

# policies and procedures

## Community Living

As a member of a hall community you have certain responsibilities to yourself, your fellow students, and the hall staff. These responsibilities include, but are not limited to, ensuring that your residence is a clean and orderly place where you and others are able to comfortably study, socialize, and sleep. Residence hall policies cover such issues as noise, room changes, registering a party, and guests. These policies are enforced by Barnard as a means of protecting every student's rights. It is expected that you will do everything necessary to maintain a civil, livable environment while using common sense and courtesy. You should be familiar with the [Barnard College Terms and Conditions of Residence Hall Living](#). These policies, which are subject to revision, are enforced by Barnard as a means of protecting every student's rights.

The [Residential Life Staff](#) recognize that personal growth and development are largely the result of student interactions within an extraordinarily diverse environment of people and programs. The Office of Residential Life is committed to providing students with a safe, comfortable and well-maintained living space in an academically enriching environment.

## To bring or not bring...that is the question

Many students bring items to campus that are prohibited under the Terms and Conditions of the housing contract and will have those items confiscated (and donated to charity) during the Community Safety Inspection Process. Although this is not a comprehensive inventory, please consult our list of [recommended items](#) before you make big back-to-school purchases!

## Minors in the Residence Halls

Any person under the age of 13 is NOT permitted to enter any Barnard College owned or operated residence hall without their parent or legal guardian **present**.

Any person between the ages of 13-16 years may visit a Barnard/Columbia student in the Barnard residence halls as long as written permission has been granted from the minor's parent or legal guardian. A [permission form](#) may be downloaded and emailed or faxed to the Residential Life Office, or a parent/legal guardian may provide the same information in writing by fax or email. When a person in this age group visits a residence hall, they **MUST** be accompanied by their student host at all times while they are in the buildings or on campus.

At no time will anyone under the age of 16 years be permitted to stay in a residence hall overnight.

## Safety and Security

For information on safety and security measures and protocol in the residence hall, visit the Barnard College [Safety and Security Page](#).

## Barnard College Posting Policy

At Barnard College, our physical campus environment is an important part of the community we strive to develop. This belief has been the driving force behind the ongoing improvements the College is making to the physical environment on campus - from the Residential Life Master Plan to the design and implementation of the Campus Master Plan. The College is investing large sums of money to create a more beautiful and comfortable environment for all members of the Barnard community.

We hope the implementation of this Posting Policy will assist our community in reaching that goal. The Posting Policy

is designed to improve the aesthetics of our campus, decrease the damage to facilities from improper posting and to free up our Facilities staff so they may direct their efforts toward the completion of other campus improvements.

Your assistance and that of your department or student club/organization is greatly appreciated, and we look forward to everyone working together to maintain a beautiful campus environment.

Where You CAN Post	Where You Cannot Post
Non-painted surfaces	Designated club/organization bulletin boards
Glass walls [e.g. McIntosh outside glass wall]	Glass doors*
Non-painted metal and marble surfaces	Painted metal [e.g. elevator door frames, painted stairwell doors, etc.]
Wall surface on the inside of elevators	Outside street faces of any building
Lampposts	On the ground [please see section for chalking]
Any bulletin board with an □ Designated Posting Area □ sign on it	
On any blue Barnard Bear	

\* please note that in an *emergency* situation, the Dean of the College may permit offices and academic departments to post on glass doors.

1. **What Can I Post With?** Regular masking tape is the only type of tape and/or adhesive that may be used. NEVER use stickers, scotch tape, duct tape, packing tape, or □ fun tack □ type materials. If the approved posting area is a surface where tacks, staples, etc □ may be used (such as bulletin boards), those are appropriate ways to post flyers.
2. **What Cannot Be Said On My Posting?** Any postings that have inappropriate and/or derogatory information directed to one specific member of the Barnard community will not be tolerated and will be immediately removed. The approved posting areas that we have provided are not personal message boards. They are solely for information that is intended to benefit the campus community as a whole. In addition, the following words cannot appear on any posted information at Barnard □ shit, piss, suck, cunt, fuck, motherfucker, cocksucker and tits. Any flyers containing any of these words will be immediately removed and the responsible parties referred to Dean □ s Discipline.
3. **How Long Can My Posting Stay Up?** Flyers posted in approved locations will be permitted to remain until the day following the event. The sponsoring group should remove all flyers in approved locations within 24 hours after the event has taken place. The College reserves the right to remove any flyers whose program date has come and gone.
4. **Residence Hall Specifics:** In the Residence Halls, groups may leave posters at the Office of Residential Life & Housing (110 Sulzberger) □ in this case they will be given to RAs to advertise within 48-72 hours. If you would like to provide one poster for each residence hall floor, please plan to leave 100 copies of your flyer.
5. **Chalking Info:** Chalking is permitted on sidewalks **ONLY**, and is **NEVER** permitted on the outside surface of any building or on sidewalks underneath an overhang. You must seek approval from the College Activities Office ([activities@barnard.edu](mailto:activities@barnard.edu)) one week prior to chalking.
6. **How Will Violations Be Handled?** The offices and departments that oversee this policy will be keeping an eye on illegal posting. Individuals, groups and departments should all make themselves aware of the follow-up they can expect if they violate this policy.

v We use the term □ you □ in our text □ this is meant to include individuals, groups, clubs and organizations as well as academic and administrative departments.

- **1st Violation:** The first time the policy is violated, you can expect a call about your illegal posting and a warning.
- **2nd Violation:** The second time the policy is violated, you will be restricted from posting on our campus for a fixed period of time (e.g. one month, one semester, etc), and a minimum fine of \$25 will be assessed.

- **Additional Violations** - will put you at risk for losing your posting privileges all together as well as subject you to progressive fines. Please note that anytime you have posted improperly and the careful removal of your posting by our staff results in damage to the surface on which you posted, a restitution charge will be assessed or you will need to paint or repair the surface as restitution.

## **Barnard College Office of Residential Life Anti-Discrimination Statement**

The Barnard College community comprises students, faculty, administration, and staff from diverse backgrounds. Such diversity strengthens the College's commitment to the fundamental values of a liberal arts education. Barnard College is guided by the precept that in no aspect of its employment practices or educational programs should there be disparate treatment of persons because of improper considerations of race, creed, color, national origin, age, sex, sexual orientation or disability (or on the basis of any other identity). This principle is expected to be observed in employment of faculty, staff, and students; in the admission, housing and education of students; and in policies governing College extracurricular programs.

At Barnard, as in all academic institutions, the integrity of the education process is seriously undermined by instances of improper discrimination and discriminatory harassment. Such behavior is morally deplorable. It destroys the environment of mutual respect and tolerance, which must prevail if the College is to fulfill its mission. In this spirit, the Office of Residential Life and Housing is guided by the precept that in no aspect of residential living will instances of harassment based on a persons race, religion, ethnicity, creed, national origin, age, sex, sexual orientation, gender or disability (or any other form of harassment) be tolerated.

Therefore, everyone who chooses to live in or visit our residential communities must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied. Such behavior or actions, whether done intentionally or with reckless disregard, are not permitted in the residence halls. "It was just a joke" or "I was intoxicated" are not acceptable excuses. Students are responsible for their behavior and that of their guest(s) at all times.

The following are a few specific examples of behavior and actions that are not acceptable in the residence hall community:

Defacing bulletin/ dry erase boards, walls, flyers and other items that may be located in public hallways or on individual student room doors with derogatory, harassing, discriminatory, threatening or menacing statements Words, phrases, jokes, comments that can be interpreted as harassing or intimidating. This may include, but not limited to, offensive public conversations, harassing telephone calls, and misuse of student's e-mail accounts. Hate-related or threatening postings or other items that may be insensitive to the diverse student body living in the residence halls.

These actions and other acts of discriminatory harassment are serious offenses and appropriate disciplinary action may be taken against those found to have committed such an offense, including, but not limited to, probation, suspension, or dismissal from the residence halls and/or the College.

If you believe that you have been a target of discriminatory acts within the residence halls or other areas of campus, please inform a Residential Life staff member (Resident Assistant, Graduate staff member, Area Director, etc.) immediately so that the proper actions can be taken. As a student living in the residence halls, it is your responsibility to report incidents of harassment or discrimination to a residence hall staff member immediately.

## **Barnard College Office of Residential Life Sexual Harassment Policy**

Barnard College is guided by the precept that in no aspect of its employment practices or educational programs should there be disparate treatment of persons because of improper considerations of race, creed, color, national origin, age, sex, sexual orientation, or disability. This principle is expected to be observed in employment of faculty, staff, and students; in the admission, housing, and education of students; and in policies governing College extracurricular programs. While Barnard has long had an expressed policy against improper discrimination, the policy also explicitly encompasses the goal that faculty, staff, and students are to be able to work and study free from sexual harassment by third parties, peers, colleagues, supervisors, and teachers. Barnard does not tolerate actions and words that are sexually harassing or coercive. Appropriate disciplinary action may be taken against those found to have committed sexual

harassment, up to and including dismissal. A full text of the College's sexual harassment policy is available in the offices of Residential Life (110 Sulzberger), Dean of the College (105 Milbank), and the General Counsel (110A Milbank).

## **Barnard College Office of Residential Life Racial, Religious and Ethnic Harassment Policy**

The Barnard College community comprises students, faculty, administration, and staff from diverse racial, religious, and ethnic backgrounds. Such diversity strengthens the College's commitment to the fundamental values of a liberal arts education. To benefit from this diversity, Barnard must ensure sensitivity to its members and respect for the cultures that nurture them and must build on the strengths of its multi-racial, multi-ethnic, and multi-religious community.

At Barnard, as in all academic institutions, the integrity of the educational process is seriously undermined by instances of improper discrimination and discriminatory harassment. Such behavior is morally deplorable. It destroys the environment of mutual respect and tolerance that must prevail if the College is to fulfill its mission. In this spirit, Barnard College is guided by the precept that in no aspect of College life will instances of harassment based on a person's race, religion, or ethnicity be tolerated.

Acts of discriminatory harassment are serious offenses and appropriate disciplinary action may be taken against those found to have committed such an offense, including, but not limited to, probation, suspension, or dismissal from the College. The College's racial, religious, and ethnic harassment policy addresses issues of freedom of inquiry, defines discriminatory harassment, and indicates procedures for reporting and resolving complaints. The full text is available in the Dean's office (105 Milbank), Residential Life (110 Sulzberger), Office of Multicultural Affairs (210 McIntosh), and General Counsel (110A Milbank).

Barnard College • Office of Residential Life and Housing  
3009 Broadway • New York • New York • 10027-6598  
Phone (212) 854-5561 • Fax (212) 854-1561 • E-Mail [housing@barnard.edu](mailto:housing@barnard.edu)