOKSTORE

2922 Broadway (in the Lerner Hall building)

Phone: 212/854-4131; 212/854-4132

Fax: 212/866-8713

E-mail: bkscolumbia@bncollege.com

<http://columbia.bkstore.com>

The bookstore carries required and recommended textbooks for Columbia courses as ordered by the faculty. It also stocks academic supplies, imprinted items, clothing, and academically priced software. Students should be certain to purchase course books before midterms whenever possible, as the bookstore begins returning unsold textbooks to the publishers at this time.

The bookstore accepts cash, checks, and credit cards. As an added convenience, the bookstore accepts the CUID for payment if students have an active bookstore account. When paying by credit card, students may use American Express, MasterCard, Visa, or Discover Card. Payment by check requires two forms of identification or a Columbia ID.

RETURN POLICY

Textbook returns are accepted during the first two weeks of each term (first week of Summer sessions) and for three days from the date of purchase thereafter. All other items may be returned for three days from the date of purchase. Register receipts and identification are required to process returns. Please note that all items must be in new condition (except used books, of course). Software is not returnable once it has been opened.

The bookstore buys back textbooks year-round during regular hours of operation. During finals week we pay one-half the purchase price for books that have been reordered for courses for the following term. If a book has not been reordered for the following term, or if books are sold back at times other than during finals week, they will be bought back at a lower price based on the national demand for each title.

BOOKSTORE HOURS

Extended hours of operation are offered at the beginning of each term. For store hours between terms or on holidays, please call 212/854-4131 or 212/854-4132.

For hours of operation, please refer to the Columbia University Bookstore's Web site:

<http://columbia.bkstore.com/>

Libraries

SCHOOL OF SOCIAL WORK LIBRARY

SOCIAL WORK LIBRARY

1255 Amsterdam Avenue

2nd Floor

New York, NY 10027

Circulation/Reserves Desk: 212/851-2194

Reference Desk: 212/851-2195

Email: socwk@libraries.cul.columbia.edu

Check the Social Work Library Web Page for hours of operation*:

<http://www.columbia.edu/cu/lweb/indiv/socwk/>.

The Social Work Library, located on the second floor of the School of Social Work building, boasts a collection of more than 75,000 bound volumes including books, conference materials, reference materials, and an outstanding collection of periodicals and educational films. In addition to social work reference, research, and instructional services provided by the Social Work Librarian, students have access to the Columbia University library system's vast archival and research collections and to the expertise of social science, humanities, and area studies subject specialist librarians.

Library orientation sessions for entering students are scheduled during the orientation period and in the early weeks of the term. The Library is a vital resource to students, and security procedures have been established to ensure the availability of reading material for all who need them. Students are expected to respect required procedures. A valid Columbia University Identification Card is required for checking out books and using the Library.

The Social Work Library Web Page provides a wealth of resources for social work students including subject guides and Internet resources organized by topic, current library hours, staff phone numbers and e-mail addresses, and departmental services. Students may access the Web page from any computer with a web browser.

**Hours may vary in the summer and during holiday and exam periods. Check posted schedules.*

COLUMBIA UNIVERSITY LIBRARIES

Columbia University Libraries/Information Services is one of the top five academic research library systems in North America. The collections include over 10 million volumes, over 100,000 journals and serials, as well as extensive electronic resources, manuscripts, rare books, microforms, maps, graphic and audio-visual materials. The services and collections are organized into 25 libraries and various academic technology centers. The Libraries employs more than 550 professional and support staff. The website of the Libraries at www.columbia.edu/cu/lweb/ is the gateway to its services and resources.

Among the services provided by the Libraries are:

LIBRARY INFORMATION OFFICE (LIO)

Located in 201 Butler Library (212/854-2271), the LIO provides a wide variety of services to faculty, staff, students, and visiting readers, including initial requests on visitor access to the Columbia University Libraries. The office also answers general questions about any of the Libraries' services and resources, administers user privileges, clears library blocks due to overdue fines/fees, and distributes publications of a general nature about the Libraries.

SERVICES AND EQUIPMENT

For Students with Disabilities, based on approved accommodation, the Library:

- arranges orientations designed for the individual's situation and interest;
- assists with the use of either the card catalogue or on-line computer catalogue;
- retrieves books from the stacks;
- arranges for the renewal of books by phone;
- permits the designation of a Deputy Borrower;
- provides copiers accessible to wheelchairs in several locations, including Social Work, Lehman, Business, and Butler Libraries;
- Provides equipment:
 - Lehman Library:* one work station, color monitor with Vista Magnification System and ScreenPower Speech synthesizer; ColumbiaNet and CLIO access

Business Library: TeleSensory Systems Vantage print enlarger

Butler Library:

Milstein Undergraduate Library (2nd and 3rd floors): IBM PC/AT with color monitor, 3.5 inch and 5.25 inch drives, mouse, Vista screen enlarger, IBM ProPrinter. ColumbiaNet and CLIO access, located in a 24 hour reading room.

Periodicals Reading Room (4th floor): TeleSensory Voyager XL CCD print enlarger.

Reference Department (3rd floor): One work station: color monitor with Vista Magnification System and ScreenPower Speech synthesizer.

Law Library (available for Law School users only): Kurzweil reading machine; computer with modem, set up to vocalize electronic text (ARctic Crystal) and to print out electronic files via a Braille printer; portable braille for note-taking; a room for visually impaired students to listen to tapes or live reading.

Macintosh Laboratories (CUIT): Software to enlarge text or images on the screen and software that permits people with dexterity problems to use the mouse and type multiple sequences.

PHOTOCOPYING

Photocopiers are available in most libraries and operate either with coins or copy cards. Copy cards reduce the cost per copy. Copy cards may also be purchased from machines located throughout the Columbia Libraries.

COLUMBIA LIBRARIES ON-LINE CATALOG (CLIO)

CLIO is the online catalog for the Columbia and Barnard libraries. It includes more than 4 million records for over 92 percent of the Libraries' collections. Books, serials, journals, newspapers, online resources, government documents, microforms, sound recordings, video recordings, archival collections are listed in CLIO. Catalog records for electronic versions of journals, newspapers, or books may contain links directly to the online full text. Records for items on order or in the process of being cataloged are also included. The collections of the Law, Jewish Theological Seminary, and Teachers College libraries are excluded from CLIO. CLIO can be accessed by any computer with a web browser, Z39.50 client, or telnet client.

NEW YORK PUBLIC LIBRARY

A valid Columbia ID card will permit student access to the New York Public Library system. A New York Public library card must be obtained to borrow books. The Morningside Heights Branch is at 2900 Broadway, 212/864-2530. The Andrew Heiskell Braille & Talking Book Library is at 40 West 20th Street, 212/206-5400.

Financial Aid

OFFICE OF FINANCIAL AID

swfinaid@columbia.edu

212/851-2293

5TH FLOOR

The office will be open during orientation, registration and graduation. Please refer to the Financial Aid web-site for hours of operation: <http://www.columbia.edu/cu/ssw/finaid/>

CUSSW does all within its power to make the enrollment of every individual accepted for degree candidacy possible. The financial resources of the School include University funds in combination with those community resources that are compatible with the educational goals of the University. University resources consist of allocations from the yearly budgets, gifts, income from endowments, and loan funds. Community resources include grants from agencies with or without work commitments, Federal Work-Study programs, state grants, and loan funds.

Need is the primary consideration in the evaluation of applications for financial aid. Family income and assets, anticipated income from employment, and funding not affiliated with the school are determining factors in the amount of aid awarded.

Students may apply for various forms of student financial aid to include school scholarship funds, Federal Work Study grants, federal and school loans, private loans, and TAP (awards for New York State residents).

Applicants must complete the Free Application for Federal Student Aid (FAFSA) when requesting federal funds: Federal Subsidized and Unsubsidized Stafford Loans, Federal Work Study, and Federal Perkins Loans. All applications should be postmarked by March 1st. Note: FAFSA's web address is: www.fafsa.ed.gov.

It is the responsibility of all students seeking financial aid to complete their FAFSA by February 15th in order to ensure that your aid is processed in a timely fashion.

Scholarship Funds

In addition to the FAFSA, tax forms and other requested appropriate documents may be required. All CUSSW students requesting scholarship funds and Federal Work Study funds are expected to apply for the maximum Federal Direct Subsidized Stafford Loan of \$8,500.

Foreign students in the second year of study at CUSSW may be eligible for limited financial aid funds. Those with permanent resident status may apply for all forms of financial aid through the School.

Federal Work Study Program

Many CUSSW students receive a Federal Work-Study (FWS) award as part of their financial aid package. FWS funding is limited, so the school is not able to offer awards to every eligible student. At CUSSW, students who are awarded FWS use their field placement as their work-study job. Federal Work-Study recipients are paid \$8 per hour up to a maximum of 21 hours per week. Each FWS recipient must complete and submit an online bi-weekly time sheet.

Students who are new to the program and those who are continuing with the program should secure a *2010-11 CUSSW Federal Work Study Information Booklet* which details students' responsibilities and program policies and procedures, and tax forms (where appropriate) from the Office of Financial Aid, on the 5th floor of the Social Work building, during open office hours.

The determination of a student's eligibility for Federal Work-Study funds is based on demonstrated need. Any change in a FWS recipient's estimated income or funding must be immediately reported to

the CUSSW Financial Aid Office. Likewise, if a FWS recipient is offered a stipend by the field placement, the student must notify the CUSSW Financial Aid Office, Room 514-E and the Director of Field Education. The student may not be eligible to receive both awards or may be required to have their FWS reduced.

Services for Students with Disabilities

UNIVERSITY DISABILITY SERVICES

2920 Broadway
Suite 802

Lerner Hall, 8th Fl. MC 2605
New York, NY 10027

Email: disability@columbia.edu

Colleen Lewis, Director

Voice: 212/854-2388

TDD: 212/854-2378

Fax: 212/854-344

CUSSW LIAISONS

CUSSW Liaison Officer

for Students with Disabilities

David Yam, Senior Assistant Dean
Room 522, 1255 Amsterdam Ave.

212/851-2359

dy2@columbia.edu

CUSSW Coordinator

for Students with Disabilities

Office of Enrollment and Student Services
Room 523, 1255 Amsterdam Ave.

212/851-2364

Columbia is committed to serving the needs of students with disabilities. Services to students with permanent or temporary disabilities are coordinated by the University Office of Disability Services. Disability Services works in conjunction with the School of Social Work to support its academic program and standards and to meet students' disability needs.

The Columbia University Office of Disability Services provides access to a wide range of services and programs to assist qualified students in reaching their potential, such as:

- Exam and Classroom Accommodations: including extended time (time and a half); separate, proctored exam locations; reader services; use of a computer during exams; use of a tape recorder; an amanuensis; note taking services and books on tape;
- Advocates for Ability: a peers-helping-peers program providing students with a roster of tutors, readers, notetakers, interpreters, aides and attendants;
- Accessibility Tours: of the campus and loan of keys/access cards for use of accessible routes;
- Adaptive Equipment Loan Services: lending tape recorders, manual wheelchair, and TDD;
- Academic Services: such as group and individual assistance in key areas of skill development, including time management, study skills, reading skills, and note taking skills;
- Personal and Group Support Services: providing individual and group counseling on disability issues, academic choices, and employment/ career planning;
- Students with Disabilities Coalition: for graduate and undergraduate students;
- Resource Library: of print, audio, video and electronic materials on disability related topics and issues.

Students are expected to identify their disability and to provide current and appropriate medical or diagnostic documentation before any accommodations can be considered. In cases involving students with learning disabilities, appropriate documentation must include a current assessment of the student's adult level of learning skills and style and also must include a report summary and complete test battery scores. To allow sufficient time for review of needs and implementation of accommodations, students with disabilities are encouraged to contact Disability Services upon acceptance to discuss their specific disability needs and to plan any academic accommodations that

may be necessary. More information about the Office of Disability Services, including how to register a disability and downloadable forms for documentation, can be found on-line at: www.health.columbia.edu/ods/index.html.

All decisions regarding accommodations for students with permanent or temporary disabilities are made by the Office of Disability Services. The CUSSW Office of Enrollment and Student Services coordinates and facilitates the accommodations once they have been approved.

Development and Alumni/ae Relations

STACY KASS

Assistant Dean of Development and Alumni Relations
Room 626
212/851-2370
shk2141@columbia.edu

JENNIFER MARCH

Associate Director of Alumni Relations
Room 628
212/851-2372
jm1404@columbia.edu

GRETCHEN KNUDSEN

Associate Director of Development
Room 627
212/851-2368
gdk2111@columbia.edu

CATHLEEN MEYERS

Program Manager
Room 629A
212-851-2371
cm2858@columbia.edu

The Office of Development and Alumni Relations fosters community among the School's alumni and future alumni and involves them in supporting the mission and goals of the School. The Alumni Association provides a forum for the more than 16,000 alumni around the world to come together to exchange ideas and professional expertise. Through *Spectrum*, the School's magazine, the electronic *Alumni Newsletter*, and online media such as FaceBook and LinkedIn alumni are kept up to date on news of their classmates and colleagues, trends in the field, and current initiatives at the School. In addition, the Association promotes programs and services that provide opportunities for professional growth.

There is no annual fee to become a member of the Alumni Association. All students are immediately enrolled upon graduation from CUSSW. In order to fund the Alumni Association as well as the School's talented students and faculty (since tuition does not fully cover the cost of attending CUSSW) alumni are encouraged to give back. It is alumni participation in giving each year – not the size of gifts – that really counts. The legacy of generous alumni can be spotted throughout the School—named locations in the building, endowed professorships, and most importantly the financial aid received by 90 percent of current students.

Students are encouraged to get involved with the Office of Development and Alumni Relations long before graduation. Participation in programs such as new student orientation, panels with alumni speakers, and networking events provide opportunities for current students to partner with alumni from various fields of social work practice. Through these programs students establish lifelong personal and professional connections. At the same time, students are invaluable partners in the stewardship and cultivation of donors to the School. There are a number of ways for students to support CUSSW's efforts to increase its financial aid endowment and expand the resources available

for student scholarships. These include writing thank you letters, attending alumni events, meeting one-on-one with scholarship endowers, and calling donors to talk about new initiatives at the School. The Office of Development and Alumni Relations can be a valuable resource throughout a student's CUSSW career and beyond. Please visit the Alumni web site at www.socialwork.columbia.edu/alumni

CUSSW Student Union

PURPOSE

Student Union representatives are elected by the student body and meet monthly. The CUSSW Student Union serves as the official representative of the students of the CUSSW. It investigates any problems that may confront the students at CUSSW, makes recommendations to CUSSW officials and professors concerning any such problems, and promotes the desires and best interests of the students.

In addition, the Student Union considers and reports student viewpoints and opinions to the Dean. Student Union meetings are open to all students. The student activity fee of \$38/term funds Student Union and Caucus events.

The Student Union Office is Room 403. The officers can be reached during office hours listed on the door of the office, via the student mail system, or by calling the Student Union Office at 212/851-2361.

STUDENT REPRESENTATION IN SCHOOL POLICY

One of the primary functions of the Student Union is to facilitate the participation of students in all decision-making bodies of the School except the Committee on Academic Appointments. CUSSW students have a one-third voting representation on the policy-making bodies of the School. This includes the School Coordinating Committee, the Curriculum Committee, and the Curriculum Area Concentration committees.

Please refer to a copy of the student voting plan, available at the Reference Desk of the Library, for a more detailed description of student responsibilities in school policy making.

RELEASE TIME

School policy permits one day per term release time from class or field education to attend meetings with student groups or in joint meetings with faculty.

One half-day per month of release time from field education is reserved for students elected or appointed to School committees or task forces. An additional two hours of release time per month is set aside for student representatives elected to the School Coordinating Committee who also carry responsibilities in other decision-making bodies.

Students are released from field education responsibilities if they attend Community Day. Under the aegis of the Student Union, this special day-long event is held in the Fall and in the Spring terms.

Student Groups and Caucuses

Student groups and Caucuses that are affiliated with the CUSSW Student Union provide programming for their members and the school community. For a complete list please go to this site: <http://www.columbia.edu/cu/ssw/su/cauci2010.html>

STUDENT UNION EXECUTIVE BOARD MEMBERS 2010-11

For a complete listing please see: <http://www.columbia.edu/cu/ssw/su/cauci2010.html>

Student Identification Cards

Every CUSSW student is required to have a Columbia Card. Incoming students are notified via email prior to Orientation about how to submit their photo for the Columbia Card. Those who do not submit their photo prior to Orientation receive alternate instructions at Orientation.

Returning students need to have their cards validated for each new year. This may be done by stopping by the ID Office located in 204 Kent Hall. Call 212/854-4323 to check office hours or with any questions. Problems with the Columbia Card or the loss of a card should also be directed to the ID Office. For more information on the features of the ID card and the programs available, visit the Columbia University ID Center Web site: www.columbia.edu/cu/id/.

University Medical, Health Services & Health Insurance

COLUMBIA UNIVERSITY HEALTH SERVICES

212/854-2284

300 John Jay Hall

(Third and Fourth Floors)

Check the health Services website for hours of operation:

<http://www.columbia.edu/students/index.html>

Students are urged to read *A Guide to University Health Services at John Jay*. This guide is available from the University Health Service Center, in FACETS, and on the Columbia University Home Page for details about the University Health Service and the health insurance requirement.

Health Services is closed on University holidays. Elevator access can be arranged through the lobby guard. When it is closed during the school year, dial 415-0120 and the Columbia Doctor/Nurse on call will give students urgent medical advice over the phone.

The Health Service provides a comprehensive range of primary care, health education programs and other medical services including counseling and psychological services, a rape crisis center, women's health, travel and wellness services, and AIDS concerns and HIV care. Essential Off-Campus Services covered by the Health Service Fee include:

- Coverage for treatment of accidental injury or medical emergencies
- Physician services related to the treatment of accidental injury or medical emergencies
- Emergency room care
- Emergency in-patient hospital care
- Off-campus mental health services
- Out-patient treatment for substance abuse

These services are offered free or for a nominal fee to students who have paid the University Health Service Fee. Spouses, same-sex partners, and dependent children of Columbia students are not eligible to enroll for University Health Services. However, in urgent situations spouses and same-sex partners may receive care through Primary Care Medical Services for a fee of \$60 per visit.

Students who have paid the Health Service Fee do not pay any additional charges when using services provided on-campus through Health Services at Columbia, except for certain special services such as immunizations and travel assessments. The Health Service Fee is billed separately for each term on the Student Account Statement, covering the period of Sept. 1 through May 31. Services are available during the summer for a nominal fee. This fee covers all on-campus services, between June 1 and Aug. 31.

Laboratory tests and X-Rays ordered by an on-campus clinician are performed off-campus and are not covered by the Health Service Fee. Students will need to provide information about their health insurance coverage at the time these services are rendered.

Full-time students (for CUSSW students, 10.5 or more points) and **Summer Session students** (6 or more points) are required to participate in the University Health Service. Billing of the University Student Health Fee is automatic.

Dual Degree students at UTS, JTS, and Bank Street who are taking fewer than the required number of points to be full-time at CUSSW as described in the sentence above, will not be billed automatically for the Student Health Service Fee. To avoid being uninsured, follow the instructions in the section below on *Dual Degree Students*.

Waivers may be secured as described in the section below on *Procedures for Waivers and Changes in Your Health Insurance Status*.

Immunization Requirements

MEASLES, MUMPS AND RUBELLA (MMR)

New York State requires that all college and university students enrolled for 6 or more points be adequately protected against *measles, mumps, and rubella* (MMR). Students born on or after January 1, 1957, must provide documentation of immunity. (Students born before January 1, 1957, are assumed to have had exposure and need not take further action.) For more information regarding the state law, students should contact the Health and Related Services Immunization Line at 212/854-7210. Details on methods of documenting immunity are provided in the Health and Related Services brochure and on the Web site (www.columbia.edu/cu/health/).

In very rare cases, a student may be granted exemption from the MMR requirements if he or she submits documentation about a medical diagnosis or religious orientation that precludes further immunization. All letters will be carefully reviewed and considered by the medical director of Health and Related Services.

Please note: Students who cannot provide evidence that they are immune to measles, mumps, and rubella will not be permitted to register for classes and may be charged a fine.

MENINGOCOCCAL MENINGITIS VACCINATION DECISION

By New York State public health law, college and university students must receive information from their institutions about meningococcal meningitis and the vaccine that protects against most strains of the disease seen on university campuses. The law requires all students registered for 6 or more points to decide whether or not to be immunized and to provide formal certification of their decision. (Proof of immunity will NOT be required.)

Columbia University provides an online system designed to make it easy for students to comply with this requirement. The process will take only a few moments and is completed in 3 steps:

- Go to the special website at <https://ssol.columbia.edu/ssv/crt/menIntro.html> using any internet connection.
- Read the information about meningitis, then log in with the UNI and password to certify the decision.
- Choose one of the three options and click "Submit Decision."

Upon completion of these 3 steps, **students will be compliant** with this New York State public health law and no further action will be needed.

Students who do not provide their meningitis vaccination decision certification within 30 days of their enrollment at the University may be denied access to certain functions, including pre-registration, registration, and online grade look-up.

Information about meningococcal meningitis and the protective vaccine is available on the Health Services at Columbia Web site: www.health.columbia.edu/cur/news/vaccines/meningitis.html.

For students who decide to be immunized, the vaccine is available by appointment in Primary Care Medical Services (fee: \$65), or through other primary care providers. Questions about this process or about the vaccine may be forwarded to meningitisinfo@columbia.edu.

TUBERCULOSIS TEST REQUIREMENT

Social Work students in field education are required to have a TB (PPD - Mantoux) test within the year preceding admission to the School and place the results on file with the University Health Service. A Tuberculosis Test form is mailed to each student prior to his/her first term of matriculation. Please contact the University Health Service at 212/854-7210 for information on the TB test. Although incoming students are pre-registered, by law a student cannot remain registered without having the TB certification on file.

University Health Insurance Coverage Requirements

FULL-TIME STUDENTS

Columbia University requires all full-time CUSSW students to have two forms of health coverage. One is the Student Health Service, and the other is insurance.

All students who enroll in the Health Services at Columbia must have insurance that covers hospitalization and other outside expenses. Students may choose to enroll in one of the two levels of the Student Medical Insurance Plan offered by Columbia — in partnership with Chickering Benefit Planning Insurance Agency, Inc., and underwritten by Aetna Insurance Company of Connecticut (AICC) — or to carry a comparable alternate insurance plan. To use a personal policy, students must file for a waiver as described on the next page.

PART-TIME STUDENTS

(FOR CUSSW STUDENTS, FEWER THAN 10.5 POINTS/TERM)

Part-time students are not required to pay the Health Service fee unless they are electing to enroll in the University Health Insurance. If students elect to enroll in the University Health Insurance, then the insurance and the University Health Service fees will be charged automatically to their student accounts. Students may enroll online for coverage at the University Health Services Web site.

DUAL DEGREE STUDENTS

The University's computerized billing system charges CUSSW students for health insurance automatically when the student takes a full-time load of 10.5 points in Fall and Spring or 6 points in Summer. The University's computerized billing system will automatically bill Dual degree students taking a full-time load of classes at the Business School, the Law School, the School of Public Health, the School of International and Public Affairs or the School of Architecture at Columbia University for health insurance. Dual degree students with the School of Public Health who are in their "split year" of residency and enroll in the Health Sciences Campus Student Medical Insurance in the fall must

remain enrolled in this more expensive plan for the Spring. It is a year-long election. Students may not change insurance plans midyear.

Dual degree student taking classes at the Union Theological Seminary, the Jewish Theological Seminary or Bank Street College with a total point load less than 10.5 at CUSSW, *even though the total number of points they are taking is 10.5 or more points*, will not be billed automatically for health insurance. In this case, students should see Betty Gee in the CUSSW File Room, Room 513, and request a letter of verification of full-time status. Students should take that letter and the printouts of their course program(s) for the term to the University Health Service and ask to be enrolled.

UNIVERSITY HEALTH INSURANCE REPRESENTATIVE (AETNA) CONTACT INFORMATION

Questions about the Aetna health insurance coverage should be directed to the Insurance Representative, Chickering Claims Administrators, Inc., 1/800-859-8471. All correspondence, including completed waiver forms as described below must be sent to:

Chickering Claims Administrators, Inc.
P.O. Box 360
Cambridge, MA 02142-0003

Procedures for Waivers and Changes in Health Insurance Status

INSURANCE WAIVER

Students interested in requesting a waiver of automatic enrollment in the Columbia Student Medical Insurance Plan must document comparable coverage in another insurance plan. Please review alternate coverage carefully to determine if it is appropriate.

Alternate coverage must meet at least the following five criteria:

1. Plan provides coverage for medically necessary care while student is in New York City or traveling or studying in the United States or abroad.
2. The maximum benefit for coverage is at least \$300,000 per lifetime.
3. Coverage will remain in force as long as student is registered, including approved leave of absence for medical reasons and non-degree status at Columbia University.
4. As of September 1, 2005 (January 17, 2006 for new Spring enrollees and June 1, 2006 for new Summer enrollees) plan will cover student for any pre-existing condition.
5. Plan covers the following types of care: treatment for injuries resulting from the practice or play of athletics, inpatient psychiatric care, and treatment for inpatient chemical dependency.

Students requesting a waiver of automatic enrollment in the Columbia Student Medical Insurance Plan must also provide specific information identifying the insurance carrier and primary subscriber for the proposed alternate coverage. The specific information required is described at the Health Services website and can be found on the insurance ID card for the alternate plan or in other policy documents provided by the carrier of the entity sponsoring the plan.

To request a waiver of automatic enrollment in the Columbia Student Medical Insurance Plan, the student must submit an online request at the insurance selection website accessible from the

Health Services website by the specified deadline. All online requests are considered but are not guaranteed approval.

It is the student's responsibility to file the waiver by the deadlines set by the Health Service and the Insurance carrier, usually the beginning of each term.

A waiver must be completed for each academic year of full-time enrollment.

STUDENTS WHO HAVE BEEN CHARGED INCORRECTLY

Students who have waived the University (Aetna) Health Insurance and believe they have been charged incorrectly, must contact Chickering Claims Administrators, Inc. within 30 days of the beginning of the term involved in order to receive a credit.

CHANGING HEALTH INSURANCE STATUS

Students who wish to change their health insurance status because they did not waive the health insurance and want to do so, or they did waive the coverage and now want to enroll in the University (Aetna) Health Insurance, must complete the appropriate paperwork at the University Health Service within the enrollment period and mail it to Chickering Claims Administrators, Inc.

If a student's registration status changes from full-time to part-time or from part-time to full-time during the designated change-of-program period, enrollment in Health Services at Columbia and the Columbia Student Medical Insurance Plan (if applicable) will automatically be adjusted.

Students who become full-time through a change-of-program are automatically enrolled in both Health Services at Columbia and the Student Medical Insurance Plan at that time. This enrollment is retroactive to the beginning of the term. If enrollment in the Student Medical Insurance Plan is not desired, a Waiver Form must be submitted by the specified deadline for waiving coverage: September 30 (students entering in the Fall) or January 31 (students entering in January).

COVERAGE AND WITHDRAWAL FROM CLASSES

For any student withdrawing from classes during the first 30 days of the term, enrollment in Health Services at Columbia will be automatically discontinued, and a full refund of the Health Service Fee will be credited to the Student Account Statement. A student who has received an approved leave-of-absence from his/her school, including a medical leave, may elect to continue enrollment in Health Services at Columbia and the Student Medical Insurance Plan (if applicable) for the rest of the current term or through the balance of the approved leave period. To request this special enrollment, students must visit the Enrollment Office in John Jay Hall.

Students withdrawing after 30 days will remain enrolled in Health Services at Columbia and the Student Medical Insurance Plan (if applicable) for that term. Under these circumstances, no refund will be provided.

EMERGENCY MEDICAL ASSISTANCE (SEE ALSO EMERGENCY SUPPORT SERVICES, BELOW)

In an emergency, call Security at Ext. 99 or 212/854-5555. During the academic year, the Columbia Area Volunteer Ambulance (CAVA) serves the campus, affiliated campuses, and Columbia Housing from 110th to 125th Street, between Morningside and Riverside Drives. Certified emergency medical technicians will provide immediate care and transportation to the nearest emergency room,

usually St. Luke's Hospital on 113th Street between Amsterdam Avenue and Morningside Drive. When CAVA is not available, call 911 for a New York City Ambulance in case of an emergency. At St. Luke's, the Emergency Room telephone number is 212/523-3335. For the Psychiatric Emergency Room, dial 212/523-3347.

Campus Safety and Security

The University is required by federal law to publish an annual security report containing information about campus security policies and statistics on the incidence of certain crimes on and around our campuses. This information is available in *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>), or by requesting a copy of the report from:

Campus Crime Report
Department of Security
Columbia University
111 Low Library, Mail Code 4301
535 West 116th Street
New York, NY 10027

Students are advised to use good judgment at all times. To report suspicious activity at CUSSW, call Columbia Security Emergency at 212/865-5555 or the New York Police Department (NYPD), 26th precinct, at 212/678-1311. In an emergency situation call 911 directly and/or pull the nearest panic button. Groups planning an evening session, party, or other special event at the School, please call 212/854-5603 and the NYPD will provide additional presence in the area. Uniformed and plain clothes police regularly patrol the area outside of the building on foot and in unmarked cars between the hours of 7:00 a.m. and midnight.

During the school year, Columbia University Escort Service will send two specially trained students to accompany students to their door any time from 8:00 p.m. - 3:00 a.m., seven nights a week. This service is available from West 108th Street to West 110th Street between Amsterdam Avenue and Riverside Drive, and from West 111th Street and West 122nd Street between Morningside Drive and Riverside Drive. Students may call the CU Escort Service at 212/854-SAFE (7233).

Emergency Support Services

Columbia University security services are available and able to contact Deans 24 hours a day. They can also arrange emergency transportation.

- New York City Police Department/Emergency: 911
- NYPD Special Victims Squad: 212/694-3010. A female officer is available if requested.
- NYPD Rape Hotline (information and advice): 212/267-7273. Staffed only by female detectives.
- Barnard-Columbia Rape Crisis Center: 212/854-HELP (6 nights/week) or 212/854-WALK (24 hours/day)
- St. Luke's/Roosevelt Hospital Crime Victim Treatment Center: 212/523-4728
- Mt. Sinai Hospital Rape Crisis Intervention Program: (day) 212/241-5461 (night) 212/241-7164
- Bellevue Hospital Crime Victims Program: 212/562-3755
- Columbia Presbyterian Medical Center Rape Crisis Victim Services Program: (day) 212/305-9060
- New York City Victim Services Agency: 212/577-7777
- Samaritan Hotline (24 hours): 212/673-3000 (suicide hotline)

- Columbia Health Service (Morningside) Clinical Director (day) 212/854-3187
- Women's Health Center (day) 212/854-4499
- After-hours Doctor-on-Call (night) 212/415-0120
- Counseling and Psychological Services (day) 212/854-2468
- Health Education Office (Sexual Assault Prevention Programs) (day) 212/854-5453

Security at the school of Social Work

Fire alarms are located next to the stairwell doors on each floor.

Three Emergency Alarms (panic buttons) are located on each floor, one in each wing and one in the main corridor of the floor. Pull the latch and the alarm will sound at Campus Security.

Rape Crisis/Anti-Violence Support Center

MAURA BAIRLEY

Program Coordinator
100 Brooks Hall
(Barnard Quad)
(212) 854-4366

www.health.columbia.edu/rcavsc/index.html

Business Office
Monday-Friday
9 a.m. – 5 p.m.

PEER COUNSELORS

Tuesday-Sunday
7 p.m. – 11 p.m.
(212) 854-HELP

PEER ADVOCATES

7 days/week
24 hours/day
(212) 854-WALK

The Rape Crisis/Anti-Violence Support Center serves survivors and co-survivors of sexual violence, both male and female, from the Columbia and Barnard communities. The Center is a safe and supportive place for all survivors and for friends and partners of survivors. Six evenings per week trained counselors are available for in-person and telephone counseling on relationship abuse, childhood sexual abuse, incest, sexual assault, acquaintance rape and stranger rape. Trained volunteer advocates are available 24 hours a day, 7 days per week to provide assistance with the hospital emergency room, university health services, campus security, the local police department, pursuing a complaint through the on-campus disciplinary system or the criminal courts, and university mediation resources. Counselors are women from the undergraduate and graduate schools of Barnard and Columbia University.

For related information, see also “Emergency Support Services” and the University’s Policy Statement on Discrimination and Harassment, printed in full in *FACETS* and in abbreviated form in this handbook.

University Housing

OFFICE OF INSTITUTIONAL REAL ESTATE

400 W 119th Street
New York, N.Y. 10027
Phone: 212/854-9300
Fax: 212/749-8816

OFF-CAMPUS HOUSING ASSISTANCE (OCHA)

419 W. 119th Street, Lower Level
New York, N.Y. 10027
Phone: 212/854-2773
Fax: 212/854-5333

Because securing housing in New York City is difficult, it is important for students to arrange living accommodations early. Information on how to apply for University Housing is sent with the notification of admission to admitted students coming from outside the tri-state area.

Limited housing for graduate students registered at the Morningside Campus is available in two ways:

- University Apartment Housing (UAH): This office manages a variety of University-owned apartments for single students, couples and students with dependent children. Dormitory-type suites are also available. Most properties are within five blocks of campus. For more information contact UAH at 212/854-9300.
- Off-Campus Housing Assistance (OCHA): OCHA assists students who are looking for rooms or apartments in properties **not** owned or managed by the University. It also assists students who have apartments and wish to share. For more information call 212/854-2773, or visit the OCHA web site at: <http://www.columbia.edu/cu/ire/>, and click on the Off-Campus Housing Assistance button.

To receive off-campus contact phone numbers, students must show a letter of acceptance or a valid Columbia University Identification card to the receptionist at 419 W. 119th St. Listings cannot be given out over the phone or faxed.

Dining Services

COLUMBIA UNIVERSITY DINING SERVICES

103 Wien Hall, Mail Code 3701

411 West 116th Street

New York, N.Y. 10027

(212) 854-4076

e-mail: eats@columbia.edu

Columbia University Dining Services maintains six dining facilities on campus. They are open to students, faculty, staff and visitors on a cash or Dining Dollars basis. One of those facilities, John Jay Dining Hall, offers all-you-can-eat meals that are available on a meal plan basis. Menus, hours of operation, and other relevant information are available via the Web at: www.columbia.edu/cu/dining/.

School Bulletin Boards

At the School of Social Work, bulletin boards are located throughout the building and provide a wide variety of information concerning School procedures and deadlines as well as announcements of upcoming events. The School bulletin boards display classroom, schedule information, and official announcements.

All notices should be forwarded to the Office of Enrollment and Student Services, sw-studentservices@columbia.edu for dating and posting. There is a two-week limit for notices on official bulletin boards. Only notices approved and dated by the Office of Enrollment and Student Services may be posted on official bulletin boards. Materials posted on walls or other areas will be removed.

The Student Union is responsible for the regulation of its bulletin board space, which is located outside of the Student Union Office on the 4th Floor.

Student Mail

Students are asked to use their residential address rather than the School's address for all personal mail. Selected communications from the School will be mailed to the student's local address.

Lost and Found

A University lost and found service is maintained by the Office of Campus Security in 111 Low Memorial Library, 212/854-2797. For items lost at CUSSW, check with the reception area or the Office of Enrollment and Student Services on the fifth floor.

UNIVERSITY & SCHOOL POLICIES & PROCEDURES

Behavioral Standards

UNIVERSITY REGULATIONS

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

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

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

RULES OF UNIVERSITY CONDUCT

The Rules of University Conduct (Chapter XLI of the Statutes of the University) provide special disciplinary rules applicable to demonstrations, rallies, picketing, and the circulation of petitions. These rules are designed to protect the rights of free expression through peaceful demonstration while at the same time ensuring the proper functioning of the University and the protection of the rights of those who may be affected by such demonstrations.

The Rules of University Conduct are University-wide and supersede all other rules of any school or division. Minor violations of the Rules of Conduct are referred to the normal disciplinary procedures of each school or division ("Dean's Discipline"). A student who is charged with a serious violation of the Rules has the option of choosing Dean's Discipline or a more formal hearing procedure provided in the Rules.

All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct. Copies of the full text are available in *FACETS*, the University student handbook (<http://www.columbia.edu/cu/facets/>), and at the Office of the University Senate, 406 Low Memorial Library.

Policy on Discrimination and Harassment

Within the School of Social Work, a student's complaint regarding discrimination or harassment must be addressed separately from the student's academic performance. Thus, such complaints are addressed under University procedures. All Columbia University Students are protected from coercion, intimidation, interference, or retaliation for filing a complaint or assisting in an investigation under any of the University's policies and related laws.

A more detailed description of the University's Policy on Discrimination and Harassment can be found on p. 89 of this *Handbook*, the *School Bulletin*, *FACETS*, or the following Web site: http://www.columbia.edu/cu/vpaa/eoaa/docs/discrim_sexharass.html. The University Policy Statement on discrimination and harassment, adopted by the University Senate on April 27, 1990 appears in its entirety in *FACETS*. The University's Office of Equal Opportunity and Affirmative Action is located in 402 Low Memorial Library; 212/854-5511.

Columbia University School of Social Work Student Grievance Procedures

Columbia School of Social Work believes that students, administrators and faculty have the right to express their views freely, within an atmosphere of tolerance and civility, and in an environment that is open to divergent views. Faculty and administrators must also, of course, treat students with civility and respect.

The following procedures specify how student complaints about faculty behaviors or language in the classroom, within the School, or at School-related events are to be addressed. The behaviors of concern are those that may appear to go beyond established bounds of academic decorum and that may appear to threaten or dismiss either an individual or a collective group or undermine basic understandings and recognized standards of conduct within our community.

I. MEDIATION

- A. Students are strongly encouraged to seek resolution to their complaints by talking directly with their professors. In general, the School seeks to resolve issues in a timely manner and on an informal basis. Students reluctant to communicate a complaint directly because of a reasonable fear of reprisal have the following alternative avenues:
 - i. Students who believe that a faculty member has engaged in improper behavior in an instructional setting, as defined in section II C of this statement, may report the incident to the Associate Dean for Academic Affairs. Doctoral Students may also report an incident to the Chair of the Doctoral Program.
 - ii. For concerns about a field instructor or field education issues, the student may speak first to the Associate Director of Field Education with whom she or he planned her or his field placement. If the student does not feel that the complaint has been adequately addressed, she or he may present the issue to the Assistant Dean for Field Education. The Associate Dean for Academic Affairs is another possible resource for the pursuit of a resolution, if neither the Associate Director nor the Assistant Dean for Field Education has been able to bring the matter to resolution with the student.
 - iii. Matters related to general student life at the School of Social Work that nonetheless relate to a particular member of the faculty may be taken to the Senior Assistant Dean for Enrollment and Student Services who will work with the Associate Dean for Academic Affairs to resolve the matter.
- B. After meeting with the student and gathering pertinent information about the complaint, the administrator will then seek to resolve the issue through a discussion with the faculty member involved. With all these options, the strictest confidence is to be maintained at all times, among both students and concerned faculty and among intermediaries such as student representatives, faculty mentors, or members of the administrative team.
- C. Students may also take their problems to the University's Ombuds Officer, who serves as an informal, confidential resource for assisting members of the University with conflict

resolution. The Ombuds Officer provides information, counseling and referrals to appropriate University offices. The Officer will also mediate conflicts if both parties are agreeable. The Officer does not have the authority to adjudicate disputes and does not participate in any formal University grievance proceedings. **Further information on the Ombuds Office may be found at <http://www.columbia.edu/cu/ombuds/>.**

II. FORMAL PROCEDURES

- A. Students are encouraged, but not required to seek an informal resolution to their complaints. They may elect, instead, to file a formal grievance. They may also file a formal grievance if informal mediation fails.
- B. If the faculty member holds an appointment in the School of Social Work, students may use the procedures described herein to address the issues listed below. If the faculty member belongs to another school, its procedures are applicable. Students may, however, ask for help from officials of the School in identifying and understanding relevant procedures.
- C. Issues that may be grieved under these procedures include:
 - i. Alleged failure to show appropriate respect in an instructional setting for the rights of others to hold opinions differing from their own;
 - ii. Alleged misuse of faculty authority in an instructional setting to pressure students to support a political or social cause; and
 - iii. Any other conduct in the classroom or another instructional setting that adversely affects the learning environment when that conduct displays an intolerance for different views or a lack of civility.
- D. These procedures may not be substituted for extant grievance procedures that address disputes over grades, academic dishonesty, or behavioral concerns as they relate to student conduct. Students should also use alternative procedures in the following situations:
 - i. If the alleged misconduct involves discrimination and sexual harassment, a student should file a complaint with the Associate Provost for Equal Opportunity and Affirmative Action. The procedures for handling such complaints are described in the statement, *Discrimination and Sexual Harassment Policy and Procedure*, which is on the web at www.columbia.edu/cu/vpaa/eoaa/docs/discrim_sexharass.html.
 - ii. Complaints against the School's faculty that allege scientific or scholarly misconduct are also evaluated using other procedures. These are contained in the statement, *Guidelines for Review of Misconduct in Science for The Columbia University's Health Sciences*, which is available at www.cumc.columbia.edu/research/priv/miscond/.
- E. Any student currently enrolled in the University and directly affected by the behavior of a faculty member of the School may file a formal grievance under the procedures in this statement.
- F. A student initiates the formal grievance procedure by submitting a written statement to the Dean documenting the grievance. The request must be submitted no later than 30 days after the end of the term within which the misconduct was supposed to have occurred.
- G. The Dean serves as the final resource for complaints within the School if all other avenues fail or if a student believes that his or her concern cannot be pursued via any other avenue. The Dean may seek the advice of appropriate faculty, generally relying first, unless otherwise appropriate, upon the Committee of Academic Appointments for their counsel.

- H. The Dean will review the complaint to determine if there are sufficient grounds to proceed or if the issues raised by the student can be resolved in another manner. If the Dean determines that a formal investigation is warranted, he or she will appoint an *ad hoc* committee to operate as a fact-finding body and report back on whether the complaint is justified.
- I. The Dean will appoint three members to serve on the *ad hoc* committee. The composition of such a committee cannot be determined before the event. The Dean may seek the advice of appropriate faculty in determining the composition of the committee and for their expertise related to the issues raised. The membership will normally consist of faculty members, and, at the discretion of the Dean, could include a student and/or senior administrator.
- J. The faculty member is given the student's letter of complaint and invited to provide the *ad hoc* committee with a written response. The committee reviews both statements and is provided access to any other written documents relevant to the complaint. The committee will normally interview both the grievant and the faculty member and may, at its discretion, ask others to provide testimony.
- K. The Committee ordinarily convenes within 10 working days of being appointed by the Dean and ordinarily completes its investigation and sends the Dean its written report within 30 working days of convening. When appropriate, the committee may also recommend remedies to the student's complaint and disciplinary action against the faculty member. Such remedies may include an agreement to terminate the specific behavior, a letter to the personnel file, or withdrawal of the complaint.
- L. The investigative committee serves in an advisory capacity to the Dean of the School. The Dean may accept or reject its findings and recommendations in whole or in part.
- M. The Dean normally issues his or her decision within 30 working days of receiving the committee's report. The Dean will inform both the student and the faculty member in writing of the decision rendered. The faculty member and the student will also have access to the committee's report.
- N. The Dean may discipline faculty members who are found to have committed professional misconduct. Any sanctions will be imposed in a manner that is consistent with the University's policies and procedures on faculty discipline. In particular, if the Dean believes that the offense is sufficiently serious to merit dismissal, he or she will initiate the procedures in Section 75 of the University Statutes for terminating tenured appointments, and non-tenured appointments before the end of their stated term, for cause.
- O. The lodging of a complaint is not in itself evidence of guilty behavior. A complaint shall not be taken into account during re-appointment, tenure, promotion, merit, or other evaluation or review unless and until the grievance process is completed, including any appeals, and unless the faculty member is found to have committed the offense charged.

III. APPEAL

- A. Either the student or the faculty member may appeal the decision of the Dean to the Provost. Findings of fact, remedies granted the student and penalties imposed on the faculty member are all subject to appeal. A written appeal must be submitted to the Provost within 15 working days of the date of the letter informing them of the Dean's decision.

- B. Normally, the Provost will take no longer than 30 working days to evaluate an appeal. The Provost usually confine his or her review to the written record but reserves the right to collect information in any manner that will help to make his or her decision on the appeal.
- C. The Provost will inform both the student and the faculty member of his or her decision in writing. If the Provost decides that the faculty member should be dismissed for cause, the case is subject to further review according to the procedures in Section 75 of the University Statutes, as noted above. Otherwise, the decision of the Provost is final and not subject to further appeal.

IV. CONFIDENTIALITY

All aspects of investigations of a student grievance are confidential. The proceedings of the grievance committee are not open to the public. Only the student grievant and the faculty member accused of misconduct receive copies of the decisions of the Dean and the Provost. All participants in the grievance process, including the complainant and the faculty member, witnesses, mediators, members of the administrative team, and members of the *ad hoc* grievance committee, shall respect the confidentiality of the proceeding. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

A full description of faculty obligations and rights may be found in the *Faculty Handbook* at <http://www.columbia.edu/cu/vpaa/fhb/main.html>.

Religious Holidays

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

Officers of administration and of instruction responsible for scheduling academic activities or essential services are expected to avoid conflict with religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, they should consult the appropriate dean or director. If an additional appeal is needed, it may be taken to the Provost.

Policies on Discrimination and Harassment

STATEMENT OF NONDISCRIMINATORY POLICIES, DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND PROCEDURE, AND ROMANTIC RELATIONSHIP ADVISORY STATEMENT

The University is publishing the following statements in accordance with certain federal, state, and local statutes and administrative regulations:

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, and regulations thereunder, the University does not discriminate on the basis of sex in the conduct or operation of its education programs or activities (including employment therein and admission thereto).

Inquiries concerning the application of Title IX may be referred to:

SUSAN REIGER

Associate Provost
Office of Equal Opportunity and Affirmative Action
103 Low Memorial Library, MC 4333
535 West 116th Street
New York, N.Y. 10027
212/854-5511

NEW YORK OFFICE FOR CIVIL RIGHTS

U.S. Department of Education
75 Park Place
New York, N.Y. 10007-2146
Phone: 212/637-6466
FAX: 212/264-3803
TDD: 212/637-0478
OCR_NewYork@ed.gov

Columbia University admits students of any race, color, national and ethnic origin, and age to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate against any person on the basis of race, color, national and ethnic origin, or age in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other University-administered programs.

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination against any person on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Title VII of the Civil Rights Act of 1964, as amended, prohibits employment discrimination against any person because of race, color, religion, sex, or national origin. Executive Order 11246, as amended, prohibits discrimination in employment because of race, color, religion, sex, or national origin and requires affirmative action to ensure equality of opportunity in all aspects of employment. In addition, the New York Human Rights Law, Article 15, Executive Law Section 296 prohibits discrimination against any person in employment because of age, race, creed, color, national origin, disability, sex, marital status, and genetic predisposition or carrier status.

Consistent with the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, and regulations thereunder, the University does not discriminate against any person on the basis of disability in admission or access to, or employment or treatment in, its programs and activities. Section 503 of the Rehabilitation Act of 1973, as amended, requires affirmative action to employ and advance in employment qualified workers with disabilities. The Americans with Disabilities Act of 1990 also prohibits discrimination in public accommodation and in employment against qualified persons with disabilities. It requires the University to provide qualified applicants and employees with reasonable accommodations that do not impose undue hardship or pose a direct threat of harm to themselves or others.

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in rates of pay. The Age Discrimination in Employment Act of 1967, as amended, prohibits discrimination in employment on the basis of age. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

Section 313 of the New York Education Law, as amended, prohibits educational institutions from discriminating against persons seeking admission as students to any institution, program, or course because of race, religion, creed, sex, color, marital status, age, or national origin. The New York City Human Rights Law, Title 8, Section 8-107, makes it an unlawful discriminatory practice for an employer to discriminate against any person because of their age, race, creed, color, national origin, gender, disability, marital status, sexual orientation, or alienage or citizenship status. It also prohibits educational institutions from discriminating against persons in any of the above categories in the provision of certain accommodations, advantages, facilities, or privileges.

On December 1, 1978, the Columbia University Senate passed a resolution announcing its general educational policy on discrimination, which reaffirms the University's commitment to nondiscriminatory policies and practices. The Senate reaffirmed this policy on April 27, 1990, by expanding the categories protected from discrimination and adding protection against harassment as well. Currently, the policies protect against discrimination and harassment on the basis of race, color, gender, religion, national and ethnic origin, age, disability, marital status, sexual orientation, and status as a Vietnam era or disabled veteran.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (38 U.S.C. 4212), prohibits job discrimination and requires affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era.

All employees, students, and applicants are protected from coercion, intimidation, interference, or retaliation for filing a complaint or assisting in an investigation under any of the foregoing policies and laws.

The University's Office of Equal Opportunity and Affirmative Action has been designated to coordinate compliance activities under each of the programs referred to above. Any employee who believes that he or she has been denied equal opportunity should contact this office, which may informally investigate complaints and offer advice and counsel on questions relating to equal opportunity and affirmative action, including information about applicable formal grievance procedures and agencies where complaints may be filed.

Policy Statement on Discrimination and Harassment

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

This document describes the University's procedure for responding to claims of discrimination and sexual harassment. It begins by defining the types of behavior covered by this policy and identifying the individuals and offices responsible for implementation of the policy. It then describes the multiple channels the University has established to respond to complaints. Strategies for resolving complaints of discrimination and sexual harassment may range from private and consensual arrangements between the parties to formal investigations.

The University offers several options for those seeking the intervention of the offices and individuals who are authorized to respond to their complaints. These include informal counseling, mediation, and a formal process for having their complaints reviewed.

All members of the University community are expected to adhere to the policy in this statement and to cooperate with the procedure it describes for responding to complaints of discrimination and sexual harassment. They are also encouraged to report any conduct they believe to be in violation of this policy. Management and supervisory personnel in particular are responsible for taking reasonable and necessary action to prevent discrimination and sexual harassment in the workplace and for responding promptly and thoroughly to any such claims.

After a formal investigation conducted according to the appropriate University procedure, individuals found to have engaged in discrimination or sexual harassment will be subject to discipline. The sanctions imposed can range up to and include termination of employment in the case of officers and staff or dismissal from the programs in which they are enrolled for students. Retaliation against anyone who files a complaint or participates in an investigation is prohibited and may be addressed as an independent claim.

The University provides training programs to educate faculty, researchers, librarians, students, administrators, and staff about conduct that may constitute a violation of this policy and to inform them of the procedure that is available to deal with alleged violations. While any member of the University may attend, management and supervisory personnel are especially encouraged to participate in these programs and are expected to be knowledgeable about the University's policy and procedure.

Individuals with questions about the University's policy and procedure on discrimination and sexual harassment should contact the Office of Equal Opportunity and Affirmative Action. The office is located in 402 Low Library, Mail Code 4333, and may be reached at (212) 854-5511 or by email at eoaa@columbia.edu.

For purpose of this policy, discrimination and sexual harassment are defined as follows:

DISCRIMINATION

Discrimination may occur by:

- treating members of a protected class less favorably because of their membership in that class. The protected groups are based upon race, color, religion, sex, age, national or ethnic origin, citizenship, disability, sexual orientation, marital status, status as a Vietnam era or disabled veteran, the actual or perceived status of an individual as a victim of domestic violence;
- or having a policy or practice that has a disproportionately adverse impact on protected class members.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, demeaning, or offensive working, academic, or living environment.

Consensual, romantic relationships between faculty and other employees and students and between individuals who work together are generally not considered sexual harassment and are not prohibited by University policy. However, individuals should be aware that these relationships are susceptible to being characterized as non-consensual, and even coercive, if there is an inherent power differential between the parties, and can lead to complaints of sexual harassment. Individuals should refer to the University's Romantic Relationship Advisory on the World Wide Web at <http://www.columbia.edu/cu/vpaa/eoaa/docs/romance.html> for further guidance on this topic. (See page 95, below, for the Romantic Relationship Advisory Statement.)

Nothing in this policy shall abridge academic freedom or the University's educational mission. Prohibitions against discrimination and sexual harassment do not extend to statements or written materials that are relevant and appropriately related to the subject matter of courses.

STUDENTS WHO FEEL THEY ARE VICTIMS OF DISCRIMINATION AND HARASSMENT

Students who feel they may have been harassed or discriminated against based on race, color, age, national origin, religion, sex, sexual orientation, disability, citizenship, the actual or perceived status of an individual as a victim of domestic violence, veteran status, and related issues may consult or file a complaint with:

- the EO/AA Office if the accused is a University employee (faculty or staff) or student;
- the Ombuds Office;
- their own dean;
- the dean of the school of the accused if the accused is a student;
- the Department of Security if the situation may involve criminal activity.

DISCRIMINATION GRIEVANCE PROCEDURE

Individuals who believe they have been victims of discrimination or sexual harassment may seek the assistance of the Associate Provost for Equal Opportunity and Affirmative Action. Under the University's Discrimination and Sexual Harassment Complaint Procedure, the Associate Provost is empowered to conduct investigations of complaints with the exceptions described above under Responsible Offices and Individuals. The Associate Provost may exercise those responsibilities herself or delegate them to a designee. If at any time a complaint is filed with a governmental agency or court, the University procedures are no longer available and will cease immediately.

UNIVERSITY OMBUDS OFFICERS AND PANEL ON DISCRIMINATION AND SEXUAL HARASSMENT

Individuals who believe that they have been victims of discrimination or sexual harassment may obtain informal advice and confidential counseling from a University Ombuds Officer or a member of the Panel on Discrimination and Sexual Harassment. Neither the Ombuds Officers nor the Panelists are authorized to conduct formal investigations of complaints.

Columbia University Ombuds Office

The Ombuds Office is a neutral and confidential resource for informal conflict resolution, serving the entire Columbia University community — students, faculty, and employees. Office hours are: Monday through Friday, 9 a.m. - 5 p.m. and by appointment at other times or other places, if necessary. To make a confidential appointment, please contact the office by phone, fax, mail, or e-mail:

MORNINGSIDE CAMPUS

OMBUDS OFFICE

600 Schermerhorn Extension

1200 Amsterdam Avenue

New York, N.Y. 10027

Mail Code: 5558

Telephone: (212) 854-1234

Fax: (212) 854-6046

Email: ombuds@columbia.edu

For further information, contact Marsha Wagner, Ombuds Officer, 660 Schermerhorn Extension; telephone: (212) 854-1234; fax: (212) 854-6046; e-mail: ombuds@columbia.edu. On Wednesdays the Ombuds Officer is at the Health Sciences campus office, from 10:30 a.m. – 2:30 p.m., 101 Bard Hall, 50 Haven Avenue; telephone: (212) 304-7026. Further information can also be found on the Ombuds Office Web site: www.columbia.edu/cu/ombuds/.

PANEL MEMBERSHIP LIST

The University Panel on Discrimination and Sexual Harassment is composed of trained, experienced and accessible members of the Columbia community. Members of the Panel will provide a confidential, impartial, non-adversarial setting in which problems can be addressed through confidential counseling or mediation, except where there is a possibility of imminent harm or as required by the law. Any faculty member, other officer, member of the support staff, or student may approach any Panelist to discuss his or her concerns and seek an advice. The Panelist may also meet with persons other than the complainant to ascertain facts relevant to appropriate resolution of the complaint or to seek an informal resolution to situations in which there are allegations of discrimination or sexual harassment. A list of the current Panelists may be found on the World Wide Web at <http://www.columbia.edu/cu/vpaa/eoaa/docs/shpanel.html>

ROMANTIC RELATIONSHIP ADVISORY STATEMENT

Columbia University's educational mission is promoted by the professionalism in its faculty/student and staff/student relationships. Faculty and staff are cautioned that consensual romantic relationships with student members of the University community, while not expressly prohibited, may prove problematic. While some relationships may begin and remain harmonious, they are susceptible to being characterized as nonconsensual and even coercive. This sometimes occurs when such a relationship ends and is exacerbated by the inherent power differential between the parties.

A faculty or staff member involved in a consensual relationship with a student is expected to remove him/herself from academic or professional decisions concerning the student. This expectation arises because the relationship may impair, or may be perceived as impairing, a faculty or staff member's ability to make objective judgments about that student.

The Provost has authorized some departments to adopt more restrictive policies, given the special nature of the relationship between their students, faculty and staff. Individuals are, therefore, encouraged to contact their department head if they have any questions about whether a more restrictive policy applies to them. Departments that wish to establish more restrictive policies should contact Associate Provost Susan Rieger before implementation.

Should a romantic relationship with a student lead to a charge of sexual harassment against a faculty or staff member, the University is obligated to investigate and resolve the charge in accordance with its Discrimination and Sexual Harassment Policy (see above) and applicable grievance procedure.

Questions regarding this Advisory Statement may be directed to the Office of Equal Opportunity and Affirmative Action, 402 Low Memorial Library, 535 West 116th Street, New York, NY 10027, 212/854-5511.

For information and a more comprehensive explanation of the University's policies and procedures, or regarding discrimination or sexual harassment, contact Susan Rieger, Associate Provost, Office of Equal Opportunity and Affirmative Action, 212/854-5511.

UNIVERSITY PROCEDURE FOR HANDLING ISSUES OF DISCRIMINATION AND SEXUAL HARASSMENT

Any person who believes that he or she has been discriminated against or sexually harassed may initially choose to deal with the alleged offender directly through a face-to-face discussion, a personal telephone conversation, e-mail correspondence, or letters. In some cases this may effectively resolve the situation. However, individuals should not feel pressured to address the alleged offender directly. Such an approach may be ineffective in correcting the problem, or an individual may be uncomfortable in handling the situation alone. If so, assistance through the University is available and will be provided if sought.

Confidential off-the record counseling may only be obtained by speaking with a University Ombuds Officer or a member of the University Panel on Discrimination and Sexual Harassment. To initiate an investigation, individuals must file a grievance with the Office of Equal Opportunity and Affirmative Action or, where circumstances warrant, with one of the offices, committees, or individuals described in the section entitled Responsible Offices and Individuals. (*Please refer to FACETS, or the Office of Equal Opportunity and Affirmative Action Web site at http://www.columbia.edu/cu/vpaa/eoaa/docs/discrim_sexharass.html.*) However, the University may at any time elect to independently pursue reports of discrimination or sexual harassment by investigation or other appropriate action.

SEXUAL COERCION

Sexual coercion is any kind of unwelcome sexual attention imposed upon an individual, male or female. The term includes various forms of sexual harassment or sexual assault, regardless of whether the coercion occurs as a single act or as a behavioral pattern. Sexual coercion ranges from subtle, unwelcome sexual attention (such as verbal innuendo or attempts to wear down a person's reluctance to respond sexually) to overt sexual demand and physical force (such as sexual assault and rape). Columbia University considers any form of sexual coercion to be unacceptable, however subtle or mild its nature, and regardless of whether it meets the legal criteria.

Students who believe that they are/were involved in sexual coercion, or if they are concerned or confused about any of these issues, may speak with any member of the campus staff listed below. Even if unsure, students may gain much just by talking about it. Students are not required to reveal the identity of the person who is/was bothering them. For further advice, or just for an opportunity to discuss concerns and potentially gain a clearer perspective, the following resources are available:

- Members of the University Panel on Sexual Harassment. (*Please refer to FACETS.*)
- Mental health professionals at the University Psychological Counseling Service, 400 John Jay Hall, 212/854-2468.
- Office of the Dean of Student Affairs, 403 Alfred Lerner Hall, 212/854-2446 or the CUSSW Office of Enrollment and Student Services, Room 522, 1255 Amsterdam Ave., 212/851-2359.
- The Office of Equal Opportunity and Affirmative Action, 402 Low Memorial Library, 212/854-5511.
- The Administrator or the Clergy of Earl Hall (call 212/854-6345 or 854-3576 for information about offices and religious counselors)
- The Ombuds Officer at 659 Schermerhorn, 212/854-1234
- The Barnard Columbia Rape Crisis/Anti-Violence Support Center (RC/AVSC), 100 Brooks Hall (Barnard Quad), Business Office, 212/854-4366; Peer Counselors, 212/854-HELP

Those who wish to file a formal complaint about sexual coercion by a student, go to the Dean of Students (at CUSSW, this is the Office of Enrollment and Student Services, Room 522, 1255

Amsterdam Ave., 212/851-2359). The staff there will help students file a complaint under the Dean's Discipline Procedure of the school where the charged student is enrolled.

SEXUAL ASSAULT AND SEXUAL MISCONDUCT: RAPE AND OTHER SEX OFFENSES

The Student Right-to-Know and Campus Security Act of 1990 has been amended to require all colleges and universities to develop and distribute to all students their programs, policies, and procedures with regard to rape and other sex offenses, both forcible and non-forcible. The University urges students to read and understand this information because it may be important to them or to someone they know.

Columbia University believes that sexual assault of any type is unacceptable, especially within the University environment, and strongly supports all efforts to eliminate its occurrence and to discipline offenders.

In a campus setting, sexual assault often occurs when one or both parties are intoxicated from alcohol or other drugs, or in connection with group activities where unanticipated social pressures may develop. It is, therefore, important to understand that intercourse or other sexual activity with a person unable to give free and full consent (e.g., because of intoxication, substance abuse or intimidation) may constitute sexual assault, rape or other sexual misconduct. Furthermore, the offender's use of a mind-altering substance does not in any way diminish his or her responsibility for abusive behavior.

NY STATE LAW

Under New York state law, sexual assault refers to rape, sodomy, sexual abuse, and other non-consensual offenses that are serious crimes. Rape is an act of unwelcome penile/vaginal penetration, however slight, by forcible compulsion. Other sexual offenses under New York State law involve unwelcome physical contact with a person's genitals, buttocks or breasts. In all cases, the force need not be overtly violent: the threat of force which places a person in fear of physical injury or kidnapping may be sufficient. A number of sexual offenses under New York law involve non-forcible sexual, anal, or oral intercourse with someone under the age of seventeen. The severity of the offense depends in part on the age of the parties. Criminal penalties in New York State for all such acts vary according to the circumstances but can include prison sentences of up to 25 years.

University Policy on Sexual Misconduct

OFFICE OF SEXUAL MISCONDUCT PREVENTION AND EDUCATION

703 Lerner Hall, Mail Code 2603

2920 Broadway

New York, NY 10027

Phone: 212/854-1717

Web Site: www.columbia.edu/cu/sexualmisconduct

Office hours: 9 a.m. to 5 p.m., Monday - Friday

The University's Policy on Sexual Misconduct requires that standards of sexual conduct be observed on campus, that violations of these standards be subject to discipline, and that resources and structures be sufficient to meet the physical and emotional needs of individuals who have experienced sexual misconduct.

Because of the seriousness with which the University views sexual assault and other forms of sexual misconduct, and in an effort to ensure uniformity, the University Senate on April 28, 1995 adopted the following definition of sexual misconduct:

Sexual misconduct is non-consensual, intentional physical contact of a sexual nature which includes, but is not limited to, unwelcome physical contact with a person's genitals, buttocks, or breast. Lack of consent may be inferred from the use of force, coercion, physical intimidation, or advantage gained by the victim's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware.

Complaints of sexual misconduct may be filed by contacting the Office of Sexual Misconduct Prevention and Education by e-mail or phone. To begin the official complaint procedure, a written complaint must be submitted to the Office of Sexual Misconduct.

SEXUAL MISCONDUCT COMPLAINT RESOLUTION OPTIONS

Two University-based options are available for resolution of complaints of sexual misconduct against a student:

- Dean's Discipline within the school of the charged student; or
- mediation through an accredited mediator affiliated with the University, such as an Ombuds Officer.

Complaints may also be filed with the New York City Police Department. Choosing to pursue a disciplinary action can be a difficult and confusing decision. The Office of Sexual Misconduct Prevention and Education is available to assist students in understanding their options for complaint resolution.

Complaints about non-student members of the University community should be directed to the Office of Equal Opportunity and Affirmative Action at Columbia, the Dean of Students Office at Barnard, or the Office of the Associate Dean at Teachers College.

Copies of the policy and procedure for the alternative form of Dean's discipline are available from the Assistant Provost for Equal Opportunity and Affirmative Action, the offices of all Deans of Students, the Ombud's Office, the Rape Crisis Center and the University Senate Office.

Copies of the Sexual Misconduct Policy and Disciplinary Procedure are available from:

- Office of Sexual Misconduct Prevention and Education, 703 Lerner, Mail Code 2617, 2920 Broadway, New York, NY 10027; telephone: (212) 854-1717; fax: (212) 854-2728; www.columbia.edu/cu/sexualmisconduct/;
- Office of the Dean of Students of every school (At CUSSW, the Office of Enrollment and Student Services, Room 522);
- The Rape Crisis/Anti-Violence Support Center (RC/AVSC), 100 Brooks Hall (Barnard Quad);
- *FACETS*, the University student handbook.

DISCIPLINARY PROCEDURE FOR SEXUAL MISCONDUCT

A student charged with a violation of the University Policy on Sexual Misconduct is entitled to notice of the specific charges, an opportunity to be heard, and an opportunity to appeal a disciplinary decision to the Dean of his or her School. Any student may initiate a complaint to his/her Dean of

Students or Dean of Student Services (at CUSSW, this is the Senior Assistant Dean David Yam, Room 522, 1255 Amsterdam Ave., 212/851-2359).

Ordinarily, a disciplinary proceeding begins with a written communication from the Director of the Office of Sexual Misconduct Prevention and Education to the accused student, requiring the student attend a disciplinary hearing to respond to a specified charge. Charges shall be timely if brought while the accused student is still enrolled in the same school as at the time of the alleged violation, but in no case longer than five years after the occurrence. In rare cases, the proceeding may begin with an oral communication requiring the presence of the student at a hearing. The hearing is held before two deans and one student, from a pool of specially trained individuals not affiliated with the school attended by either party unless otherwise mutually agreed. The student member may be excluded by agreement of the complainant and the accused, and either student may object to the membership of any specific panelist on the basis of acquaintance or other conflict. Either party may be accompanied by a nonparticipating member of the University community as support. The hearing must commence within 10 days of the Director's receipt of the complaint, unless the University is not in session.

The hearing is not an adversarial courtroom-type proceeding; the student does not necessarily have the right to be present to hear other witnesses and does not have the right to cross-examine witnesses or prevent the consideration of relevant evidence. In addition, although students are always free to consult with an attorney, they are not permitted to have an attorney present during a disciplinary hearing or at any appeal. Confidentiality about identifying information regarding the participants in the hearing must be maintained by all individuals involved.

The complainant bringing the complaint must inform the hearing panel of the facts of the situation and answer any questions from the panel. The accused student is informed of the evidence that led to the charges against him or her and asked to respond. The student may offer his or her own evidence. This includes the student's own appearance at the hearing and may include the appearance by others on his or her behalf and any written submission or relevant documents the student may wish to submit. Each party will be informed of statements made and evidence presented by the other party, and by witnesses, and will have a full opportunity to respond.

After the panel has heard testimony from both students and any others, and has considered all of the evidence, it reaches a determination and notifies both parties in writing of that decision. Both deans on the panel must agree on the determination. The panel will also submit a written report, summarizing the evidence and its findings to the Dean of Students of the accused student's school, and recommending a penalty. If the student member of the panel disagrees with the determination, he or she may write a dissenting opinion, which will be submitted to the Dean of Students together with the written report. If the accused student is found to have committed a disciplinary infraction, the penalty can include probation, suspension, or dismissal, and may include a prescribed educational program. Both students will be informed in writing of the Dean's decision and the penalty imposed.

The student has the right to appeal a decision that results from a disciplinary hearing to the Dean of his or her School. The appeal must be made in writing within thirty days of the time he or she is notified of the decision, and it must clearly state the grounds for appeal. Normally, on such an appeal, the Dean of the School relies solely upon the written record and does not conduct a new factual investigation. However, the Dean is free to discuss the matter with the panelists if questions about process or proof are raised by the appeal. The Dean focuses upon whether, in the Dean's view, the decision made and the discipline imposed are reasonable under all of the circumstances of the case. There is no further right to appeal within the University.

Breaches of the confidentiality of the proceedings, or retaliation against any person bringing a complaint, will constitute separate violations of the Sexual Misconduct Policy.

AVAILABLE RESOURCES

Anyone who has, or knows someone who has been raped or sexually assaulted, should consult the list of services and resources below.

Columbia provides a wide array of programs and resources aimed at the prevention of sexual assault and misconduct and the support and care of victims/survivors, including survivors of sexual assaults that occurred earlier in life. These programs include information sessions for new students during orientation periods and various special efforts such as Sexual Assault Awareness Week.

The Barnard-Columbia Rape Crisis Center, 100 Brooks Hall, Barnard Quad, 212/854-HELP, is staffed by student peer counselors under professional supervision who have been trained to help sexual assault survivors. Peer counselors provide support, information and referrals for survivors and for friends and partners of survivors.

Additionally, Columbia and the surrounding community offer a variety of counseling resources to survivors of sexual assault.

Counseling and Psychological Services is staffed with professional counselors, many of whom have received specific training in sexual assault crisis intervention and counseling.

St. Luke's/Roosevelt Hospital Center, near the Morningside campus, and the Columbia/ Presbyterian Medical Center provide specialized Rape Intervention and Rape Crisis services including medical attention, emotional support and, if desired, assistance with evidence collection, police reporting, and prosecution.

Mt. Sinai and Bellevue Hospitals in Manhattan provide similar services. Most facilities include bi-lingual staff. See the listing of resources below.

Although rape and sexual assault are never the fault of the victim, Columbia urges students to be aware of their personal safety at all times. Students should read and study the Security and Safety information provided in *FACETS* and in other publications available at Security (located at 111 Low Library) and be aware of the effects of alcohol and other drugs and the dynamics of social gatherings.

VICTIMS OF SEXUAL ASSAULT

The safety and well-being of all members of the Columbia Community are of paramount importance. Victims of sexual assault should contact Security at Ext. 99 or 212/854-5555, the Police Department (see numbers listed below), the Dean's Office (at CUSSW, this is the Office of Enrollment and Student Services, Room 522, 1255 Amsterdam Ave., 212/851-2359), the Barnard-Columbia Rape Crisis/Anti-Violence Support Center (212/854-HELP) or 854-WALK (24-hour), a medical treatment facility, or any trusted friend, advisor or faculty member as soon as possible. Those who know someone who has been assaulted should provide reassurance and support while such contact is made. See Rape Crisis/Anti-Violence Support on page 76 in this *Handbook*.

It is important that a person who has been recently assaulted receives prompt medical attention to insure him/herself that he/she is medically well. Because physical injury is not always noticeable at first, it is important to receive a medical examination and treatment as soon as possible. These may include: pelvic and rectal exams, screening and/or treatment for sexually transmitted diseases and

pregnancy prevention. The examination may also include the collection of medical evidence for use in prosecution, if the victim chooses. Without such evidence, which is collected only at hospitals, criminal charges may be difficult to substantiate. For this reason, victims/survivors should not bathe, douche or change clothes before seeking medical treatment if the rape occurred within the previous 72 hours.

Columbia urges students to consider contacting the New York City Police Department (see numbers listed below) to report the assault and to file criminal charges against assailants. Security personnel will assist and accompany students through the process. Although the University strongly encourages people to consider pressing criminal charges, they should remember that the choice is theirs.

Victims/Survivors of sexual assault may seek alternative University housing and class arrangements, and the University is required to provide them if they are reasonably available. The Dean of Students or Dean of Student Affairs will arrange these accommodations. Generally, alternative University housing is available within twenty-four hours; alternative class arrangements depend on scheduling consideration and the availability of equivalent courses.

The Barnard-Columbia Rape Crisis/Anti-Violence Support Center can provide support and advocacy with all of the above actions. All services of the RC/AVSC are confidential.

Certification of Student Status

Transcripts and Certification

The amended Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits release of educational records without the written consent of the student (for certain exceptions and further restrictions, consult *FACETS*, the University student handbook, www.columbia.edu/cu/facets/). Students may obtain an official transcript of their academic records at Columbia University by writing to: Office of the Registrar, Columbia University, Mail Code 9202, 1140 Amsterdam Avenue, New York, NY 10027, Attention: Transcripts. Please include the following information with the request:

- current and former names
- Social Security number
- schools attended and dates of attendance
- degrees awarded and dates awarded
- number of transcripts desired
- complete address to which each transcript should be sent
- current address and telephone number
- signature authorizing the release of the transcript

Students may also order transcripts in person at 205 Kent Hall on the Morningside campus (9 a.m. – 5 p.m., Monday–Friday). Currently enrolled students may order transcripts for themselves and for colleges and universities via StudentServices On-Line (SSOL). There is no charge for issuing transcripts; however, all students pay a one-time transcript fee of \$95 upon their first registration at the University. The normal processing time for transcripts is two to three business days. Students should allow several additional days for delivery to and from the University if they request their transcripts by mail.

Students may order certifications of enrollment and degrees via mail or in person, as described above. When requesting a certification by mail, include the notation “Attention: Certifications” on the envelope. Students may also request and pick up certifications in person at Kent Hall. There is no charge for certifications.

Documents requiring the University seal

Documents requiring the raised seal of the University must to be taken or sent to the Registrar’s Office at 205 Kent Hall after being properly completed and signed at the office responsible for the information. CUSSW cannot process documents for anyone who graduated over 10 years ago. Documents of any kind for persons who graduate more than 10 years ago, must be requested of the Registrar’s Office at 205 Kent Hall.

Enrollment Verification

FINANCIAL AID/LOANS

In the Spring of 1997, Columbia University contracted the National Student Loan Clearinghouse to simplify the enrollment of verification process. Students no longer need to bring in their deferment form(s) every term to the Information Center. However, students will still need to bring in deferment forms for Perkins and private loans.

Three times a term, the University sends the Clearinghouse a file of all registered students. The Clearinghouse acts as the school’s agent for purposes of confirming enrollment information for

student financial aid recipients. Once this information is received, the Clearinghouse will distribute this information electronically to Clearinghouse members (guarantors/lenders).

For more information on the Clearinghouse, National Student Loan Data System visit their web site at <http://www.NSLDS.ed.gov> or visit the Information Center at 205 Kent Hall.

INSURANCE, JURY DUTY, ETC.

Students requiring letters certifying their student status for a summons to jury duty, membership in a professional organization, insurance or similar reason, need to complete a letter request form. At the School of Social Work, these are available in the Student Mail Room.

The completed form should be returned to the File Room, Room 513. The request must include:

- the name of the individual to whom the letter is to be sent;
- the address;
- the reason for the request and the student's signature.

VETERANS' EDUCATIONAL BENEFITS

The Registrar's Office provides certifications to the Veterans Administration. Contact the Registrar's Office (209 Philosophy, 212/854-2515) with any questions regarding *veterans educational benefits*.

Verification of Completion of Degree Requirements and Confirmation of Degree

Upon request from a potential employer or a student, the School will provide a letter or complete a form stating either that all requirements for the Master of Science in Social Work from Columbia University have been met or that the degree has been awarded, whichever is accurate. Thus, students who have completed course and field requirements but will not be awarded their degree until a later date (e.g. course and field education completed during the Summer but the degree is not conferred until October), can secure verification of completion of degree requirements.

To make request by mail, send a letter to the address below and include the listed information:

File Room, Room 531
Columbia University School of Social Work
1255 Amsterdam Avenue
New York, New York 10027

- student's full name;
- any former names;
- Social Security number;
- school and dates of attendance;
- the exact address where the letter is to be sent;
- an address and phone number where student can be reached;
- student's signature.

Those who graduated before 1983 should make their requests directly to the Registrar's office (Columbia University, 205 Kent Hall), where records are kept on microfilm.

Replacement Diplomas

The Office of the Registrar will order replacement diplomas if the original has been damaged or lost or if there has been a change of name. Students must provide proof if their name has been changed

by filing a Name Change Affidavit. Replacement diplomas display the signatures of the current Columbia President and Dean of the School but show the original date of the award. Replacement diplomas can be requested on-line at www.columbia.edu/cu/registrar/ or via mail, by sending a letter to:

OFFICE OF THE REGISTRAR

Degree Audit, Graduation, and Diplomas
201 Kent Hall
Mail Code 9202
Columbia University in the City of New York
1140 Amsterdam Avenue
New York, New York 10027

The letter must include the following information:

- a statement that the original diploma was lost or destroyed
- student's name as it appeared on the original diploma
- Social Security number
- date of birth
- school(s) attended at Columbia
- degree awarded (B.A., Ph.D.) etc.
- date the degree was awarded
- an address and phone number where student can be reached
- the exact address to which the diploma should be sent
- student's signature
- the date
- a Notary's signature and stamp*

Enclose with this letter a \$100 check payable to Columbia University, as well as copies of 2 ID proofs from the following choices: passport; birth certificate; driver's license or social security card.

Student Access To Records

This section explains the University's interpretation of access to student records under the Federal Family Educational Right and Privacy Act (FERPA) of 1974. It is important to note that the Office of the Registrar is more rigorous in protecting the privacy of the student data entrusted to it than the law requires.

DIRECTORY INFORMATION

The only items that the Office of the Registrar considers "directory information" are: the full name of the student as it appears on the official record; a student's dates of attendance; a student's school or division; a student's major; a student's degrees and honors, and the dates they were awarded.

This is the only information that the Office of the Registrar will release without written consent except as specified in the full set of University guidelines. (See *FACETS*, "For Your Records" for the full set of guidelines and statement of policy.)

A student in attendance who does not want to have his/her directory information released should inquire at the Office of the Registrar, 205 Kent Hall, as to the procedures to be followed. It is important to note that such requests must be made within the first 90 days of any term.

Please note that if such a petition is filed, the Office of the Registrar will not be able to confirm attendance or degrees should a potential employer inquire about them without the student's consent.

To rescind a request to block release of directory information, a student may go to the Registrar's Office (205 Kent) or may write to the office making the request. The request should include the student's name, social security number, dates of attendance, school attended and signature.

The Federal Family Educational Rights and Privacy Act (FERPA)

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

Students who wish to restrict access to their directory information may do so at the Registrar's Office, 205 Kent. This same office can provide a set of guidelines and a policy statement. The guidelines are also available on Columbia Web and in the current edition of *FACETS* (<http://www.columbia.edu/cu/facets/>). Questions about the interpretation of the guidelines should be referred to the University's General Counsel, 412 Low Library.

SCOPE OF THE ACT

General: The Federal Family Educational Rights and Privacy Act of 1974 affords to persons who are currently, or were formerly, in attendance at the University as registered students a right of access to their "education records" which contain information directly related to such persons. Persons who unsuccessfully applied for admission to the University are not covered by the Act. An unsuccessful applicant for admission to one of the schools or divisions of the University is not considered to be a "student" of that school or division even if the applicant is in attendance at another school or division of the University.

The Act also restricts the persons to whom the University may disclose a student's education records without the student's written permission.

Records Covered: "Education Records" of a student include records, files, documents and other materials regularly maintained by the University which contain information directly related to a student, and which are maintained in connection with the student's attendance at the University.

Records Excluded: There are a number of types of records which are specifically excluded from the scope of the Act. For example, a student is not entitled to examine the following:

- (a) Records maintained personally by faculty members which are not available to others.
- (b) Records which are created or maintained by a physician, psychologist or other recognized professional or paraprofessional which 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. Thus, for example, a student does not have the right to inspect records maintained by the University Health Services. Such records, however, can be personally reviewed by a physician or other appropriate professional of the student's choice.
Records (such as those which might be maintained by the University's legal counsel), the confidentiality of which are protected by law.
- (d) Records containing financial information about his or her parents, such as information submitted in connection with an application for financial aid.

ACCESS RIGHTS OF STUDENTS

Students may obtain access to their education records by making an application to the Information Center of the Office of Academic Records and Registration. The University is required to grant the request within 45 days. The Registrar will forward copies of the request to the appropriate offices holding the requested files. These offices will then contact the student and inviting him/her to inspect them.

CONFIDENTIAL LETTERS OF RECOMMENDATION

In general, students may have access to confidential letters and statements of recommendation which are part of their education records. This right, however, does not apply to such letters and statements placed in a student's education record prior to January 1, 1975, if such letters and statements are not used for purposes other than those for which they were specifically intended.

Students may, by signing a written waiver, relinquish their right to inspect confidential recommendations placed in their student education record on or after January 1, 1975 respecting (1) admission to any educational institution; (2) an application for employment; or (3) the receipt of an honor or honorary recognition.

In no case will any student be required by the University to waive his or her rights to access of confidential recommendations. A student may find it appropriate to do so for a number of reasons. For example, the student may feel that his or her professors will write more candid and helpful letters of recommendation if the letters are not made available to the student.

COPYING

Students will ordinarily not be provided with copies of any part of their record other than their transcript unless the inability to obtain copies would effectively prevent them from exercising the right to inspect and review their education records. In cases where copies will be provided, the department or office of the University maintaining the record in question may impose a charge for making such copies at such uniform rates as it shall determine. In general, the charges imposed will not exceed \$0.10 per page.

OTHER RIGHTS

(a) A student also has the right to be provided with a list of the types of education records which are maintained by the University related to students. The University Registrar has compiled such a list and will, upon request, make copies of this list available to any student to assist such student in determining those records to which he or she may want access. Generally, education records of a student will be maintained by the Office of the Registrar, and the office of the school or department, in which the student is enrolled. In addition, the University Health Service maintains records relating to students who have utilized its facilities. If a student has utilized a placement office of the University, such office may also maintain records relating to the student.

(b) A student may request that his/her records be amended to eliminate any information contained therein which he/she believes is inaccurate, misleading, or violates her or his privacy or other rights.

(c) If the University decides to refuse to amend the records of a student, the student is entitled to a hearing to challenge the content of her/his education records in order to insure that such records are not inaccurate, misleading, or otherwise in violation of her/his privacy or other rights. Normally an informal hearing will suffice with an officer of the University who has authority to make changes in a student's records. If a student is dissatisfied with the results of such a hearing, the student should be referred to the General Counsel of the University.

(d) If, after a hearing, the University decides that the student's records are not inaccurate, misleading or otherwise in violation of her/his privacy or other rights, the student has the right to place in her/his records a statement commenting upon the information and/or setting forth any reasons for disagreeing with the decision of the University.

ACCESS BY OR RELEASE TO OTHERS

General: The University will generally not permit access to or release education records or personally identifiable information contained therein to any party without the written consent of the student. The University may, however, as provided in the Act, release such data to certain persons including:

(a) Officials of the University who have a legitimate educational interest in obtaining access to the records. Such access will be granted to officers of the University who are determined by the custodian of the records to require access for a purpose which is directly related to, and in furtherance of, the educational program at the University or the student's participation therein.

(b) Persons who require access in connection with the student's application for, and receipt of, financial aid.

(c) Parents of a student, provided the student is a "dependent" of the parents for Federal income tax purposes. In general, the University does not make education records available to a student's parents. Where the University believes that it is in a dependent student's interest, information from the student's education records may be released to the parents of such a dependent student.

(d) The University may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena. Before any information is so released, the University will first notify the student at the student's most recent address as shown in the records maintained by the Office of the Registrar.

(e) In connection with an emergency, the University may release information from education records to appropriate persons if the knowledge of such information is necessary to protect health or safety of a student or other persons.

Release with the Student's Consent: Upon written consent or request by a student, the University will release information from the student's education records to third parties. The student should make a request for such release to the department or office having custody of the record involved. The University may impose a charge for copying of a student's records in connection with such release.

Transfer of Information to Third Parties: It shall be a condition of the release by the University of any personal information on a student to a third party, 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. An institution to which such information is released may permit its officers, employees, and agents to use such information but only for the purposes for which the disclosure was made.

Student File at CUSSW

The School of Social Work maintains an educational record on each student. These records are protected under the Federal Family Rights and Privacy Act of 1974. All material contained in the Student Folder is in the custody of the School's File Room, Room 531, 1255 Amsterdam Ave. *The records are directly accessible only to administrative officers and faculty members of the School.* These records are retained for 5 years from the date of the student's graduation. After the fifth year, the files are destroyed. The records kept at the School of Social Work include:

- Application Form(s)
- Personal Statement
- Application references
- Copy(ies) of academic transcripts

- Summary information for field training agencies
- Field work transfer summaries
- Field work evaluations
- Select memoranda prepared by faculty or staff
- Academic Progress reports
- Ethics Board hearing-related reports and correspondence
- Change of address requests
- Change of grade requests
- Course waiver requests
- Withdrawal notices/letters
- Confirmation of student status/degree award date
- Completed application for degree
- Correspondence related to student's attendance at CUSSW

Students are free to review their education records anytime throughout the academic year. To do so, they should make a request to their current advisor (or, in the case of the graduate or intermitting student, the Office of Enrollment and Student Services). The advisor will make arrangements to obtain the records from the File Room. Then, by appointment and in accordance with the above policies, students will be able to review their folder in the presence of their advisor. Students will be asked to sign a form stating that they have reviewed their record, and this form will be put in their file.

Former students of the School of Social Work who wish to review their education records may make their request in writing to:

SENIOR ASSISTANT DEAN DAVID I. YAM
 Columbia University School of Social Work
 1255 Amsterdam Avenue, Room 522
 New York, New York 10027

Please note: Letters of reference and transcripts from other schools and universities that are part of the application process are the property of the School and may not be copied to be sent to other institutions. Students who want a copy of a reference or transcript will need to contact the individual and/or institution that provided it.

CHANGE OF ADDRESS

Students whose residence and/or billing address has changed since applying to or enrolling at CUSSW must notify the University to ensure that all pertinent mailings are received. Change of Address forms are available in the CUSSW Student Mail Room. They should be returned to the File Room, Room 531.

CHANGE OF NAME

Students whose name has changed since applying to, or enrolling at CUSSW, who want the change reflected in the University records, must file a notarized Change of Name form with the University. The required form is available at the CUSSW Student Mail Room. Completed forms should be returned to Room 531.

Application for Degree

In order to graduate and receive a diploma, students must fill out an application for degree and indicate the month and year when all of course and field education requirements will be completed. This must be done early in the last term of enrollment in courses and/or field education. The application form is available in the CUSSW Student Mail Room and the Registrar's Office, 205 Kent. The completed form should be returned to Room 531, 1255 Amsterdam Ave.

General filing deadlines for the application for degree are:

- December 1:** Degrees awarded in May.
- August 1:** Degrees awarded in October.
- November 1:** Degrees awarded in February.

The following guidelines apply:

- At CUSSW, students who will be awarded their degree in May and October are required to complete an application for degree when registering for Spring courses.
- Students will need to reapply for their degree if they do not complete their course and field requirements by the conferral date for which they applied. If they apply for a May degree but do not complete one or more courses or field education until the Summer, they must reapply for the degree to receive it degree in October.

Please note that it is the student's responsibility to make certain that she/he has taken and completed all requirements for the MS degree. Students with a Grade Point Average below 3.0 will not be allowed to graduate (see Academic Standing section).

University Commencement

While the University awards degrees three times a year (February, May, and October), there is only one graduation ceremony. This ceremony is held on a Wednesday in mid-May at 10:30 a.m. on College Walk with all divisions and affiliates of the University participating.

All graduates are invited to participate in commencement. Tickets are necessary to attend the ceremony. Each graduating student is entitled to four (4) tickets.

Each school marches in academic robes. Following the awarding of honorary degrees, each school is asked to rise as its Dean presents his/her candidates. It is a Columbia tradition that the commencement speech is given by the President of the University.

CUSSW Graduation Ceremony

The School of Social Work generally holds its graduation ceremony in the afternoon following the University Commencement Exercises. Each graduate is called to the podium where he or she formally receives his/her diploma. Past ceremonies have included speeches by the Dean and Associate Dean, the Student Union President, a representative from the Doctoral program and a prominent individual in the social work profession. When the ceremony venue allows, a reception for graduates and guests follows the ceremony.

Students who do not attend the CUSSW graduation ceremony may pick up their diplomas at the Diploma Desk, 201 Kent Hall, the day after commencement. Otherwise, it will be mailed, usually within one week to the permanent address on file for the student. Likewise, diplomas for October and February graduates are available at the Diploma Desk the afternoon of the conferral date and, if not picked up, are usually mailed within one week.

APPENDIX A / CUSSW Administration 2011-2012

Dean	Jeanette C. Takamura	851-2288	Room 614
Associate Dean	Allen Zweben	851-2387	Room 619
Sr. Assistant Dean, Academic Affairs	Marianne Yoshioka	851-2325	Room 613

Student Services

Sr. Assistant Dean			
-Enrollment & Student Service Systems	David I. Yam	851-2359	Room 522
Dual Degree, Minor & Special Programs	Karma Lowe	851-2364	Room 523
Enrollment & Registration			
Registration Issues	Karma Lowe	851-2364	Room 523
Office of Career & Leadership Dev	Kim Barbarich	851-2321	Room 529
Admissions	Debbie Lesperance	851-2211	Room 517
	Melissa Buzzi	851-2304	Room 516
Housing	Stephanie Schafer	851-2303	Room 515
Student Records	Betty Gee	851-2362	Room 531
Writing Center Director	Warren Green	851-2232	Room 530
Computing Services, Assistant Dean	Ann McCann Oakley	851-2329	Room 416

Dual Degree Advisors

Bank Street	Jane Waldfogel	851-2408	Room 729
Business	Jim Mandiberg	851-2253	Room 832
International Affairs	Fred Ssewamala	851-2250	Room 831
Jewish Theological Seminary	Dean Yoshioka	851-22325	Room 611
Law	Vicki Lens	851-2236	Room 732
Public Health	Lucia McBee	lhm4@columbia.edu	
Public Policy and Administration	Neeraj Kaushal	851-2235	Room 810
Union Theological Seminary	Barbara Simon	851-2248	Room 801
Urban Planning	Jane Waldfogel	851-2408	Room 729

Minor Advisors

Business	Jim Mandiberg	851-2253	Room 832
International	Fred Ssewamala	851-2250	Room 831
Law	Vicki Lens	851-2236	Room 732
Public Policy and Administration	Neeraj Kaushal	851-2235	Room 810

Field Education

Assistant Dean & Director	Clarener Moultrie	851-2312	Room 509
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Field of Practice Coordinators

Family, Youth & Children; School-based	Ovita Williams	851-2309	Room 505
School-linked Services	Cindy Bautista	851-2311	Room 507
World of Work	Jenny Crawford	851-2308	Room 506
Aging	Cindy Bautista	851-2311	Room 507
Health, Mental Health & Disabilities	Amanda Glass	851-2310	Room 504
Contemporary Social Issues	Jenny Crawford	851-2311	Room 507
International	Moira Curtain	851-2315	Room 508

Development and Alumni/ae Relations

Director	Stacey Kass	851-2370	Room 626
Associate Director	Jennifer March	851-2372	Room 628

Appendix B / CUSSW & University Information

ADJUNCT FACULTY RM
Room 308

ADMISSIONS
212-851-2400
cussw-admit@columbia.edu
Room 514

ADVISING
212-851-2469
swadvising@columbia.edu

ALUMNI
212-851-2375
sswalumni@columbia.edu
Room 629

ASSOCIATE DEAN
212-851-2325
Room 619

BOOKSTORE
212-854-4131
Lerner Hall (lower level)
115th & Broadway

BURSAR
212-854-2786

CAREER DEVELOPMENT
212-851-2320
swcareer@columbia.edu
Room 525 or 526

COMPUTER LAB
212-851-2342
Room 105

COMPUTING HELP DESK
212-851-2200
swhelp@columbia.edu

COPY CENTER
212-851-2212
Room 103

CUID
212-854-4323
204 Kent Hall

CU INFO RE CLOSINGS, ETC
212-854-1754

CU PUBLIC SAFETY
212-854-2797
Emergency: 4-5555

DEAN'S OFFICE
212-851-2288

Room 614

DISABILITY SERVICES
802 Lerner Hall
212-854-2388
disability@columbia.edu

DOCTORAL LOUNGE
212-851-2390
Room 921

DOCTORAL OFFICE
212-851-2389
FAX 212-851-2386
swphd@columbia.edu
Room 919

FIELD EDUCATION
212-851-2307
Room 511

FINANCIAL AID
212-851-2293
swfinaid@columbia.edu
Room 514-E

FINANCIAL MANAGEMENT
212-854-7657
5th Floor

GRADES
212-854-8282

HEALTH SERVICES
212-854-2284
John Jay Hall (3rd and 4th Floor)
Immunizations
212-854-7210
Counseling Services
8th Floor, Lerner Hall
212-854-2878

HOUSING OFFICE
212-854-9300

INSTRUCTIONAL SUPPORT SERVICES
212-851-2285
ssw-iss@columbia.edu
Room 620B

INTERNATIONAL STUDENTS
212-854-3610
524 Riverside Dr.
212-854-3587

LIBRARY
2nd Floor

CIRCULATION/RESERVES 212-851-2194
LIBRARIAN
212-851-2195
Room 213
REFERENCE
212-851-2196

MAIL ROOM
212-851-2202
FAX: 212-851-2205
Room 104

CUSSW FACILITIES
212-851-2300
swassist@columbia.edu

PHONEMAIL SYSTEM
212-854-1284

RECEPTION
212-851-2300

REGISTRAR'S OFFICE
854-4145/854-1458
205 Kent Hall

REGISTRATION
(general program questions)
212-851-2364
Telephone registration
212-854-8282

STUDENT INFO LINE
212-854-4400

STUDENT SERVICES
212-851-2364
sw-studentservices@columbia.edu
Room 523

STUDENT UNION
212-851-2361
Room 403

TELEPHONE REPAIR & HELP
212-854-0000

TRANSCRIPTS
212-854-3056

WORK STUDY OFFICE
212-854-6231

WRITING CENTER
212-851-2232
swwrite@columbia.edu
Room 530

