

APPENDIX – SAMPLE FORMS AND APPLICATIONS

ALLEGED VIOLATION OF THE RULES

This form may be used by members of the Columbia Community to report an alleged violation of the Rules of University Conduct.

Please note that submissions using this form may not be reviewed outside of normal business hours. If there is immediate risk to health or safety, please contact Columbia Public Safety at (212) 854-5555.

If your concern involves an **allegation of Academic Misconduct**, please submit an online report to the Office of Student and Community Standards via this link:
https://publicdocs.maxient.com/reportingform.php?ColumbiaUniv&layout_id=4

If your concern involves an **allegation of Sexual or Gender-Based Misconduct**, please submit an online report via this link:
https://publicdocs.maxient.com/reportingform.php?ColumbiaUniv&layout_id=5

If your concern involves an **allegation of Hazing**, please submit an online report to the Hazing Prevention Team via this link:
https://publicdocs.maxient.com/reportingform.php?ColumbiaUniv&layout_id=49

* indicates a required field

Background Information

Nature of this report: Violation of Rules of University Conduct

* Your Full Name:

Your UNI:

Your Position/Title:

Your Department/School:

* Your Telephone Number:

* Your E-mail Address:

* Your Mailing Address:

* Date of incident:

Time of incident:

* Location of incident:

Please select a location ...

- 47 Claremont
- 503 West 121st Street

- 536 West 114th Street
- 542 West 114th Street
- 546 West 114th Street
- 548 West 113th Street
- 600 W 116TH
- 601 W 110TH
- 604 West 114th Street
- 606 West 114th Street
- 616 W 116TH
- 619-623 West 113th Street (SIC House)
- 620 W 116TH
- Alpha Chi Omega
- Alpha Delta Phi
- Beta Theta Pi
- Broadway Residence Hall
- Brooks Hall
- Carlton Arms
- Carman Hall
- Cathedral Gardens
- Delta Gamma
- Delta Sigma Phi
- Delta Sigma Theta
- East Campus
- Elliot Hall
- Fairholm (503 West 121st Street)
- Furnald Hall
- Harmony Hall
- Hartley Hall
- Hewitt Hall
- Hogan Hall
- Intercultural House
- Intercultural Resource Center
- John Jay Hall
- Kappa Alpha Theta
- Kappa Delta Rho
- Kings Crown

- Lambda Phi Epsilon
- Lenfest Hall
- McBain Hall
- Nussbaum (600 West 113th Street)
- Plimpton Hall
- Reid Hall
- River Hall
- Ruggles Hall
- Schapiro Hall
- Sigma Chi
- Sigma Delta Tau
- Sigma Nu
- Sigma Phi Epsilon
- Sulzberger Tower
- Wallach Hall
- Watt
- Wien Hall
- Woodbridge Hall
- Zeta Beta Tau
- 100 Morningside Drive
- 110 Morningside Drive
- 124 La Salle Street
- 130 Morningside Drive
- 150 Claremont Ave
- 18 West 108th Street
- 181 Claremont Ave
- 189 Claremont Ave
- 191 Claremont Ave
- 195 Claremont Ave
- 2852 Broadway
- 362 Riverside Drive
- 400 West 119th Street
- 405 West 118th Street
- 414 West 120th Street
- 419 West 119th Street
- 420 West 119th Street

- 421 West 118th Street
- 423 West 118th Street
- 434 West 120th Street
- 435 West 119th Street
- 456 Riverside Drive
- 500 Riverside Drive
- 500 West 122nd Street
- 501 West 121st Street
- 502 West 113th Street
- 502 West 122nd Street
- 506 West 113th Street
- 506 West 122nd Street
- 507 West 113th Street
- 509 West 112th Street
- 511 West 112th Street
- 511 West 113th Street
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- 600 West 114th Street
- 600 West 122nd Street
- 601 West 112th Street
- 601 West 113th Street
- 604 West 115th Street
- 61-63 West 108th Street
- 610 West 114th Street
- 74 West 108th Street
- 950 Columbus Ave
- Arbor (3260 Henry Hudson Parkway)
- Armstrong Hall
- Avery Hall
- Baker Field
- Barnard College
- Barnard
- Brinckerhoff
- Buell Hall
- Butler Hall
- Butler Library
- Cafe 212
- Casa Italiana
- Chandler Hall
- College Walk
- Columbia Alumni Center
- Computer Science
- Dodge Fitness Center

- Dodge Hall
- Earl Hall
- East Campus Area
- Faculty House
- Fairchild Hall
- Fayerweather Hall
- Ferris Booth Commons
- Fiske
- Grace Dodge
- Greek Life
- Greene Annex
- Greene
- Hamilton Hall
- Hartley Hospitality Desk
- Havemeyer Extension
- Havemeyer Hall
- Horace Mann
- International Affairs
- Jewish Theological Seminary
- John Jay Dining Hall
- Journalism School
- Journalism
- JTS (Jewish Theological Seminary)
- Kent Hall
- Law School
- Lehman
- Lerner Hall
- Lerner Mail Room/Package Center
- Lerner Party Space
- Lewisohn Hall
- LLC Area
- Low Library
- Low Plaza
- Low Steps
- Macy
- Main

- Mathematics
- Millbank
- Miller Theatre
- On Campus - Classroom
- On Campus - Faculty/Staff Office
- On Campus - Other/Not Listed
- Mudd
- Nexus
- Northwest Corner Building
- Philosophy Hall
- President's House
- Russell
- Schapiro Building
- Schermerhorn Extension
- Schermerhorn Hall
- School of Social Work
- SIPA (School of International and Public Affairs)
- Social Work
- South Field
- Southfield Area
- St. Paul's Chapel
- Teachers College
- Teachers College - 517 West 121st Street
- Teachers College - Whittier Hall
- Teachers College - Grant Hall
- Teachers College - Bancroft Hall
- Teachers College - Sarasota Hall
- The Block Area
- Thompson
- Thorndike
- UAH (University Apartment Housing)
- Union Theological Seminary
- University Hall
- Uris Hall
- UTS (Union Theological Seminary)
- Warren Hall

- Watson Hall (612 West 115th Street)
- West Campus Area
- William and June Warren Hall
- Misc CUMC Campus Location
- Misc CUMC Campus Classroom
- Alumni Auditorium
- Armand Hammer Health Sciences Center (classrooms)
- Augustus C. Long Library
- Audubon BYC Building
- Bard Hall Medical Street Student Residence
- Bard Haven Towers
- Children's Hospital (North)
- Children's Hospital (South)/Sloane Hospital for Women
- College of Physicians and Surgeons
- CUMC University Bookstore
- Eye Institute Research Laboratories
- Future Audubon IV
- Future Audubon V
- Irving Cancer Research Center
- Mailman School of Public Health
- Mary Woodard Lasker Biomedical Research Building
- Morgan Stanley Children's Hospital Building
- New York City Department of Health/Mailman School of Public Health
- Radiotherapy Center
- Residence Administrative Building (154 Haven Avenue)
- Residence Building (106 Haven Avenue)
- Russ Berrie Medical Science Pavilion
- School of Nursing
- Georgian Residence
- Service Building
- The Edward S. Harkness Eye Institute
- The Harkness Pavilion
- The Herbert Irving Pavilion
- The Lawrence C. Kolb Research Building
- The Milstein Hospital Building
- The Neurological Institute of New York

- The New York State Psychiatric Institute
- The Pauline A. Hartford Memorial Chapel
- The Presbyterian Hospital Building
- Vanderbilt Clinic
- School of Dental and Oral Surgery
- William Black Medical Research Building
- Lamont-Doherty Earth Observatory
- Geoscience
- New Core Lab
- Buildings & Grounds
- Ocean Bottom Seismology
- Guesthouse 6
- Tree Ring Lab
- Rose Garden
- Lamont Hall
- Administration
- Cafeteria
- Monell Building: International Research Institute (IRI)
- Monell Building: Director's Office
- Oceanography
- Comer Geochemistry
- Paleo-Magnetics Lab
- Borehole Research Group
- Main Seismics Vault
- Instrumental Lab/Shipping & Receiving
- Marine & Polar Technology
- Geoinformatics
- Old Geochemistry
- Nevis Lab
- Grant's Tomb
- Electronically
- Morningside Park
- Riverside Park
- St. John's the Divine
- St. Luke's ER
- St. Luke's Hospital

- St. Luke's Pediatrics
- Off Campus - University Affiliated
- Off Campus - University Non-affiliated
- Off Campus - Other/Not Listed
- Unknown - Not Listed

Specific location:

Involved Parties

Please list the individual(s) involved *excluding yourself*, including as many of the listed fields as you can provide. **Please ensure that a correct UNI is provided.**

For student organization(s) and/or group(s), please enter the **organization name with no spaces** in the UNI field. (Example: Lambda Lambda Lambda would be entered as LambdaLambdaLambda)

For non-students/non-affiliates, please list an ID type and number or Drivers License number in the UNI field if available. (Example: NYS DL # 86-753-09)

If you want to confirm an individual's information, [Pre-authorized users may click here to lookup individuals](#)

Description / Narrative

Please provide a detailed description of the incident using specific concise, objective language (Who, what, where, when, why, and how).

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below.

Maximum size of ? per file

Attachments require time to upload, so please be patient after you click to submit this report.

One last step ...

Help us prevent spam. Enter the letters and numbers as you see them in the block to the right. **Capitalization does not matter but cookies must be enabled in your browser for this to work.**

<date>

Via E-Mail

<Respondent Name>

<Respondent UNI>

Re: Notice of Alleged Violation of the Rules of University

Conduct Dear <name>,

I have received a complaint from a member of the University that you engaged in conduct that may have violated the Rules of University Conduct ("the Rules") by participating in a demonstration in <location> on <date>.

As the Rules Administrator, it is my responsibility to investigate this complaint. I would like to meet with you promptly to discuss this further.

At the meeting, you will be advised of the substance of the possible charges and given the opportunity to explain why you believe these charges should not be filed. If you wish, you may also discuss during our meeting an informal resolution of the complaint. Such a resolution would typically involve you accepting responsibility for violating the Rules.

I have scheduled a meeting for you to meet with me on <date> at <time> in my office in Philosophy Hall 208. I may ask a member of my staff to attend and you are allowed to bring up to two advisors with you. If you are unable to attend at that time, you must call my assistant, Don Harrison, no later than <time> on <date> to reschedule. (Mr.

Harrison's telephone number is: (212) 854-0411.) Failure either to attend the meeting or to reschedule it will leave me no choice but to move forward with my investigation without your input.

Based on my investigation of the complaint, I will determine whether any charges should be filed. If you decline responsibility for violating the Rules, or choose not to respond, the matter may proceed to a hearing stage. The University Judicial Board (the "UJB") shall hear all charges of violations of the Rules and will determine whether you are responsible or not responsible and will determine sanctions. Alternatively, if you accept responsibility for violating the Rules, the matter will proceed to a sanctioning stage to be conducted by the Chair of the UJB.

You should be aware that if you engage in any activity that is impermissible

under the Rules while this complaint is under review, it may be taken into account in the sanctions in this matter if you are found to be responsible.

To learn more, I encourage you to review the Rules of University Conduct found here:

<http://www.essential-policies.columbia.edu/university-regulations#/violations%20and%20sanctions> . A PDF copy of the Rules is also attached. You may also consult the website for the Rules of University Conduct at http://senate.columbia.edu/committeepages/rules_committee.html.

Sincerely yours,

Signature of the Rules Administrator

--

Print Name

Rules Administrator

**COLUMBIA UNIVERSITY
RULES OF UNIVERSITY CONDUCT**

Charges

Via E-mail

TO: <Respondent's
Name>
<Respondent's UNI>

YOU ARE HEREBY CHARGED with violating Sections 443.a (1), 443.a (13), and 443.a (19) of the Rules of University Conduct (the "Rules") by participating in the events of the afternoon of <date> in the Roone Arledge Auditorium (the "Auditorium") that resulted in the disruption of the presentation by <name> and other representatives of <entity>.

Charge 1: You are charged with a violation of Section 443.a (1) by engaging in a protest on the stage of the Auditorium that placed others in danger of bodily harm.

Charge 2: You are charged with a violation of Section 443.a (13) by contributing to the interruption of a lecture that was a University function as defined in Section 441.c of the Rules.

Charge 3: You are charged with a violation of Section 443.a (19) by failing to disperse from an assembly upon order to do so.

You have the following options:

- (a) plead responsible and the matter will be submitted to the Chair of the University Judicial Board (the "UJB") for sanctioning; or
- (b) plead not responsible and the matter will be submitted to the UJB for a determination; or
- (c) if you fail to respond, or do not respond by the deadline, the matter will be submitted to the UJB for a determination.

DEADLINE FOR RESPONSE: <date>

Name:

Date: _____

Rules Administrator

Enclosure: Rules Administrator Investigation Report

RESPONSE:

Charge 1: () Responsible () Not Responsible

Charge 2: () Responsible () Not Responsible

Charge 3: () Responsible () Not Responsible

Signature of Respondent:

Date: _____

**RULES ADMINISTRATOR
INVESTIGATION REPORT**

Via E-mail

<p>Date(s) of Incident: _____ / _____ / _____</p> <p>Respondent's Name: _____</p> <p>Respondent's UNI: _____</p>

Charge(s): Rules §443 Violation #: _____

Comments: _____

Introduction

Describe the allegation/incident that has been investigated and the details of the respondent about whom the allegation was made.

Methodology

Describe the process of the investigation including, but not limited to: a list of the individuals interviewed, whether witness statements/notes from meetings were taken; evidence collected; and any other activities undertaken as part of the investigation.

Findings

Describe the facts and evidence presented, any inconsistencies found with explanations where applicable, any mitigating circumstances, and any issues identified. Indicate where relevant information (e.g., witness statements) may be found in the appendices.

Harm

Describe any hindrance to free speech or harm to person or property, including associated costs, if any.

Actions by the University

Describe any actions taken by the University as a result, including a justification for those actions.

Analysis / Recommendations

Describe the alleged violations (and specify if different from the alleged violations in the original complaint); the determination of whether to dismiss the complaint or charge the respondent; if a resolution and proceed to a hearing, and recommended sanctions based on prior similar conduct.

Appendices

Describe the content of the appendices.

A copy of this form must be provided to the Respondent.

Signature of the Rules Administrator:

Date:

Print Name: _____

CONFLICT OF INTEREST DISCLOSURE SURVEY

Via E-mail

<p>Date(s) of Incident: _____/_____/_____</p> <p>Name: _____</p> <p>UNI: _____</p>

Do you know the actor(s) involved, e.g. respondent, panel member(s), administrator?
Yes / No
If yes, provide additional information:

Have you ever made a public statement about the issue or affiliated organization?
Yes / No
If yes, provide additional information:

Is there any reason you cannot be impartial in this case? Yes / No
If yes, provide additional information:

Is there anything else that would affect, or could potentially affect, your ability to be impartial in this matter, e.g., a relationship with a witness, advisor, or other person involved in the matter? Yes / No
If yes, provide additional information:

Signature:

Date:

Print Name: _____

RATIONALE FOR SANCTION(S):

RIGHT TO APPEAL:

An online submission form may be found on the website for the University Senate. To learn more, we encourage you to review the Appeals information in [§450 OF THE RULES OF UNIVERSITY CONDUCT](#).

This document is considered a student educational record under Columbia University policy and is subject to the Family Educational Rights and Privacy Act ("FERPA")

[A copy of this form must be provided to the Respondent.](#)

Signature of the UJB Chairperson:

Date of Decision:

Print Name:

***** LEGAL NOTICE

This document (including any attachments) contains confidential information which may be legally privileged. You are hereby notified that any disclosure, copying, or distribution of it, or the taking of any action based on its content, is strictly prohibited.

If you received this document in error, please immediately notify the sender and destroy the document from your system. Thank you.

Via E-mail

**UJB PANEL FINDING &
SANCTION FORM**

<p>Date(s) of Hearing / Decision: _____ / _____ / _____</p> <p>The following decision(s) were rendered after deliberation for:</p> <p>Respondent's Name: _____</p> <p>Respondent's UNI: _____</p> <p>Deadline to Appeal: _____ / _____ / _____</p>

Charge 1: Rules §443 Violation # _____

Finding: () Responsible () Not Responsible () Charge Dismissed

Comments: _____

Charge 2: Rules §443 Violation # _____

Finding: () Responsible () Not Responsible () Charge Dismissed

Comments: _____

FACTS (evidence upon which decisions were rendered):

1. _____
2. _____
3. _____

RATIONALE FOR SANCTION(S):

RIGHT TO APPEAL:

An online submission form may be found on the website for the University Senate. To learn more, we encourage you to review the Appeals information in [§450 OF THE RULES OF UNIVERSITY CONDUCT](#).

This document is considered a student educational record under Columbia University policy and is subject to the Family Educational Rights and Privacy Act ("FERPA")

A copy of this form must be provided to the Respondent.

Signature of hearing panel members present for hearing:

(1) _____	(2) _____
(3) _____	(4) _____
(5) _____	Date of Decision: _____

***** LEGAL NOTICE

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If you received this document in error, please immediately notify the sender and destroy the document from your system. Thank you.

APPEAL REQUEST FORM

An individual found responsible for violating the Rules of University Conduct has the right to request an appeal of the decision and the resulting sanction(s) **within the time frame indicated in the disciplinary outcome letter.**

An individual found responsible by, or sanctioned by, the University Judicial Board for a violation of the Rules of University Conduct has the right to request an appeal of the decision and/or the resulting sanction(s) within the timeframe indicated in the disciplinary decision form.

The Appeals Board shall hear all appeals from decisions or sanctions imposed by the University Judicial Board or by the Chairperson of the UJB. The Appeals Board may overturn, affirm, or revise the decision, and it may overturn, affirm, or lessen the sanction.

A final appeal may be made to the President for clemency or review, which the President may hear in his/her discretion.

Please note that requests that are received after the specified deadline and/or requests that do not meet the criteria/ground(s) for appeal may not be considered.

Regardless of the outcome of an appeal, the individual will be notified of the decision in writing.

Case Information

* Type of Appeal:

From the UJB to the Appeals Board
From the Appeals Board to the
President

* Appellant Information:

Respondent
Rules Administrator

* Full Name:

* UNI:

* Position/Title:

* Department/School:

- * Telephone Number:
- * E-mail Address:
- * Mailing Address:

Appeal Information

- * Ground(s) for Appeal:

I have new information, unavailable at the time of the hearing

I have concerns with the process that may affect the outcome of the decision I believe the sanction is too severe

- * Appeal Text:

If choosing to upload a Word document or PDF of your request, please note this in the text box below. *In addition to submitting the online Appeal Request Form, the appellant may submit a Word document or PDF up to five (5) single-spaced pages in length, using twelve (12) point Times New Roman font and one (1) inch margins. The appellant may also submit supporting documentation such as photos, video, email, and other relevant documents.*

[TEXT BOX]

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below.

Maximum size of ? per file

Attachments require time to upload, so please be patient after you click to submit this report.

One last step ...

Help us prevent spam. Enter the letters and numbers as you see them in the block to the right. **Capitalization does not matter but cookies must be enabled** in your browser for this to work.

**APPEAL BOARD DECISION
FORM**

<p>Respondent's Name: _____</p> <p>Respondent's UNI: _____</p> <p>Deadline to Appeal: ____ / ____ / ____</p>

Respondent appealed decision from: () UJB Chairperson () UJB Panel

Comments: _____

Finding: () Affirmed () Overturned () Revised () Not appealed

Comments: _____

Sanction: () Affirmed () Overturned () Lessened () Not appealed

Comments: _____

RATIONALE:

RIGHT TO APPEAL:

An online submission form may be found on the website for the University Senate. To learn more, we encourage you to review the Appeals information in [§450 OF THE RULES OF UNIVERSITY CONDUCT](#).

This document is considered a student educational record under Columbia University policy and is subject to the Family Educational Rights and Privacy Act ("FERPA")

A copy of this form must be provided to the Respondent.

Signature of hearing panel members present for hearing:

(1) _____

(Chairperson)

(2) _____

(3) _____

Date of Decision: _____

COLUMBIA UNIVERSITY APPLICATION FOR STUDENT MEDIA
CREDENTIAL: EDITORIAL STAFF OF A STUDENT MEDIA
OUTLET

<p>Student Media Outlet Name: _____</p> <p>Director / Editor-in-Chief Name: _____</p> <p>Director / Editor-in-Chief UNI / E-Mail: _____</p>
--

*A student media outlet may apply for a Student Media Credential, valid until May 31 following the end of that academic year. Credential requests for editorial staff of a University-recognized news media outlet must be submitted by the Director / Editor-in-Chief of the news outlet. Please include all requests for credentials on the ONE application. The Editor-in-Chief should submit the request as the "**Contact**" with all editorial staff they assign as Editorial Staff.*

Key Dates

Applications in the Fall Semester may be submitted until 11:59 p.m. on September 30 and until 11:59 p.m. on November 30. Applications in the Spring Semester may be submitted until 11:59 p.m. on January 30 and until 11:59 p.m. on April 30. Applications will not be accepted at any other time.

Photograph

Submit a passport size photo (no larger than 100 dpi--passport size) of each "Editorial Staff" member with the application.

Supporting Documentation

Applicants must submit two or more of the following: articles, commentaries, books, photographs, videos, films or audios published or broadcast; applicants may also submit an original letter of assignment. Personal web pages and personal blogs will not be accepted.

Submit Application to:

Submit the application via email to the Office of the University Senate at senate@columbia.edu. Include in the subject line: "Application for Student Media Credential:" and the name of the media outlet.

Request for Reconsideration

If an application is denied, you may submit a Request for Reconsideration with

additional information to the email address above for the application.

Credential Pick Up

The Director / Editor-in-Chief will be notified by email when the credentials are available for pick up from the University Senate Office (406 Low Library) Monday-Friday from 9 a.m. to 5 p.m. The credential(s) may not be picked up by anyone else.

University Recognized Student Media Outlet Name & Editor-in-Chief Information:

Organization:

Director / Editor-in-Chief:

Editor UNI:

Editor E-mail Address:

Editor Mailing Address:

Editor Telephone:

Staffer Contact Information

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

Staffer Contact Information

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

Staffer Contact Information

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

Staffer Contact Information

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

Staffer Contact Information

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

Staffer Contact Information

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

Staffer Contact Information

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

Staffer Contact Information

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

Staffer Contact Information

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Last Name:

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E-mail Address:

Mailing Address:

Telephone:

Department/School:

Staffer Contact Information

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

COLUMBIA UNIVERSITY
APPLICATION FOR STUDENT
MEDIA CREDENTIAL:
Freelance Journalist

Freelance Journalist Name: _____

Freelance Journalist UNI: _____

Key Dates

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Supporting Documentation

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Submit Application to:

Submit the application via email to the Office of the University Senate at senate@columbia.edu. Include in the subject line: "Application for Student Media Credential."

Request for Reconsideration

If an application is denied, you may submit a Request for Reconsideration with additional information to the email address above for the application.

Credential Pick Up

If approved for a credential, the Freelance Journalist will be notified by email when the credential is available for pick up from the University Senate Office (406 Low Library) Monday-Friday from 9 a.m. to 5 p.m. The credential may not be picked up by anyone else.

Student Freelance Journalist Information:

First Name:

Last Name:

UNI:

E-mail Address:

Mailing Address:

Telephone:

Department/School:

END OF DOCUMENT