Office of Judicial Affairs and Community Standards

Referring an Incident Report (Administrator)

This process is can be completed in three simple steps: Gather data, fill out the online form, and submit.

**Gathering Your Data** Be sure to gather all of your information and data prior to completing the online referral. Here is a list of some of the items that will be helpful:

- **Dates and Times** Be as specific as possible!
- **Location** Indicate where on campus this incident occurred: building(s), room(s), etc.
- **Communication** Enclose any communication that it relevant (between you and the student, etc). Make sure it is appropriate! Do not include any conjecture or any of your personal opinions in this referral.
- **Student Information** UNI, Name, etc.

### Filling Out the Online Form
- The submission form is located at: http://www.studentaffairs.columbia.edu/judicialaffairs/referral/
- Click on “report a student conduct/academic dishonesty incident” (This will open the online referral form in a new page).

### Completing and Submitting the Online Form
- Indicate whether any others were notified of the incident (i.e.: CU Public Safety, On-Call staff, etc.).
- Check over the referral to ensure that all information has been input.
- Enter the verification code generated and submit the referral.
- You’re done! If any further clarification is needed, a member of our office will contact you.