

# **POLICY AND NOTICE OF NONDISCRIMINATION WITH RESPECT TO PARTICIPANTS AND BENEFICIARIES OF COLUMBIA UNIVERSITY PROGRAMS**

The Trustees of Columbia University in the City of New York (Columbia University) complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including language).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is against the law for Columbia University to retaliate against **anyone** who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

Program participants or beneficiaries of Columbia University services due to grants or other external funding, and people conducting business with the University are protected from prohibited conduct.

## **To File a Complaint**

If you think that Columbia University has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person by going to the Office of Institutional Equity (OIE), 80 Claremont, NY, NY 10027; calling OIE at (212) 854-5511; emailing the OIE at [institutionalequity@columbia.edu](mailto:institutionalequity@columbia.edu) or filling out an incident report on the OIE webpage at [www.institutionalequity.columbia.edu](http://www.institutionalequity.columbia.edu).

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL): E-mail: [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov) (fastest method to submit your complaint)

**Fax:** 202-401-4708

### **U.S. Mail:**

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties  
Compliance Branch, Mail Stop #0190  
2707 Martin Luther King, Jr. Ave., SE  
Washington, D.C. 20528

For additional information: [www.dhs.gov/crcl](http://www.dhs.gov/crcl)  
Phone: 202-401-1474 Toll-Free: 1-866-644-8360

# Language Access Policy

Target Audience: Persons with limited English proficiency (LEP)\*.

Columbia University recruits, educates, trains and offers programs primarily in the greater New York City metropolitan area. Columbia University is committed to providing meaningful access for individuals with limited English proficiency to the institution's programs and services. Annually we have limited requests (less than 10) for language translation services. The most common request is for live translation during investigatory OIE interviews of conduct inconsistent with OIE or other University policies. The most common language translation request is for Spanish, followed by Mandarin Chinese.

- \*Definition of LEP: A person who is limited English proficient (LEP) is someone who does not speak English as their primary language and has a limited ability to read, speak, write, or understand English.

Free Services Provided:

- Language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

**If you need these services, please contact:**

Mel Romero, Director of Operations in OIE, [institutionalequity@columbia.edu](mailto:institutionalequity@columbia.edu). You may also call OIE at (212) 854- 5511.

Training:

All faculty, staff and third-party vendors are required to take New York Anti-Sexual Harassment Training annually, which contains content on protected classes, federal civil rights, how to report an incident and the investigations process. This training is available in multiple languages. In addition, the New Hire Orientation and the OIE Overview (available on the OIE website) also includes these same topics. This flyer will be available on the OIE website listed below and within the LMS used by the DHS contract recipient (National Center for Disaster Preparedness / The Climate School). The annual OIE report and OIE Policy updates will also include a Language Access Plan section that contains statistics and summaries based on the data for the FY reflected in the report.

Public Notice of Language Access:

Public Notice of Language Access is provided in the OIE resources section of the OIE website,

Monitoring and Review of the Plan:

This plan will be reviewed annually during July of each year to determine any necessary adjustments. Any updates will be made during the summer and implemented during the fall academic semester.