Center for
Student Success
and Intervention

2026 STANDARDS & DISCIPLINE

Columbia University
in the City of New York

STANDARDS AND DISCIPLINE
Table of Contents

I. STUDENT CONDUCT AUTHORITY **1**
A. Authority 1
B. Interpretation and Revision 1
II.COMMUNITY STANDARDS **2**
A. Standards of Behavior 2
B. Prohibited Conduct 3
C. Academic Violations 4
D. Behavioral Violations 6
III. DEAN'S DISCIPLINE OVERVIEW **12**
A. Jurisdiction 13
B. External Proceedings 13
IV. PROCEDURES FOR RESPONDING TO MISCONDUCT **14**
A. Reporting Potential Misconduct 14
B. Alternate Resolution Options 17
C. Educational Resolution Process 18
D. Dean's Discipline: Notice and Scheduling 18
E. Dean's Discipline: Preparing for the Hearing 19
F. Dean's Discipline: The Hearing 22
G. Dean's Discipline: During the Hearing 23
H. Dean's Discipline: Determining Responsibility 23
I. Dean's Discipline: Sanctions 24
J. Dean's Discipline: After the Hearing 29
K. University Records 31
V. AMENDMENTS **32**
VI. APPENDIX **33**

I. STUDENT CONDUCT AUTHORITY

A. Authority

The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, and the conferral of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University. Although ultimate authority on matters of student discipline is vested in the Trustees of the University, the Deans of the schools, and their designee(s) are given responsibility for establishing certain standards of behavior for their students beyond the regulations included in the *Charters and Statutes* of the University and for defining procedures by which discipline will be administered. The Associate Vice President ("AVP") for Student Success and Intervention in the Center for Student Success and Intervention ("CSSI") is appointed to oversee and manage the Dean's Discipline process at the behest of the Deans of each school adhering to the Standards and Discipline, or the "Policy," and accompanying procedures. The AVP or designee may appoint administrative Hearing Officers to efficiently and effectively supervise and facilitate the Dean's Discipline process. Adoption of the following guidelines is at the discretion of the Dean of each school. In matters not contemplated under this specific policy and procedure, a school may appoint Student Conduct ("SC") to conduct the investigation, support the administration of a separate established discipline process, or administer the Dean's Discipline process described herein on their behalf.

For the purposes of this Policy and the facilitation of the Dean's Discipline process, a "student"[1] is defined as any person pursuing a degree from the University, or who has an academic relationship with the University, and once they are in attendance, encompassing conduct from the time of application and including those who are not officially enrolled for a particular semester. Furthermore, any references to "school(s)" found in this policy refer broadly to one of the 17 undergraduate, graduate, or professional schools within Columbia University.

B. Interpretation and Revision

The AVP (or designee) will develop procedures for the administration of hearings that are consistent with provisions of the Policy. The AVP (or designee) may make minor modifications to procedure as necessary and will provide reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication to the student. The AVP (or designee) may adjust procedures if circumstantially

[1] In limited circumstances, a former student may be subject to the Dean's Discipline process if there is a report of misconduct that the former student obtained their degree through deceit, fraud, or misrepresentation, or misrepresents their degree or degree progress from the University.

appropriate, including if a new law or regulation requires policy or procedural alterations not reflected in *Standards and Discipline*. Any question of interpretation of the *Standards and Discipline* may be referred to the Dean (or designee) of a student's respective school, whose interpretation is final.

The Policy will be reviewed and updated annually under the direction of the AVP (or designee). This Policy is not intended to be, and should not be, regarded as a contract between students and the University. The University reserves the right to amend, supplement, or revoke any provision of this Policy.

II.COMMUNITY STANDARDS

A. Standards of Behavior

As members of the Columbia University community, all students are expected to uphold the highest standards of respect, integrity, and civility. These core values are key components of the Columbia University experience and reflect the community's expectations of its students. Students are expected to conduct themselves in an honest, civil, and respectful manner in all aspects of their lives. Students who violate standards of behavior related to academic or behavioral conduct interfere with their ability, and the ability of others, to take advantage of the full complement of University life and will thus be subject to Dean's Discipline. Please note that for the purposes of the Standards and Discipline policy, references to they/them/their include any other pronouns.

B. Prohibited Conduct

The following is a list of policies, subject to Dean's Discipline and the subsequent section provides a further detailed description of prohibited conduct. Policy violations include, but are not limited to, the following behavioral and academic misconduct:

Academic Violations

- Academic Dishonesty, Facilitation of
- Assistance, Unauthorized
- Bribery
- Cheating
  - Failing to Safeguard Work
  - Obtaining Advanced Knowledge
- Collaboration, Unauthorized
- Dishonesty
- Ethics, Honor Codes, and Professional Standards, Violation of
- Giving or Taking Academic Materials, Unauthorized
- Plagiarism
- Sabotage
- Self-Plagiarism
- Test Conditions, Violation of
- Use of Artificial Intelligence Tools, Unauthorized

Behavioral Violations

- Access/Egress, Unauthorized
- Alcohol, Prohibited use of
- Collusion
- Columbia University Identification Card, Prohibited use of
- Columbia Identity (or affiliated organizations), Unauthorized Use of
- Copying and/or Distribution, Unauthorized
- Disruptive Behavior
- Endangerment
- Endangerment to Animals
- Failure to Comply
- Falsification
- Fire Safety Policies, Violation of
- Guest Policy, Violation of
- Harassment
- Hazing
- Illegal Drugs Policy, Violation of
- Information Technologies Policies, Violation of
- Laws, Violation of the
- Retaliation
- Sales and Solicitation
- Smoking Policy, Violation of University
- Surveillance/Photography, Unauthorized
- Theft
- University Policies, Violation of
- Vandalism/Damage to Property
- Weapons

C. Academic Violations

Academic misconduct violates the principle of intellectual integrity that is the foundation of our institution. To violate that principle is one of the most serious offenses a student can commit. Faculty and instructors may list specific expectations on a course syllabus and examples of academic misconduct are listed in the Bulletin and policies of the schools at Columbia University. The expectations outlined below apply to all academic activities and work that students conduct during their time at the University, graded or ungraded. Violations of academic integrity, or attempts to violate, include, but are not limited to:

Academic Dishonesty, Facilitation of

Knowingly or negligently engaging in behavior that assists another student in a violation of academic integrity is prohibited.

Assistance, Unauthorized

Giving unauthorized assistance to another student or receiving unauthorized assistance from another person on tests, quizzes, assignments or examinations, without the instructor's permission, is prohibited.

Bribery

Offering or giving any favor or something of value for the purpose of improperly influencing a grade or other evaluation of a student in an academic program is prohibited.

Cheating

Using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage, is prohibited. Cheating includes, but is not limited to, the possession, giving of, use, or consultation of unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations, working on any examination, test, quiz or assignment outside of the time constraints imposed, the unauthorized use of prescription medication to enhance academic performance, or submitting an altered examination or assignment to an instructor for re-grading. Cheating may also include, but is not limited to:

- **Failing to Safeguard Work:** leaving work on public computers; sharing work with other students for a completed course without authorization from the course instructor; and sharing course notes without instructor authorization.
- **Obtaining Advanced Knowledge:** Unauthorized advanced access to exams or other assignments without an instructor's permission.

Collaboration, Unauthorized

Collaborating on academic work without the instructor's permission is prohibited. This includes, but is not limited to, unauthorized collaboration on tests, quizzes, assignments, labs, and projects.

Dishonesty

Falsification, forgery, or misrepresentation of information to any University official in order to gain an unfair academic advantage in coursework or lab work, on any application, petition, or documents submitted to the University, is prohibited. This includes, but is not limited to, falsifying information on a résumé, fabrication of credentials or academic records, misrepresenting one's own research, providing false or misleading information in order to be excused from classes or assignments, or intentionally underperforming on a placement exam. Furthermore, providing false and/or misleading information to a faculty or university staff member to gain an unfair academic advantage or having another party providing false information on another student's behalf is prohibited.

Ethics, Honor Codes, and Professional Standards, Violation of

Violating established institutional policies related to the ethics, honor codes, or professional standards of a student's respective school is prohibited.

Giving or Taking Academic Materials, Unauthorized

Unauthorized taking, circulating, or sharing of past or present course material(s) without the instructor's permission is prohibited. This includes, but is not limited to, assignments, exams, lab reports, notebooks, and papers. Methods of obtainment and distribution include but are not limited to, taking photographs, videos, or screenshots; uploading to public websites (i.e., *Course Hero*, *Github, etc.)*; e-mailing or other messaging platforms; sharing through *Courseworks* or *Canvas*; or taking and/or distributing unauthorized recordings of lectures/course instructions/office hours.

Plagiarism

The use of words, phrases, or ideas that do not belong to the student, without properly citing or acknowledging the source, is prohibited. This may include, but is not limited to, copying computer code for the purposes of completing assignments for submission.

Sabotage

Deliberately and/or intentionally harming or attempting to harm someone else's academic performance is prohibited. This includes but is not limited to altering another student's experiment data, disrupting the experiments or tests of others, taking actions which prevent others from completing work, or making modifications to parts of a group project without the knowledge of contributors.

Self-Plagiarism

Using any material portion of an assignment to fulfill the requirements of more than one course, without the instructor's permission, is prohibited. This includes, but is not limited to, submitting original writing or any previous assignments (including assignments submitted

for a prior course and/or degree).

Test Conditions, Violations of

Compromising a testing environment, violating specified testing conditions, and/or violating test instructions to intentionally or unintentionally create access to an unfair advantage for oneself or others, is prohibited.

Use of Artificial Intelligence Tools, Unauthorized

Absent a clear statement or approval in writing from a course instructor granting permission, the use of generative Artificial Intelligence (AI) tools to complete an assignment, exam, or any other coursework is prohibited. This may include but is not limited to using AI for translation services, crafting study materials, organizing a works cited page, "polishing" a student's work, etc.

D. Behavioral Violations

Behavioral violations of University policy have been identified for the purposes of maintaining a safe and healthy educational environment. Prohibited conduct includes, but is not limited to, the following:

Access/Egress, Unauthorized

Gaining and/or giving another individual unauthorized access to the roof, fire escape, ledge, and/or window of any building is prohibited. This includes, but is not limited to, sitting or standing on a window ledge, fire escape, and/or building ledge or in any way allowing any body part or item to hang, and/or be placed outside, including by means of throwing and/or dropping.

Additionally, gaining and/or giving another individual entry to and/or egress from any unauthorized space or through a restricted access door and/or gate is prohibited. Prohibited spaces/doors include, but are not limited to:

- roofs, fire escapes, windows and/or building ledges;
- another person's residence without authorization;
- campus by any unauthorized or non-affiliated individual;
- some walkways, bridges, tunnels, emergency exits; and
- classrooms, buildings, laboratories, and/or libraries after hours.

Alcohol Policy, Violation of

The possession and/or use of alcohol when not in accordance with established policy (Columbia University Policy on Alcohol and Drugs) and the *Guide to Living* is prohibited. This includes, but is not limited to:

- **Bulk Container** - possessing a keg, bulk container, or device used for rapid consumption of alcohol;
- **Forced Consumption** - forced consumption of liquor for the purpose of initiation into or affiliation with an organization. This includes pressuring or forcing another individual to consume alcohol;

- **Games of Chance**: taking part in games of chance, drinking games, contests, and other activities that induce, encourage, and/or require consumption;
- **Prohibited Area: Consumption** - consuming alcohol in a prohibited area;
- **Prohibited Area: Possession** - possessing alcohol in a prohibited area;
- **Providing to Minor** - providing alcohol to a minor;
- **Underage: Consumption** - consuming alcohol when under the age of 21;
- **Underage: False Identification** - using false identification to obtain alcohol;
- **Underage: Possession** - possessing alcohol when under the age of 21;
- **Unlicensed Sale** - selling alcohol without a license or distributing any controlled substances strictly violates university policy and public laws.

Additionally, drunkenness accompanied by behavior that is disorderly is prohibited.

Collusion

Inciting or assisting another person with violating University policy(ies), including but not limited to acting as an accomplice through action or negligence to the commission of any misconduct, is prohibited.

Columbia University Identification Card, Prohibited use of

As stated on the back of the Columbia University Identification ("CUID") card, "The ID is your official University ID card and is issued for official purposes only. This card is non-transferrable and is the property of the University." No student is permitted to use another student's CUID in order to gain access to any spaces or use to misrepresent themselves. Students are expected to produce their own CUID card when requested by a University official and may not use their CUID card in an unauthorized manner nor allow another person access to their CUID card.

Columbia Identity (or affiliated organizations), Unauthorized Use of

Unauthorized use (including misuse) of University or affiliated organization name(s) and image(s) is prohibited. Students should consult the Web & Identity Guidelines for more information.

Copying and/or Distribution, Unauthorized

Unauthorized copying or distribution of any University record by any means is prohibited. Copying includes, but is not limited to, audio recording, video recording, streaming, screen capturing, photographing, scanning, or any other form of reproduction that conflicts with the spirit of this directive.

Disruptive Behavior

No student should engage in behavior that interferes with the academic mission of the University or compromise the well-being of the University community. This includes but is not limited to behavior which is disruptive to the

classroom, laboratory, or University community. Students should not expose others to conduct that is disorderly, lewd, or indecent.

This policy does not generally limit the discussion or expression of ideas solely because they might be thought of as offensive, immoral, or disrespectful.

Endangerment

Knowingly and/or recklessly endangering the health or safety of others or oneself is prohibited. The implied or express consent of the person against whom such violence or force is used will not be considered a justification for engaging in prohibited behavior. Prohibited behaviors include, but are not limited to:

- acts that endanger human life, or threaten physical injury;
- unwanted physical contact with any person that reasonably places that person in fear of physical injury or danger is prohibited (e.g., physical restriction, fighting, pushing, punching, hitting, slapping, spitting on, and/or kicking any person).

Endangerment of Animals

Knowingly and/or recklessly endangering the health or safety of animals is prohibited. This includes but is not limited to actions that, for no justifiable purpose, cause the animal physical pain or actions that are done in a neglectful, depraved, or sadistic manner.

This policy does not prohibit someone from lawfully hunting, trapping, or fishing nor does it prohibit anyone from engaging in properly conducted tests, experiments, or investigations involving the use of live animals as approved by the respective affiliated institution.

Failure to Comply

Failure to respond to the legitimate request or directive of a University official or law enforcement officer acting in the performance of their official duties is prohibited.

Falsification

Providing intentionally misleading or false information, when dealing with a University official or local law enforcement, is prohibited. This includes, but is not limited to, the presentation of false and/or altered identification, documentation, or correspondences.

Fire Safety Policies, Violation of

Violations of local, state, federal, and/or University fire safety policies are prohibited. This includes, but is not limited to:

- **Careless Cooking** - leaving food that is actively cooking unattended and/or cooking in a manner that may cause a fire or harm to others;
- **Failure to Evacuate** - failing to evacuate during a fire alarm;
- **False Alarm** - pulling a fire alarm when there is no active or perceived threat of fire safety;
- **Flammable Materials** - possession and/or

use of flammable materials;

- **Open Flame** - possession and/or use of items that operate with an open flame (e.g., candles, incense, lanterns);
- **Prohibited Cooking Item** - possession and/or use of certain cooking items (e.g., grills, rice cooker, hot plate);
- **Starting a Fire** - Intentionally or recklessly starting a fire in and/or on campus property or university owned building (including by means of careless cooking);
- **Tampering** - tampering with and/or the improper activation of fire safety equipment.

Guest Policy

Students are responsible for the actions of their guest(s) on University property at all times. Responsibility is not limited solely to the individual who signed in the guest, and may include those individuals accompanying the guest at the time of any violation. Serious guest violations may result in revocation of guest privileges.

Students may be held accountable for any policy violations committed by their guests while guests are on University property or participating in University activities. Students are responsible for ensuring their guests understand and follow all University policies.

Harassment

Harassing any individual for any reason is prohibited at Columbia University. Harassment is defined generally as repeated unwelcome verbal or physical conduct/threat of physical conduct that, because of its severity, or persistence, interferes significantly with or adversely affects an individual's work, education, or living conditions. Conduct can be considered harassment if it persists after such conduct has been requested to stop. Harassment of an individual may occur in person, via electronic means, or through a third party. A single, isolated incident may qualify as harassment, if based on the facts and circumstances, severely adversely affected an individual's work, education, or living conditions.

This policy does not generally limit the discussion or expression of ideas solely because they might be thought of as offensive, immoral, disrespectful, or cause feelings of discomfort.

Hazing

Any violation of the University Anti-Hazing Policy, including any reckless or intentional act which endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a group or organization, is prohibited. This may include the destruction or removal of public or private property, or any act that a reasonable person would find demeaning, uncomfortable, embarrassing, humiliating, or ridiculing. The express or implied consent of participants will not be an excuse. Apathy or acquiescence in the

presence of hazing are not neutral acts; they will also be considered violations of this policy.

Illegal Drugs Policy, Violation of

The possession or use of illegal drugs, unauthorized controlled substances, inhalants, and/or drug paraphernalia when not in accordance with federal and state law or established policy (i.e. *Columbia University Policy on Alcohol and Drugs* and the *Guide to Living*) is prohibited. This includes, but is not limited to:

- **Manufacturing/Distribution** - the sale, distribution, intent to distribute, or manufacturing of illegal drugs or controlled substances;
- **Paraphernalia** - unauthorized use or possession of items intended to be used while taking illegal drugs or controlled substances;
- **Possession** - unauthorized possession of prescription medication, illegal drugs, or controlled substances;
- **Use** - unauthorized use of illegal drugs or controlled substances.

Information Technologies Policies, Violation of

Any violation of the University *Acceptable Use and Computing Policies*, including, but not limited to, copyright infringement and the misuse of University issued network credentials (UNI) are prohibited.

Law, Violation of the

Violations of federal, state, or local laws are prohibited. This may include violation of the law of another country, state, or municipality as applicable.

Retaliation

Any adverse action or threatened action, taken or made, personally or through a Third-Party, against someone who has filed any complaint or has been the subject of a complaint or any other individual (a Hearing Officer, Witness, Third-Party Reporter, or Advisor) who engages with an established disciplinary process is prohibited.

Sales and Solicitation

Canvassing or soliciting funds, sales, or subscriptions is prohibited on campus or in University buildings unless written permission has been granted by the appropriate designated authority. Additionally, outside and for-profit groups are not allowed to sell items or solicit members of the University community on campus without prior approval from the appropriate designated authority.

Posters, flyers and other event advertisements pertaining to sales and solicitation for funds, sales or subscriptions must be approved by the appropriate designated authority prior to posting or distribution.

The sale of merchandise, or publications or service on University property, other than by contracted vendors, authorized stores, restaurants, departments or divisions of the

University, is likewise prohibited except upon permission of the appropriate designated authority.

Smoking Policy, Violation of

Smoking, as well as the use of electronic cigarettes and/or vaping devices, is prohibited in any indoor areas, in all University vehicles, and outdoor seating or viewing areas of sports arenas and recreational areas, such as those at Baker Field. Smoking is also prohibited outdoors within 20 feet of all University buildings (including undergraduate housing). Additionally, the possession of smoking-related devices is prohibited in University residence halls and brownstones.

Surveillance/Photography, Unauthorized

The installation, use, and/or threatening the use of any device for listening to, observing, photographing, recording, amplifying, transmitting, or broadcasting sounds or events in any place where the individual(s) involved has a reasonable expectation of being free from unwanted surveillance, eavesdropping, recording, or observation, without the consent of all persons involved, is prohibited.

A recording provided as evidence in support of a complaint is not necessarily prohibited by this policy.

Theft

Taking or possessing the property of the University or that of another University-affiliated person or entity without permission is prohibited. This may include, but is not limited to, the unauthorized taking, misappropriation, possession, retention or disposing of any property owned or maintained by the University or any person.

University Policies, Violation of

Any violation of published University policies is prohibited and may be adjudicated through Dean's Discipline. Policies include, but are not limited to, the *Essential Policies*, the *Undergraduate International Travel Policy*, and the *Guide to Living*.

Recognized Student Groups who are reported for potential violations of school and/or University policies may be reported to the Student Group Accountability Review Board (SGARB). Should the Student Group Accountability Review Board (SGARB) find that an individual student's actions/behaviors may have violated policy, the student may be adjudicated through the Dean's Discipline Process.

The *Title VI and Interim Title IX Policies and Procedures for Students* and *Rules of University Conduct* are adjudicated through separate policies and procedures. However, behavior listed in this section that occurs in conjunction with violations of those respective policies may be adjudicated through Dean's Discipline.

Community members may find other University policies at: https://universitypolicies.columbia.edu/ .

Vandalism/Damage to Property

Knowingly, recklessly, and/or negligently or recklessly damaging, vandalizing, destroying, defacing, or tampering with University, public, or private property of another person, is prohibited.

Weapons

The unauthorized possession, use, distribution, or manufacturing of weapons or facsimile weapons on University property or during the course of any University sanctioned travel, is prohibited. Using an item as a weapon, either intentionally or recklessly, is also prohibited. Weapons or facsimile include, but are not limited to:

- explosives (e.g., fireworks and ammunition);
- guns (e.g., air, BB, paintball, and pellet guns); and/or
- other weapons or dangerous objects (e.g., arrows, axes, machetes, nunchucks, swords, throwing stars, brass knuckles, or knives with a blade longer than 3 inches).

Additionally, the storage of these items in a parked vehicle on University property is prohibited.

III. DEAN'S DISCIPLINE OVERVIEW

Dean's Discipline is the process utilized to investigate and respond to reports/ incidents of behavioral or academic misconduct. Through this process, SC communicates the expectation that all students act in an honest way and respect the rights of others at all times. Dean's Discipline is not meant to be an adversarial or legal process. Through the process, students discuss accountability for their behavior as well as the impact their behavior may have on their own lives and the greater community.

Dean's Discipline is initiated when a report is submitted regarding a potential violation of a policy of the University or the student's affiliated school or program. Any person participating in the Dean's Discipline process is obligated to be honest and act in good faith. Any person who knowingly makes a false statement in connection with the investigation may be subject to separate disciplinary action.[2] As per Columbia University's policy, e-mail is the official form of communication and students are expected to read and respond to all email communications in a timely fashion.

[2] The mere filing of an Incident Report, or a recommended finding of not responsible, does not, on its own, render a statement false.

A. Jurisdiction

Students may be subject to Dean's Discipline for any activity that occurs on or off-campus that impinges on the rights of other students and community members. This also includes violations of local, state, or federal law(s).

Upon accepting admission to Columbia University, students are expected to become familiar with and uphold the University's core values in such a way that they observe and abide by the policies of the University, including those outlined in this document. Lack of awareness or understanding of University policies does not excuse a violation.

The University does not promote or condone unlawful behavior. The University cooperates with law enforcement authorities in a manner consistent with its legal responsibilities and the interests of the University community. Students involved in outside proceedings for a violation of the law may also be subject to Dean's Discipline and/or interim actions, which are independent of those under the law. The University may take prompt action under its own procedures regardless of whether the public officials have disposed of a case or not. Students may be subject to Dean's Discipline for reports of misconduct that occur on or off University property, or if such off-campus misconduct is associated with a University activity or raises considerable concerns.

B. External Proceedings

It should be noted that the results of an external investigation are rarely considered within the context of the Dean's Discipline process unless that investigation reveals behavior that is particularly egregious and damaging to the well-being of the University community. SC may temporarily delay the Dean's Discipline process while criminal or civil proceedings are pending; however, interim measures may be taken immediately. In the event that the Dean's Discipline process is delayed, it is the responsibility of the student to notify SC when the outside proceedings have concluded.

In certain cases, SC reserves the right to initiate the Dean's Discipline process to respond to, investigate, and adjudicate misconduct during any concurrent law enforcement proceeding and is not obligated to suspend the process until the conclusion of any related criminal or civil proceedings.

IV. PROCEDURES FOR RESPONDING TO MISCONDUCT

A. Reporting Potential Misconduct

Community members may file an incident report with SC electronically via: https://cssi.columbia.edu/.

When a report is received, SC will determine whether or not Dean's Discipline is an appropriate response, or if the report should be referred elsewhere. SC will also determine whether or not more information is required to initiate disciplinary action. Although in most situations the reporter(s) and/or Witness(es) will not participate in the hearing directly, SC may request that the reporter(s) and/or Witness(es) participate in an interview, or submit a written statement at any point before or during the Dean's Discipline process. Because the determination of responsibility is based on a student's behavior and not their character, character references are not considered by the Hearing Officers.

No report will be referred for disciplinary action unless there is credible information to support each element of the violation, even if that information is merely a credible statement.

SC staff will assess the credibility of available information and determine if a report is wholly supported or unsupported by any such information. Information deemed not credible will not be forwarded for disciplinary action through Dean's Discipline; however, it may be addressed through alternative means, if applicable.

The Dean's Discipline process is educational and non-adversarial in nature. Accordingly, lawyer-advisors are not permitted to participate in or attend any part of the Dean's Discipline process, including but not limited to meetings, file reviews, hearings, mediations, alternate resolutions, or the educational resolution process.

Anonymity

SC treats information sensitively and only shares on a need-to-know basis. In some circumstances, SC may try to honor requests for anonymity. Such circumstances include but are not limited to, fear of retaliation, harassment, or any other inappropriate response to a report of misconduct. Reporters should know that anonymity may impact the ability of SC to investigate reported misconduct and ensure appropriate outcomes. In some situations outside of FERPA, anonymity may not be possible, and SC may be required to investigate reported misconduct, even against the wishes of the reporter. Reporting parties should note, SC staff members are not considered confidential resources and have a responsibility under applicable law(s) and University policy to report threats of harm to oneself and/or others and gender-based misconduct involving

students to the University.

Disciplinary Amnesty

The University is committed to promoting the health, safety, and well-being of its students. Students are encouraged to seek immediate medical assistance for themselves or others experiencing an alcohol or drug related medical emergency without fear of disciplinary action. A student who, in good faith, requests emergency medical assistance for themselves or another individual, remains with the individual when reasonably possible, and cooperates with emergency responders and University officials may be eligible for Disciplinary Amnesty.

Disciplinary Amnesty is intended to remove barriers to seeking emergency care and generally provides a one-time exemption from the Dean's Discipline process for violations involving the personal possession, use, or consumption of alcohol or illegal drugs. Instead of disciplinary action, eligible students will be required to participate in appropriate educational and/or wellness interventions as determined by the University. Failure to complete required follow-up may result in referral through the Dean's Discipline process. Disciplinary Amnesty is intended to encourage responsible decision making and does not excuse conduct that places others at risk.

Disciplinary Amnesty does not apply to violations involving the distribution or sale of illegal drugs, providing alcohol or drugs to others in violation of University policy or law, hazing, violence, sexual misconduct, property damage, or other serious misconduct that occurs in connection with the incident. The University reserves the right to address such behavior through the Dean's Discipline process. Students are encouraged to seek medical assistance in every emergency, regardless of whether Disciplinary Amnesty ultimately applies, as protecting the health and safety of members of the University community remains the University's highest priority.

For information regarding expectations for students residing in undergraduate housing, please refer to the Responsible Community Action Policy.

Interim Measures

In certain circumstances during the investigative process, SC or other University administrators may place restrictions on a student prior to the conclusion of the Dean's Discipline process. Restrictions that may be placed on a student may include, restricting contact with another individual or people, restricting access to the residence halls or other buildings on campus, suspending a student from participation in classes or events and/or organizations within the campus community or all of the above.

These interim actions will only be taken if it is determined that the student's behavior may make their presence on campus a danger to the normal operations of the institution, the safety

of themselves, others, or to the property of the University or others.

Additionally, SC may place hold(s) on a student's transcript, registration, grades and/or diploma while a proceeding is pending.

Students issued any interim measures may request a prompt and reasonable review of the need for and terms of any interim measure that directly affects them and may submit evidence in support of their request. Requests for review of the interim measure shall be submitted in writing to the Associate Vice President for the Center For Student Success and Intervention and the Dean of the student's respective school.

Behavior During Suspensions/Leaves

While suspended or on leave, students are expected to comply with all University directives and applicable policies. Reports of behavior occurring during this period may be documented, reviewed, and considered as part of any future request for reenrollment or return to the University. The University reserves the right to initiate or defer conduct proceedings related to such behavior as appropriate.

Retaliation

As stated under "Prohibited Conduct," retaliation includes any adverse action or threatened action, taken or made, personally or through a Third-Party, against someone who has filed a complaint, or has been the subject of a complaint, or any other individual (a Hearing Officer, Witness, Third-Party Reporter, or Advisor) who engages with an established disciplinary process.

- All individuals and groups of individuals, not just the parties to a case, are prohibited from engaging in retaliation. Retaliation can refer to actions or threatened actions by any individual, including students and others who are not engaged with SC.
- Retaliation includes threatening, intimidating, harassing, or any other conduct that would discourage a reasonable person from engaging in activity protected under this document, such as seeking services; reporting misconduct; or participating in an established disciplinary process, including as a Reporter, Witness, Third-Party, or Advisor.
- Retaliation includes maliciously or purposefully interfering with, threatening, or damaging the academic or professional career of another individual, before, during or after the disciplinary process and/or resolution of a report of misconduct under the Policy.
- Nothing in the Policy prevents an individual from discussing their experience from their perspective.
- Retaliation may also include violations of a no-contact directive or other interim measures put in place during the course of the disciplinary process.
- This provision does not apply to reports

made or information provided in good faith, even if the incidents in the report are determined not to be accurate.

- Reports of retaliation may be reviewed in conjunction with or apart from matters currently under review based on SC's assessment of the circumstances of the incident.

B. Alternate Resolution Options

The AVP (or designee) has discretion to refer a complaint for mediation or other forms of appropriate alternate resolution. Any unsuccessful alternate resolution may be forwarded for formal processing and/or a Dean's Discipline hearing.

Administrative Resolution

If the AVP (or designee) determines that an administrative resolution is appropriate, this form of resolution can include no-contact directives, no-contact terms mutually agreed upon by the parties, implementation of safety measures, referrals to counseling, sanctioning without a hearing, and/or targeted education and training. Administrative resolution can take place when a Complainant does not want to engage in other resolution processes, when a Respondent's behavior makes it difficult for the hearing to take place through established procedures, or where the Office, at its discretion and based on the available information, determines that an administrative resolution is necessary to ensure the safety of the University community.

Mediation

If the AVP (or designee) determines that mediation may be an appropriate resolution for a report of misconduct, mediation will be proposed to the parties. The purpose of mediation is for parties who are in conflict to identify the implications of a student's actions and meet, with the assistance of a trained facilitator, to determine the best method for repairing those harms. The parties will be asked not to contact each other to discuss mediation. Mediation will be used only with the consent of both parties, and either party has the right to terminate the mediation process and resume the Dean's Discipline process at any time.

The mediation process will typically commence within 10 days after SC receives consent to mediate from both parties, and will continue until concluded or terminated by either of the parties or SC. If the mediation results in a resolution, the review process will be concluded and the matter will be closed. If a resolution cannot be reached, the matter will be referred to the AVP for the Center for Student Success and Intervention to reevaluate other options for resolution.

During mediation, facilitators will guide a discussion between the parties -- either with both parties present, or with both parties separately through caucus mediation -- with the goal of identifying the harm caused by the offense and how the harm can be repaired. Together or separately, the parties and the

facilitators will create an agreement that may include items such as apology letters, agreement to a no-contact directive, restriction of access, and/or education related to the offense. The content of the agreement is created on a case-by-case basis, and students are supported in creating their own agreements. SC will monitor the parties' adherence to the proposed solution and close the matter when compliance is deemed satisfactory.

C. Educational Resolution Process

At the discretion of the AVP (or designee) a report filed with CSSI pertaining to less severe potential violations of misconduct that have typically led to non-reportable discipline may be referred for an Educational Resolution. If an Educational Resolution is offered to the student, the student must accept all of the terms and conditions as stipulated. The student always has the right to refuse an Educational Resolution and instead request that the matter be addressed through participation in a Dean's Discipline hearing; however, the sanction offered during the Educational Resolution cannot be a guaranteed outcome from participation in a hearing.

If a student participates in an Educational Resolution, they are accepting both responsibility for a violation of the identified policy and the sanctions offered. A student who accepts an Educational Resolution may not subsequently appeal the responsible finding or sanction.

Once accepted, the student will meet with Student Conduct staff to discuss the incident, their understanding of University Policies, any applicable campus and community resources for ongoing support, and outline an action plan to avoid future policy violations. Participation in this meeting is required, and will only be rescheduled once due to an academic conflict or medical emergency. If a student is unable to attend for any other reason, the matter may be subjected to a Dean's Discipline hearing. If a student fails to participate in both the ERP meeting and the hearing, except in cases of a medical emergency or academic conflict, a decision may be rendered in their absence. Please note: the agreed upon outcome from the ERP is not guaranteed if the case moves to a Dean's Discipline hearing. In addition, should new information be shared during the ERP meeting that potentially violates additional policies, SC reserves the right to send notice to the student for an additional meeting or hearing to discuss said violation.

D. Dean's Discipline: Notice and Scheduling

For a Dean's Discipline hearing, notice will be sent via University e-mail and will include information related to the documented incident. Dates and times for disciplinary hearings are scheduled by CSSI in consultation with the student's academic schedule to avoid

conflict. The student is also informed of the next steps in the process and their ability to review the relevant documentation prior to the hearing. During the Dean's Discipline process, the Hearing Officers reserve the right to add or modify the policy violation charges based on information gathered throughout the investigation to more appropriately reflect the nature of the incident. The student will be notified in writing of any such modifications.

A student's participation in the Dean's Discipline process is mandatory. Requests to reschedule hearings are typically only granted when there is an academic conflict or medical emergency. If a student has a medical emergency that requires the hearing to be rescheduled, CSSI may request that the student document this emergency with an appropriate medical or University office for verification.

If a student fails to participate in the Dean's Discipline process after the second scheduled hearing, a decision may be rendered in their absence.

During the end of term and summer sessions, the student is responsible for scheduling their hearing. The student must respond to a scheduling request within the timeframe outlined in their notice letter. A hearing will only be rescheduled due to a documented medical emergency or academic conflict. During this period, the student must be scheduled for a hearing no later than one month from the date of the notice letter. Extensions beyond this timeframe will only be granted in extreme circumstances. If the student does not respond while actively enrolled during this timeframe, CSSI will schedule the student for a hearing at the next available date and time. If the student fails to participate in the scheduled hearing, except in cases of a medical emergency or academic conflict, a decision may be rendered in their absence.

If a student requests a leave of absence or withdraws from the University, CSSI will notify the student of any pending Dean's Discipline matter during their leave or withdrawal period. The student may choose to participate in the Dean's Discipline process before or during their leave, but must do so before returning to the University.

If a report is received while a student is on leave, they will be expected to participate in the Dean's Discipline process prior to completing their re-enrollment to the University.

If a student is separated from the University through another adjudicating process, a hold may be placed on their account. The student may choose to engage in the Dean's Discipline process prior to re-enrollment or at the time of re-enrollment, but must resolve the matter before returning to the University.

E. Dean's Discipline: Preparing for the Hearing

In preparation for the hearing, the student is encouraged to review their file, and prepare a

written statement describing their perspective regarding the incident and potential violation(s) and any applicable evidence to be submitted no less than 24 business hours prior to their hearing. Students are also encouraged to meet with an Advisor and to speak with staff members from Counseling and Psychological Services (CPS) or other healthcare and student support resources should they need additional support while going through the process.

File Review

A student is informed through the notice letter that they have the opportunity to review their file prior to the hearing, as well as during their appeal period, if applicable. The student must request a file review at least two business days in advance. A student has two options to review their file: a File Review which is scheduled with a CSSI staff member to view their file or an Electronic File Review.

During the File Review, the student will meet with a staff member, receive an overview of the Dean's Discipline process, and will then be permitted to review their file. Files are watermarked and redacted as necessary to maintain compliance with federal privacy laws and to maintain the privacy of student records. Redactions may include removal of information that is not considered through the Dean's Discipline process. A student may only take notes (typed or written) on information contained in their file. The student may discuss procedural information about the Dean's Discipline process; however, questions regarding the specificity of potential violations, outcomes, and/or sanctions will only be discussed during the Dean's Discipline hearing.

For an Electronic File Review, a student must complete a File Distribution Agreement. CSSI will share a watermarked and redacted file with the student electronically. Access to the file will expire at the completion of the hearing. CSSI reserves the right to identify specific items that will not be shared in this manner as necessary to maintain compliance with federal privacy laws and to maintain the privacy of student records. In the event an item is not able to be shared via an Electronic File Review, CSSI will notify the student and schedule a Traditional File Review to review those items.

Failure to review the file can impact a student's ability to participate fully in the hearing, but it is the Student's responsibility to review their file in advance. Students may request a file review on the CSSI website by selecting the report/request tab.

Prohibition on Unauthorized Copying and/or Distribution

Unauthorized copying and/or distribution of any documents by any means is prohibited; copying includes, but is not limited to, audio recording, video recording, streaming, screen capturing, photographing, scanning, or any other form of reproduction that conflicts with the spirit of this policy. Reports of non-compliance may result in disciplinary

action.

Exceptions to these expectations are made only in extenuating circumstances and must be approved by CSSI.

Written Statement

The student is advised to prepare a written statement for the hearing process and submit it to CSSI no less than 24 business hours prior to the hearing. This statement must be completed by the student and should outline their perspective on the incident as a whole. Statements submitted for the hearing process should be no longer than five single-spaced typewritten pages, using size 12 Times New Roman font and 1-inch margins. Attachments must be included in the document or attached to the submitted form. Google Drive links will not be reviewed. If relevant additional attachments or information are provided, the material under consideration must be directly cross-referenced in the five-page statement. While submitting a written statement prior to the hearing allows the Hearing Officers time to review it before the hearing, this is not required. Alternatively, a student can submit their written statement at the hearing or immediately following.

CSSI reserves the right to verify the accuracy and authenticity of information shared prior to and during the hearing process. For example, Hearing Officers may follow up with witnesses, authors of letters or documentation submitted, and inspect documents in an effort to corroborate the account provided by the student. Should any information submitted indicate that submitted materials were fabricated, separate disciplinary action may be taken and addressed through the Dean's Discipline Process.

Role of the Staff Advisor[3]

Only undergraduate advising deans and/or designated administrators from graduate and professional schools may advise and accompany students participating in the Dean's Discipline process. Students affiliated with a graduate or professional school must direct requests for a staff advisor to CSSI. Students may not select their own staff advisor to accompany them in the hearing. It is the responsibility of the student to schedule time to meet with their Staff Advisor before the hearing. These administrators can answer questions about the hearing process and are able to provide guidance regarding general preparation for the hearing. Staff Advisors do not advocate on a student's behalf, nor can they speak on behalf of a student during the discipline process. The primary responsibility of the Staff Advisor is to serve as a continued resource to the student, particularly in cases that impact the student's academic progress.

Separate and apart from the Staff Advisor, a student may request an additional support person accompany them to the proceedings.

[3] If additional support persons accompany the student to the proceedings, accommodations will be made for them outside of the hearing location.

The student must email Student Conduct with the name and email address of their support person no later than 48 hours prior to their scheduled hearing date.

The role of a support person is to provide support before and after the hearing, and provide support during a 5-minute break at the midpoint of the hearing to check in with the student. Please note that the support person **cannot** be present in the hearing room. They will be placed in a breakout Zoom room or waiting area (if in person) for the duration of the hearing.

Lawyers/counsel are not included in the hearings as the Dean's Discipline hearing is an educational and conversational process and not meant to be an adversarial or a legal process. Lawyers are not part of the hearing as it is a meeting with Student Conduct hearing officers which will give you the opportunity to hear from Student Conduct about the University's position on the policy violations and the opportunity for you to share your response.

Student Conduct Navigators

Students may meet with a Student Conduct Navigator ("Navigator"), subject to Navigator availability and school participation. Navigators are students who assist in upholding community standards at Columbia University through engagement with their peers. Their primary role is to provide their peers, engaged in the Dean's Discipline process, with an opportunity to meet with another student who has a deep understanding of and respect for campus policies. Navigators can answer procedural questions and provide advice on how to best prepare for the hearing. Additionally, Navigators can serve as a peer supporter after the hearing concludes. Navigators are not privy to case information, unless the student chooses to disclose that information. A student may request a Navigator at the same time they request access to their file by selecting the Navigator option on either the File Distribution Agreement or File Review forms. If a student does not request a Navigator when submitting the form, they may request one at any time by email opscssi@columbia.edu .

Please note every effort is made to accommodate all requests for a Navigator. However, meeting with a Navigator cannot be guaranteed, as they are also students and not all schools currently participate in the program. If your school does not participate in the Student Conduct Navigator Program, our office will connect you with an appropriate staff member from your school for support. Furthermore, the absence of a meeting with a Navigator is not considered grounds for: (1) delaying a file review; (2) delaying a hearing; or (3) an appeal.

F. Dean's Discipline: The Hearing

The hearing is the opportunity for a student to learn of and respond to the available information that supports the potential policy violation(s). The hearing is facilitated by at least two (2) trained Hearing Officers: one

from SC and the second from SC or a pool of designated trained hearing officers from the student's respective school (see Appendix for school specific hearing procedures).

G. Dean's Discipline: During the Hearing

- The student is presented with the information pertaining to the potential policy violation(s).
- Only a student's undergraduate advising dean or an administrator designated by SC may serve as a Staff Advisor and accompany the student during the hearing.
- The student must be in a private space to participate in the virtual hearing where the expectation is that the only persons present are the Hearing Officers, the student, and the Administrative Advisor (if applicable).
- The student may then present information on their own behalf. Questions may be posed by both the student and the Hearing Officers to clarify or understand potential policy violation(s) as well as the student's perspective on the context, incident, and/or circumstances.
- The hearing will be recorded by Student Conduct so that a recording of the hearing can be added to the student's case file. The student may request to review the recording of their hearing through the file review process. Please note that hearing recordings can only be reviewed in-person.
- Hearing Officers, if necessary, may continue their investigation of the matter after the Dean's Discipline hearing concludes and before a decision is rendered. Continued investigation may include following up with a faculty or staff member to obtain clarifying information pertaining to evidence that is reviewed or submitted through the Dean's Discipline process. If additional follow-up is conducted after the hearing, Hearing Officers will notify the Student and provide them with an opportunity to review and respond to any new information obtained and included in the file prior to a decision being rendered.

H. Dean's Discipline: Determining Responsibility

Following the investigation and the conclusion of the hearing, a determination whether the student is responsible for the violation(s) is rendered. Throughout the Dean's Discipline process, the student is presumed not responsible. Hearing Officers share the information and documentation gathered during the review and investigative process to support any finding of responsibility, rather than requiring the student to demonstrate that misconduct did not occur.

Standard of Proof

The standard of proof used to determine outcomes is the "preponderance of the evidence" standard. This standard allows for a finding of responsibility if, at the conclusion of the investigation, the information suggests it is more likely than not that a violation occurred.

University policies are action-based; therefore, intent is not a factor when making a determination of responsibility. Intent may be considered if a sanction is issued.

I. Dean's Discipline: Sanctions

If a student is found responsible for a violation of prohibited conduct, sanctions will be issued in consideration of the specific circumstances of the case, institutional precedent, disciplinary history, aggravating and mitigating circumstances, including the student's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.), and/or community impact.

Prohibited conduct offends the core values of the Columbia community. Though each case is considered uniquely, a student found responsible for policy violation(s) should expect to receive a minimum sanction of Conditional Disciplinary Probation. A violation of academic integrity compromises the intellectual foundation of the institution. To violate that principle is one of the most serious offenses at Columbia University. Although each case is considered uniquely, a student found responsible for academic-related policy violation(s) should expect to receive a minimum sanction of Disciplinary Probation. Irrespective of the disciplinary outcome, faculty members reserve the right to assign grades as they deem appropriate. Decisions made by faculty regarding grades cannot be appealed through the Dean's Discipline process. Students who wish to appeal a grade should speak to their advisor regarding the process within their school.

How Sanctions are Determined

In determining a sanction, the Hearing Officers will impose sanctions that are:

- Fair and appropriate, given the facts of the particular case;
- Generally consistent with the University's handling of similar cases;
- Adequate to protect the safety of the campus community and/or the integrity of the academic environment; and
- Reflective of the seriousness of prohibited conduct.
- Please note: A student's immigration status cannot be taken into consideration when making outcome decisions.

Students found responsible for any of the above violations should expect that a commensurate sanction will be issued. Subsequent violations of policy may result in further disciplinary action and more severe sanction(s).

Sanction Options

The University may impose one or more of the following sanctions on a student determined to have violated the Policy:

- Disciplinary Warning: The student remains in good disciplinary standing and has been educated regarding community standards.
- Conditional Disciplinary Probation: While on this status, the student remains in good disciplinary standing on the condition that no future violations occur.

The following sanctions indicate that a student is not in good disciplinary standing:

- Disciplinary Probation: The student is no longer in good disciplinary standing for a specific period of time. The student is permitted to continue academic progress at the University. When a student is not in good disciplinary standing, additional University restrictions may be imposed such as restrictions on representing the University, limits on leadership roles, or limited access to University events as noted in other university policies.
- Disciplinary Suspension[4]: The student is temporarily separated from the University for a specified period of time. During this period, the student is ineligible to participate in any Columbia University affiliated academic or extracurricular activities. Additionally, the student is not permitted to enroll in classes or a degree seeking program at any other institution, including but not limited to, for the purpose of transferring credit back to Columbia University or transferring a student visa to another institution. If the student chooses to enroll in a degree program at another institution during the Suspension, they will be permanently withdrawn from the University.
    - Students returning from Disciplinary Suspension will be placed on one year of Disciplinary Probation at the start of their reenrollment.
- Expulsion[5]: The student is permanently separated from the University and will not be permitted to return at any time.
- Degree Revocation: A former student may be subject to degree revocation if the University finds by a preponderance of evidence that the student engaged in research misconduct during their enrollment or obtained their degree through deceit, fraud, or misrepresentation. Columbia University may impose a sanction up to revoking those degrees, certificates, and/or decertify credit. Sanction decisions to take such actions will be made only after careful consideration of all the available evidence and in consultation with the former student's school. Revocation of a degree is noted on the academic transcript and renders the former student ineligible to enroll in any school within Columbia University.

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[4] Students who receive a Disciplinary Suspension for an Academic Integrity violation are eligible to continue to attend classes during the appeal period (if they choose to appeal) until a final appeal decision is rendered (provided they are not already on an Interim Suspension).

[5] Students who receive an Expulsion for an Academic Integrity violation are eligible to continue to attend classes during the appeal period (if they choose to appeal) until a final appeal decision is rendered (provided they are not already on Interim Suspension).

A student may also receive the following additional sanctions which include, but are not limited to:

- Suspension or permanent loss of housing: A student who loses the privilege of housing at Columbia is also not permitted to visit residence halls or University owned or affiliated brownstones for an indicated period of time.
- Access Restriction: A student who loses access to University facilities and/or campus property.
- Removal from activities or services: A student who is restricted from participation in academic or extracurricular activities and/or University organizations, or restricted from University services.
- Educational projects or assignments: Tasks may include but are not limited to participation in the Return to Columbia Program, BASICS program, alcohol and other drug screenings, research/reflection assignments, action plans, and/or Lynda learning tutorials.

Other sanctions: Hearing Officers may implement other sanction(s) that they determine to be appropriate for the particular case (e.g., loss of host/guest privileges, restitution, compensatory services, removal from housing lottery, etc.).

Important Additional Details

AI Use Policy:

All written submissions must be meaningfully authored, reviewed, and adopted by the submitting individual and must reflect that individual's own knowledge, perspective, and good faith participation in the process. The use of generative artificial intelligence (AI) tools in connection with any matter related to a student's involvement with processes outlined in Standards and Discipline is subject to the requirements of confidentiality, integrity, accuracy, and good faith participation that govern all aspects of the processes. AI-assisted preparation does not alter this responsibility. **The use of generative AI in reenrollment materials, which are intended to be reflective in nature, is expressly prohibited.**

CSSI may take appropriate steps to address concerns relating to the use of AI or external tools, including but not limited to, disregarding affected materials or requesting clarification regarding authorship. Nothing in this section shall be construed to abridge disability-related reasonable accommodations approved by the Office of Disability Services.

Recording:

The unauthorized recording or streaming of any meeting or conduct process or unauthorized copying of any materials related to CSSI processes by any means is prohibited. Students, Staff Advisors, support persons, witnesses, and any other participants are prohibited from recording any meeting or conduct process under this Policy. Unauthorized recording and/or copying includes, but is not limited to, audio or video recording, live streaming/broadcasting, photographing, transcribing, the use of artificial intelligence note-taking tools or

features, or any other form of duplication that conflicts with the spirit of this directive. Failure to comply with this directive may result in disciplinary action.

Parent/Guardian Notification: In cases involving financially dependent undergraduate students, parent(s) and/or guardian(s) may be notified when a student is no longer in good disciplinary standing. When such notification is required under institutional or legal policy, it is issued automatically following the outcome letter. The issuance of parent/guardian notification is an administrative process and is not subject to appeal.

Transcript Notation: Notations will be placed on a student's transcript if they received a sanction resulting in separation from the University or if the student withdrew from the University with pending disciplinary action. These transcript notations, respectively, will read as follows: Disciplinary Suspension; Disciplinary Expulsion; or Withdrawn with Disciplinary Action Pending. For more information on transcript notations please visit https://universitypolicies.columbia.edu/content/university-regulations.

Access Restriction Status (ARS): ARS is a status which indicates that, either through interim action or the outcome of the Dean's Discipline process, a student has been removed from a campus residence and/or restricted in their movements on campus.

Persona Non Grata (PNG): PNG is a restriction placed upon a student who, as a result of either interim action or outcome of the Dean's Discipline process, is banned from all University owned buildings/property.

No Contact Directive (NCD): NCDs may be issued to students to create restrictions on their communication with specific individuals or entities. NCDs may be issued as a result of either interim action or outcome of the Dean's Discipline process to ensure the safety and wellbeing of all members of the Columbia community. NCDs prohibit students from contact including, but not limited to, personal contacts, written communications, text messaging, social media and other electronic communications, or communications through a third party, whether on or off campus, with a designated party or entity.

Return To Columbia: Where a student is found responsible and the sanction includes a Disciplinary Suspension, the student must submit a request to be considered for return to the University. The request must be prepared by the student and submitted to the Center for Student Success and Intervention, for consideration in conjunction with the Dean of the student's school, and in consultation with appropriate University partners. The request should be submitted no later than 45 days prior to the end of the Suspension period. If the student submits the request later than this deadline, re-enrollment is not guaranteed on the desired date. A request for return must be

prepared and submitted by the student. It should include a reflection statement and be no longer than ten (10) pages. All written sections must be single-spaced typed pages, using 12-point Times New Roman font and 1-inch margins. The reflection statement must be at least 3 pages of the 10-page maximum and should address and demonstrate that the student has:

- Acquired an understanding of the reasons for any previous difficulties, particularly those related to the suspension, including what the student learned personally and/or academically by going through the Dean's Discipline process;
- Developed a commitment to ensuring that difficulties similar to those related to the suspension do not recur during their remaining time at Columbia; and
- Shown satisfactory motivation for returning to the University community generally and the student's academic program in particular.

In addition, the student should demonstrate that they have:

- Satisfied all requirements for return and/or specific terms or conditions as communicated during the Dean's Discipline process and in the decision letter, stipulated at the time of the suspension; and
- Engaged in a satisfactory standard of conduct, including not engaging in any further violations of University policies, during the suspension.[6]

A student may also include supporting materials in the request for return. The supporting materials may take the form of letters of support; proof of community involvement; certified completion of related individual or group counseling or treatment or of educational programs (e.g., alcohol or other drug, anger management, individual counseling, etc.); and any other indicators of changes in life circumstances or personal growth.

After CSSI reviews a student's request to return in conjunction with their school and appropriate University partners, they may approve, delay, or deny a student's re-enrollment. If a student's re-enrollment is approved, any holds preventing registration will be removed from their account and they will be permitted to enroll in classes for the approved semester of return. CSSI and/or the student's school may also impose conditions on the student that must be complied with if they are granted re-enrollment following the period of suspension. If a student's re-enrollment is delayed, due to but not limited to concerns about their readiness to return, they will remain suspended for another definite

[6] Depending on the severity of the incident(s) reported while a student is away from the institution, their re-enrollment may be denied and they may not receive an additional opportunity to submit their request to return and therefore, be removed from the institution.

period, determined by CSSI, in conjunction with their school and appropriate University partners and will have one (1) additional opportunity to submit their re-enrollment at the end of that period of time. If a student's re-enrollment is denied by the school, the decision is final.

J. Dean's Discipline: After the Hearing

Notice of Outcome

Once a finding and sanction, if applicable, are determined by the Hearing Officers, the student will be notified in writing within 10 business days from the date of the last involved party's hearing. The Hearing Officers may require additional time to issue the outcome beyond the 10 business day deadline if necessary. Any delay will be communicated to the student via e-mail. The student is permitted to schedule an appointment to review the summary of the hearing, type or take handwritten notes from their file, and/or attach their own written addendum to the hearing summary. Appointment requests to review case file contents should be made at least one business day in advance via the online file review form.

Requesting an Appeal

A student found responsible for violating policy may appeal the outcome and/or sanction(s) of the Hearing Officers. Appeal requests must be submitted to CSSI via the Maxient form listed in the student's outcome letter. The Dean, or designees, serving as Appellate Officers receive relevant training at least once a year on the adjudication and appeal processes.

The three grounds for appeal are:

- Procedural error: An appeal based on procedural error must identify with specificity each perceived error(s) within the investigative and/or hearing process and the ways in which the specified error(s) substantially affected the decision and/or sanction to the detriment of the student;
- New information: An appeal based on new information must explain why this information was not available or not provided to the Hearing Officers at the time of the hearing or in a timely manner, and how this information would substantially alter the decision rendered by the Hearing Officers. Additionally, if a party declined to participate or withdrew from the process the Appellate Officer will not consider information that the party could have provided if they had fully participated in the process;
- Sanction is too severe: An appeal based on the imposed sanction being too severe must explain why a sanction is disproportionate to the severity of the violation, including based on the weight of the information provided during the investigation, hearing, and/or sanction phases of the Dean's Discipline process.
- Disagreement with the finding or sanction(s)

is not, by itself, a ground for appeal. Moreover, the purpose of an appeal is not to initiate a review of substantive issues of fact.

- Visa status cannot be considered by the Appellate Officer when reviewing an appeal. Inclusion of immigration status in a student's appeal may result in the appeal being returned for a one-time resubmission (see below).

A student may appeal the outcome and/or sanction within five (5) business days after receipt of the decision/outcome letter by filing the appeal electronically to SC. The appeal must be prepared and submitted by the student, and should be no longer than five (5) pages single-spaced typed pages, using 12 Times New Roman font and 1-inch margins, **including** attachments. The appeal and any supporting materials must be attached as word or PDF attachments and not linked to a Google Drive. Appeals prepared and/or submitted by anyone other than the student will automatically be denied and eligible for a one-time resubmission.

The appeal will be reviewed by the AVP (or designee) within 5 business days to ensure the submitted documentation meets one of the three appellate grounds, was submitted by the student, and does not exceed the five (5) page maximum. If none of the appellate grounds are met, and/or if the appeal (including attachments) exceeds the page maximum, the AVP (or designee) will return the appeal to the student and provide an opportunity for the student to resubmit within two (2) business days from return of the appeal. A student may only resubmit an appeal one (1) time.

Once a determination has been made by the AVP (or designee) that the grounds have been met, the appeal will be sent to the Dean or designee for review. The Dean (or designee) will have 10 business days from the date of receipt to deliver a response. The purpose of an appeal is not to initiate a review of substantive issues of fact, or for a new determination of whether a violation of the Policy has occurred. The Appellate Officer is strictly limited to determining whether an appeal should be granted based on the above three grounds for appeal. In determining an outcome, the Appellate Officer will have the ability to review the complete file, including all exhibits and permitted student submissions, and with that information issue an appropriate response. The Appellate Officer may also request additional information from the Hearing Officers regarding issues of procedural irregularity or new evidence, and/or from SC regarding sanctioning precedent.

The Appellate Officer may take the following actions:

- Affirm the decision and/or sanction;
- Revise the sanction to be more or less severe, or to include additional conditions; or

- Return the matter back to the Hearing Officers for further consideration.

If the matter is returned to the Hearing Officers, the Appellate Officer will provide instructions regarding the nature and extent of the reconsideration. Following reconsideration by the Hearing Officers, further proceedings will be conducted, as appropriate.

Regardless of the outcome of the appeal, the student will receive the Appellate Officer's final decision in writing within 10 business days of receipt of request or at their earliest convenience[7]. The Appellate Officer's decision is final.

Students may submit an appeal electronically at https://cssi.columbia.edu/.

Transcript Notation Appeals Process

A student found responsible for violating a policy that resulted in a transcript notation may appeal to have the transcript notation removed from their academic transcript. Appeal requests must be addressed to the Dean, or designee, of the student's college and must be submitted via the form on the CSSI website. The appeal should include a summary of the incident and reflection on their actions, evidence of completion of all sanctions, improvement or other good cause for the transcript notation removal and does not exceed the 10-page maximum. The appeal review process may take between 4-6 weeks.

K. University Records

Records Retention and Disclosure

The information compiled as part of a review of misconduct is part of a student's educational record and is maintained by CSSI. This file generally contains a description of the potential violation, supporting documentation, written statements, official case-related correspondence including the transcription of the hearing, outcome/sanction letter and appeal documents if applicable.

Disciplinary proceedings conducted by the University are subject to the Family Educational Rights and Privacy Act ("FERPA"), a federal law governing the privacy of student education records. FERPA generally limits disclosure of student information outside the University without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances. For example, it is important to note that the release of student disciplinary records is permitted, without prior consent, to University officials with legitimate educational interest such as a student's academic advisor and to Columbia Athletics if the involved student is an athlete. The University will also release information when a student provides written permission for information to be shared.

Any information gathered by the Office may be

[7] Students will be informed in writing of extensions of the timeline.

subpoenaed by law enforcement authorities as part of a parallel or subsequent investigation into the same conduct, or required to be produced through other compulsory legal processes.

Unless otherwise specified by the student, the University will respond to third-party requests for a student's disciplinary record (e.g. requests by graduate schools or employers) by disclosing only records of disciplinary matters that result in the change of a student's good disciplinary standing at the University. Matters that resulted in Disciplinary Probation are reported for seven years from the date that the student was found responsible for a violation of University policy. Matters that result in a Disciplinary Suspension, Expulsion, or Degree Revocation from the University are reported as a part of the student's permanent education record. Matters where students maintained good disciplinary standing are not reported unless otherwise specified by the student. This disclosure includes the student's violation(s), the corresponding sanction(s), and the date of determination.

Students and alumni may inquire about their disciplinary record by visiting: https://cssi.columbia.edu/. Additional information about FERPA can be found at Columbia University's Essential Policies for the Columbia Community.

V. AMENDMENTS

The University may amend this Policy periodically, as needed. Nothing in the Policy shall affect the inherent authority of the University to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the University community.

VI. APPENDIX

School-Specific Information

School-specific hearing procedures are instituted at the discretion of the Dean of each respective school.

Architecture, Planning, and Preservation, Graduate School of (GSAPP)	https://www.arch.columbia.edu/student-conduct
Arts & Sciences, Graduate School of (GSAS)	https://www.gsas.columbia.edu/content/deans-discipline
Arts, School of the (SOA)	https://arts.columbia.edu/policies/general-policy-conduct-and-discipline
Columbia Business School (CBS)	https://www8.gsb.columbia.edu/honor/resources
Columbia College (CC)	http://www.college.columbia.edu/academics/academicintegrity
Columbia Climate School (CCS)	https://climate.columbia.edu/
Journalism, School of (JS)	https://journalism.columbia.edu/content/general-policy-conduct-and-discipline
Columbia Law School (LAW)	https://www.law.columbia.edu/academics/registration-services/columbia-law-school-academic-rules
Dental Medicine, College of (CDM)	https://www.dental.columbia.edu/students/honor-code-and-guidelines-professionalism
Engineering and Applied Science, The Fu Foundation School of (SEAS)	https://bulletin.engineering.columbia.edu/academic-integrity-and-discipline
General Studies, School of (GS)	http://bulletin.columbia.edu/general-studies/academic-policies/academic-integrity-community-standards/

International and Public Affairs, School of (SIPA)	http://bulletin.columbia.edu/sipa/academic-policies/
Nursing, School of (SON)	http://nursing.columbia.edu/students/student-policies-and-procedures
Physicians and Surgeons, Vagelos College of (P&S)	https://www.ps.columbia.edu/education/student-resources/honor-code-and-policies
Professional Studies, School of (SPS)	http://sps.columbia.edu/student-life-and-alumni-relations/academic-integrity-and-community-standards
Public Health, Mailman School of (MSPH)	https://www.mailman.columbia.edu/people/current-students/community-standards
Social Work, School of (SW)	https://socialwork.columbia.edu/current-students/

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