Office of Judicial Affairs and Community Standards

Referring an Incident Report (Student)

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 is relevant. 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).

Filling Out the Online Form

- Choose from “CC/CE Student,” “GS Student,” or “CU Affiliate Student” in the “Reporter Type” field.

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.