**Student Conduct and Community Standards**

Student Conduct and Community Standards (SCCS) assists the Columbia community with the maintenance of a safe, honest, and responsible campus environment. The office may contact students if it is alleged that they have engaged in behavior that is inconsistent with University, affiliated school, or program policies and/or federal, state, or local laws. When such an allegation is made, students may be referred to the Dean’s Discipline process.

In addition to holding students accountable for their behavior through Dean’s Discipline, the office also serves as a resource for students who seek to develop skills and learn processes to hold peers accountable for inappropriate behavior.

**Frequently Asked Questions from Faculty**

**What to report?**

Students are referred to the Dean’s Discipline process if they are alleged to have engaged in behavior that is inconsistent with University policies and/or federal, state, or local laws. Practically speaking, you are most likely to encounter issues of academic integrity violations or classroom disruption.

**Why report?**

Academic dishonesty undermines our academic community; it is our shared responsibility to promote intellectual honesty and scholarly integrity.

By formally addressing these matters, we are able to challenge students to reason through ethical situations they encounter as part of the learning process. Reporting also promotes consistency, fairness, and accurate record keeping, particularly when students are found to be repeat offenders. Further, the Dean’s Discipline process supports you in promoting academic standards and protects you against any claims of bias.

**How to report?**

The submission form is located at: studentconduct.columbia.edu Information you will need to complete the referral includes: Student name and UNI; course name/section; course syllabus; assignment information; the work in question; any other supporting evidence.

**How will reporting this incident impact the student?** As it is a disciplinary process, a student found responsible for a violation of academic integrity will be subject to appropriate sanctions. However, the Dean’s Discipline process is also an educational one designed to challenge students to make better decisions and facilitate a broader understanding of the impact their behavior may have on the Columbia Community.

**Do I have to attend the hearing?** Faculty members do not attend the hearing. Once SCCS receives a report from an instructor alleging an academic integrity violation, the hearing officers use this information, in conjunction with the student’s statement, to determine if a violation of policy has occurred. The student’s adviser attends to offer guidance and support.

**How is an outcome determined?** The standard of proof used to make a determination of responsibility is that of “preponderance of the evidence.” This standard allows hearing officers to find a student responsible if the information shows that it is more likely than not that a violation occurred. If the student is found responsible, the degree of seriousness of the offense and the student’s previous disciplinary record, if any, will determine the severity of the sanction to be issued.

**Will I be informed of the outcome?** While a student’s educational record is protected by Family Educational Rights and Privacy Act of 1974 (FERPA), any instructor who reports an academic dishonesty incident will be notified whether or not a student has been found responsible.