

STUDENT
DISCIPLINARY
PROCEDURES

2013-2014

As a lifelong member
of the Columbia Business
School community, I adhere
to the principles of

**TRUTH
INTEGRITY
& RESPECT.**

I will not lie, cheat, steal, or
tolerate those who do.

Table of Contents

Procedure for Student Grievances	1
Procedure for Student Discipline	7
Dean’s Disciplinary Procedure	11
<i>Appendix I:</i> Honor Code and Academic Conduct	23
<i>Appendix II:</i> Faculty and Student Standing Committees for Discipline	27

Procedure for Student Grievances

The following procedures are part of a process to ensure that the concerns of the University's students about experiences in the classroom or with faculty are addressed in an informed and appropriate manner. Due to the size and diverse nature of the University, each school at Columbia maintains its own process for addressing issues raised by students, including complaints about their faculty.

Columbia Business School believes that students, administrators and faculty have the right to express their views freely, within an atmosphere of tolerance and civility, and in an environment that is open to divergent views. Faculty and administrators must also, of course, treat students with respect and must not discriminate on the basis of race, gender, sexual orientation, disability, religion or other inappropriate categories. A full description of faculty obligations and rights may be found in the Faculty Handbook online: www.columbia.edu/cu/vpaa/fhb/main.html.

Experience has shown that most student concerns are best resolved in a collaborative way at the school level. The Business School offers several informal avenues of assistance to students who feel that members of its faculty and administrative staff have not lived up to their responsibilities. Students may also ask the Dean to conduct a hearing under the formal grievance procedures described in this statement. Those procedures, like the procedures of other schools, provide for a final appeal to the Provost.

Students, faculty and administrators who wish to comment on these procedures or suggest ways in which they can be improved are

welcome to email Assistant Dean & Dean of Students MBA, Nayla Bahri, at nbn9@columbia.edu, or to [Kelley Blanco, Assistant Dean and Dean of Students, EMBA at kbm13@columbia.edu](#).

Mediation

Students are encouraged to seek a resolution to their complaints by talking directly with their professors. When they encounter problems they feel they cannot discuss directly with their professors, they should contact the Dean of Students of their programs. The Deans of Students, who are responsible for the grievance and disciplinary process of the Business School, will assist students themselves or engage the appropriate division Chair, Vice Dean or Senior Vice Dean. When students encounter problems with an administrator, the Deans of Students may bring the matter to the School's Human Resources Office instead. These officials will provide advice and information to a student with a complaint about faculty conduct and, if the student wishes, seek to resolve the complaint through informal discussions with the professor or administrator.

Students may also bring their problems to the University's Ombuds Officer, who serves as an informal, confidential resource for assisting members of the University with conflict resolution. The Ombuds officer provides information, counseling and referrals to appropriate University offices. She will also mediate conflicts if both parties agree. She does not have the authority to adjudicate disputes and does not participate in any formal University grievance proceedings.

Grievance Hearings

Students are encouraged but not required to seek an informal resolution to their complaints against their faculty. They may elect, instead, to ask for a formal grievance hearing. They may also seek a grievance hearing if informal mediation fails. The grievance procedures students should follow will depend upon the school within which the faculty member is appointed and the nature of the alleged misconduct.

If the faculty member holds an appointment in the Business School, students may use the procedures described in this statement to address the issues listed below. If the faculty member belongs to another school, students must use the procedures of the faculty member's school. They may, however, ask for help from the Business School's deans in identifying and understanding the appropriate procedures.

Issues that are grievable under these procedures include:

- Failure to show appropriate respect in an instructional setting for the rights of others to hold opinions differing from their own;
- Misuse of faculty authority within an instructional setting to pressure students into supporting a political or social cause; and
- Conduct in the classroom or another instructional setting that adversely affects the learning environment.

These procedures do not take the place of the grievance procedures already established to address disputes over grades. Students should also use alternative procedures in the following situations:

If the alleged misconduct involves discrimination and sexual harassment, a student should file a complaint with the Associate Provost for Equal Opportunity and Affirmative Action. The procedures for handling such complaints are described in the statement *Student Policies and Procedures on Discrimination and Harassment*, which is on the web at:

http://eoaa.columbia.edu/files/eoaa/content/student_policies_procedures_discrim_harass_final_april_2013.pdf

Complaints against the School's faculty that allege scientific or scholarly misconduct are also evaluated using other procedures. These may be contained in the Statement on Professional Ethics and Faculty Obligations and Guidelines for Review of Professional Misconduct, available at:

www.columbia.edu/cu/vpaa/fhb/app/app_e.html.

Any student currently enrolled in the University and directly affected by the behavior of a faculty member of the School may ask for a grievance hearing under the procedures in this statement. The student initiates the hearing by submitting a written statement to the Dean of the School documenting the grievance. The request must be submitted no later than 30 days after the end of the semester within which the misconduct was alleged to have occurred.

The Dean will review the complaint to determine if there are sufficient grounds to proceed with a hearing or if the issues raised by the student can be resolved in another manner. If the Dean determines that a hearing is warranted, he or she will appoint an ad hoc Faculty Committee to conduct an investigation.

The faculty member is given the student's letter of complaint and invited to provide the ad hoc Committee with a written response.

The Committee reviews both statements and is given access to any other written documents relevant to the complaint. It will normally interview both the grievant and the faculty member and it may, at its discretion, ask others to provide testimony.

The investigative Committee serves in an advisory capacity to the Dean of the School. It is expected to complete its investigation in a timely manner and submit a written report to the Dean who may accept or modify its findings and recommendations. The Dean will inform both the student and the faculty member of his or her decision in writing.

The Committee ordinarily convenes within 10 working of being appointed by the Dean and ordinarily completes its investigation in a timely manner and sends the Dean its report within 30 working days of convening. The Dean normally issues his or her decision within 30 working days of receiving the Committee's report.

The Dean may discipline faculty members who are found to have committed a professional misconduct. Any sanctions will be imposed in a manner that is consistent with the University's policies and procedures on faculty discipline. In particular, if the Dean believes that the offense is sufficiently serious to merit dismissal, he or she will initiate the procedures in Section 75 of the University Statutes for terminating tenured appointments, and non-tenured appointments before the end of their stated term, for cause.

Appeal

Either the student or the faculty member may appeal the decision of the Dean to the Provost. Findings of fact, remedies granted the student and penalties imposed on the faculty member are all subject

to appeal. A written appeal must be submitted to the Provost within 15 working days of the date of the letter informing them of the Dean's decision.

Normally, the Provost takes no longer than 30 working days to evaluate an appeal. The Provost usually confines his or her review to the written record but reserves the right to collect information in any manner that will help to make his or her decision on the appeal.

The Provost will inform both the student and the faculty member of his or her decision in writing. If the Provost decides that that faculty member should be dismissed for cause, the case is subject to further review according to the procedures in Section 75 of the University Statutes, as noted above. Otherwise, the decision of the Provost is final and not subject to further appeal.

Confidentiality

All aspects of an investigation related to student grievances are confidential. The proceedings of the grievance committee are not open to the public. Only the student grievant and the faculty member alleged to have committed misconduct receive copies of the decisions of the Dean and the Provost. Everyone who is involved with the investigation of a grievance is expected to respect the confidentiality of the process.

Procedures for Student Discipline

The Business School is an academic and professional community committed to fostering intellectual inquiry and learning in a climate of academic freedom, integrity, honesty and respect for the rights of others. Its members are expected to uphold these principles at all times and to abide by the regulations of the Business School and the University. They are also expected to obey local, state and federal laws. Students continue at the University, receive academic credits, graduate, and obtain degrees subject to the disciplinary powers of the Business School and University. The Trustees of the University have delegated responsibility for student discipline to the deans of the individual schools. Students should be aware that academic dishonesty (for example, plagiarism, cheating on an exemption, or dishonesty in dealing with a faculty member or other University official) or violence, threatening behavior, or harassment are particularly serious offenses that will be dealt with severely under the Business School and University Disciplinary Procedures. Thus, any student who engages in any form of academic or personal misconduct is subject to the disciplinary procedures developed by the Business School. Since student status does not render the individual immune from non-University jurisdiction, infractions of city, state and federal laws may be referred to civil authorities. Such referral does not preclude disciplinary action within the University when it would serve the best interest of the academic community. This document outlines these policies and the disciplinary procedures invoked in cases of student misconduct.

Policy on Academic and Personal Misconduct

The Business School prohibits academic dishonesty or misconduct. Without trying to list every example, the following illustrate the different forms that academic fraud or misconduct can take:

1. Failure to comply with the Honor Code (Appendix I);
2. Cheating on examinations or tests; also fabrication of data and/or fabrication of results;
3. Plagiarism, the failure to adequately acknowledge ideas, language or research of others in papers, dissertations or other work;
4. Knowingly assisting others in plagiarism by making one's papers, essays, or written work available for such use;
5. Misstatement of misrepresentation in connection with any academic matter, such as in an application for admission or financial aid, or during a formal inquiry by University officials;
6. Misuse, alteration, or fabrication of University documents, records and credentials, including transcripts and I.D. cards;
7. Improper use of the library and its resources, including theft or purposely hoarding or hiding books or materials;
8. Misconduct in carrying out teaching or research responsibilities. See appendix C for faculty guidelines. These guidelines apply to anyone teaching or conducting research at Columbia;

The Business School also strictly prohibits conduct that disrupts or interferes with the operations of the University or activities of any member of the University community. The following types of misconduct fall under this rubric:

1. Harassment, coercion, or intimidation of any member of the community. This includes behavior that is rude or abusive and harassment based on personal characteristics such as gender, race, ethnicity, religion, disability, age or sexual orientation;
2. Interference with instruction or research;
3. Unauthorized or improper use of University services, equipment, library, or laboratory facilities, including computers, CU email, CU web addresses, and telephones;
4. Failure to comply with an order of a legitimate University authority acting in the line of duty, including a security officer, faculty member, or other official;
5. Violation of other rules of the University or the Business School

Please note: The University has established alternative policies and procedures for the following types of misconduct:

1. Disruptions of the operations of the University during demonstrations, rallies, picketing and circulation of petitions may be dealt with through the Rules Administrator of the Rules of University Conduct (see heading “Rules of University Conduct” in Appendix C of FACETS);
2. Discrimination and sexual harassment may be dealt with through the Office of Equal Opportunity and Affirmative

Action, the Ombuds Office, the dean of the school of the student alleged to have committed misconduct if he or she is a student, or the Department of Public Safety if the situation may involve criminal activity (See Appendix E of FACETS);

3. Sexual misconduct by a student may be dealt with through the Office on Sexual Misconduct Prevention and Education (See Appendix F on FACETS);
4. Academic assessment of students resides with the Business School faculty. Thus, in disciplinary cases where assessment is an issue, the procedure is limited to assuring that the assessment was made impartially and according to procedures applicable to all students.

Dean's Disciplinary Procedures

Students may be brought before Columbia Business School's Dean's Disciplinary Procedure for alleged violation of the Honor Code or any CBS or CU policy on conduct. The Columbia Business School Dean's Disciplinary Procedure for MBA students is administered by the Assistant Dean & Dean of Students for MBA Programs. The Columbia Business School Dean's Disciplinary Procedure for EMBA students is administered by the Assistant Dean & Dean of Students for EMBA Programs.

Charge of Misconduct

Charges of misconduct may be brought to the Assistant Dean & Dean of Students in person or in writing. The Dean's Disciplinary Procedure may take one of two paths: informal or formal resolution. Cases that are resolved informally are handled between the two parties involved in the allegation with the support of the Assistant Dean and Dean of Students. Disciplinary cases that are resolved formally are handled through the Dean's Disciplinary Committee, which involves students and faculty as selected by the Assistant Dean & Dean of Students. The Committee has authority to conduct a proceeding for the following types of complaints:

1. A charge of academic misconduct against a student, usually brought by a faculty member or division.
2. A charge of non-academic misconduct against a student, which could be brought by any member of the Business School or University community.

Procedure for Disciplinary Cases: Informal Resolution

In many cases, charges of misconduct are resolved by an individual faculty member and the student involved, or by the two individuals involved, with or without a third party acting as mediator. Either party may wish to involve the Assistant Dean & Dean of Students, the faculty member or the Divisional Chair at the outset of the informal resolution process. Discussions aimed at informal resolution must remain confidential and generally should last for no more than 30 working days. All incidents addressed through informal resolution that do not involve the Assistant Dean & Dean of Students but include sanction must be filed in writing with the Assistant Dean & Dean of Students. At any time during the informal resolution process, but prior to the final resolution, either party may choose to move towards the formal resolution process. Informal proceedings are confidential, and everyone who is involved in the Procedure for Disciplinary Cases is expected to respect the confidentiality of the process.

Procedure for Disciplinary Cases: Formal Resolution

The Dean's Disciplinary Panel Hearing Process

Prior to Hearing

A proceeding is initiated by the complainant presenting a written statement to the Assistant Dean & Dean of Students outlining the charge and the conduct that precipitated the charge for referral to the Disciplinary Committee. Charges shall be timely if brought within one semester of the alleged misconduct. However, under special circumstances, this time limit may be extended.

A student alleged to have committed academic dishonesty or misconduct will receive written notice of the complaint at least two weeks before he or she is required to appear before the Committee. The written complaint sets forth the charge and the alleged conduct in support of that charge. Both the student alleged to have committed academic dishonesty or misconduct and the complainant will be informed of the requirements of confidentiality of the proceedings, and the need to inform any potential witnesses of these requirements. The student alleged to have committed academic dishonesty or misconduct will be advised that he or she is expected to cooperate in the investigation of the complaint and that he or she has a right to appear before the Disciplinary Committee to speak in his or her defense. The student is also informed of the potential penalties should he or she be found guilty.

The student alleged to have committed academic dishonesty or misconduct may, but need not, submit a written statement in response to the complaint, and will typically appear at the proceeding.

Both the complainant and the student alleged to have committed academic dishonesty or misconduct will be informed prior to the hearing of their rights to identify witnesses and documents. Witnesses' names will be submitted to the Assistant Dean & Dean of Students at least ten days in advance of the first session of the hearing. Rebuttal witnesses, if any, may be identified and their names forwarded to the Assistant Dean & Dean of Students during the hearing process. The Assistant Dean & Dean of Students will contact witnesses to schedule their appearances and to advise them about procedure and the requirement of confidentiality of the proceedings.

Prior to and during the hearing, the Assistant Dean and Dean of Students may grant extensions of time for good reason to either party in order to produce supporting evidence or to appear at a session.

At any time after a complaint has been received, but prior to a decision being rendered by the Committee, the parties may agree to settle the matter between themselves with the help of a mediator or the Assistant Dean & Dean of Students through the informal resolution process.

The Hearing Process

The hearing is held before the Disciplinary Committee, whose composition is based on the nature of the infraction. For an Academic infraction the committee includes: (a) three faculty chosen by the Assistant Dean & Dean of Students from among the Faculty Standing Committee for Discipline (“FSCD”), (b) two students chosen by the Assistant Dean & Dean of Students from among the Student Standing Committee for Discipline (“SSCD”), drawn from the Honor Board and (c) the Assistant Dean & Dean of Students who serves ex officio in a non-voting capacity. For a Non-academic infraction the committee includes: (a) one faculty chosen by the Assistant Dean & Dean of Students from among the Faculty Standing Committee for Discipline (“FSCD”), (b) two administrators (Assistant Deans or higher rank) selected by the Assistant Dean & Dean of Students from outside of his/her unit, (c) two students chosen by the Assistant Dean & Dean of Students from among the Student Standing Committee for Discipline (“SSCD”), drawn from the Honor Board and (c) the Assistant Dean & Dean of Students who serves ex officio in a non-voting capacity. When the nature of the infraction is ambiguous, or both Academic and Non-

academic infractions exist in a single case, the procedure will follow that of an Academic infraction. The Assistant Dean & Dean of Students chairs the meeting and provides whatever administrative support the committee needs. A quorum shall consist of four voting members.

Before members of the Committee begin their deliberations, the Assistant Dean & Dean of Students may appoint a replacement for any member of the committee who believes him or herself to be biased or to have a conflict of interest. Faculty will be replaced with faculty, students with students, and the Assistant Dean with an administrator of the Assistant Dean's choosing. The student alleged to have committed academic dishonesty or misconduct may request that their cluster's Honor Board Member be present during the hearing. The Honor Board Member may act as a silent person of support for the student alleged to have committed academic dishonesty or misconduct, but is not permitted to participate in the hearing process.

The hearing may involve one or more sessions, depending on the time it takes to collect, present and evaluate the evidence needed to review the charge of misconduct. Hearings are conducted in a timely fashion, that is, are completed by the end of the semester following the one in which the student received notification of the charge of misconduct.

Once the hearing has commenced, the Committee may make any procedural decisions it deems necessary to ensure fairness and to avoid undue delay. It also may look at any evidence it deems relevant and material to the proceedings, and may decide the appropriate weight that should be accorded to any evidence it considers. The Committee determines the admissibility, relevance

and materiality of the evidence offered, and may exclude any evidence or witnesses it deems repetitive, irrelevant or disruptive.

At the first session the charge is read and understood by all members of the Committee, and the written complaint discussed by the Committee. If the student alleged to have committed academic dishonesty or misconduct has provided a written statement in response to the complaint, that statement also is given to the Committee and discussed.

The complainant may be asked by the Committee to appear before it to discuss the complaint, and to answer any questions its members may have. The student alleged to have committed academic dishonesty or misconduct does not have the right to be present at this proceeding and is not privy to Committee deliberations. Similarly, the student may be asked by the Committee to appear before it to discuss the complaint, and to answer any questions Committee members may have, but may choose not to do so. The student may select a member from the Business School community to appear before the Committee to speak on his or her behalf. The advocate may not pose questions to the Committee members or intervene in the proceedings in any way, and is not privy to Committee deliberations. Although the student alleged to have committed academic dishonesty or misconduct is free to consult with an attorney, he or she is not permitted to have an attorney present during the disciplinary proceeding or at any appeal.

If the student alleged to have committed academic dishonesty or misconduct chooses not to appear or testify, he or she is informed that the Committee will proceed to a decision.

The proceeding is not an adversarial courtroom-type proceeding. Rather, the proceeding is intended to educate the members of the Committee so that they may determine the truth of the charges made. There is no verbatim transcript.

All deliberations of the Committee are held in private. To find a student in violation of School policies on academic and personal misconduct, the Committee must be persuaded that there is “clear and convincing” evidence that an infraction of the rules for academic or personal conduct has occurred, and must decide by majority vote. The Committee also decides on the appropriate sanction if an infraction has occurred.

The decision of the Committee is rendered in a written report and includes the rationale for the decision and any supporting evidence, and the sanction recommended. The decision should in most cases be rendered within ten working days of completion of the hearing.

Procedure for Disciplinary Cases: Sanctions

The sanctions below may be referenced for both the informal and formal disciplinary proceedings. A decision to impose sanctions requires at least three members of the Committee voting in favor of sanctions in the formal proceeding.

Sanctions shall be imposed that are appropriate to the nature and severity of the violations to which they are attached and to the student’s general character and behavior as a member of the Business School community. A non-exhaustive list of authorized sanctions includes:

- Warning, a reprimand, which becomes part of the student's official record but is not considered a formal disciplinary action;
- Additional work such as writing extra papers, or accumulating extra credits in order to graduate;
- Probation, with or without conditions such as counseling, which is intended to serve as a serious warning to students whose conduct gives cause for concern. It is hoped that probation will cause the student to return to satisfactory behavior. The student will be relieved from probation if, at the end of a set period of time, satisfactory conduct has been maintained. Failure to meet the conditions of probation is a serious matter, and will ordinarily result in suspension or dismissal;
- Suspension, which requires that the student not register for a period of one or more semesters and is recorded on the student's permanent transcript;
- Dismissal, an action taken in serious disciplinary cases, which ends a student's connection with the University and is recorded on the student's permanent transcript.

A combination of sanctions is also authorized.

Penalty Guidelines for Breaches of the Honor Code

The table below lists examples of various breaches of the Honor Code — including plagiarism, cheating, and disruptive conduct — and the range of penalties that can be expected in the case of each.

Infractions	Examples	Sanction
<p>Plagiarism or cheating on a formal examination or other culminating experience</p>	<p>Plagiarism: submitting the work or ideas of another as one's own; passing off the words, ideas or work of another as one's own; use of Internet sources without proper citation or credit to the source; self-plagiarism.</p> <p>Cheating : request or receive unauthorized help; use of crib notes or other impermissible aids during exams; inappropriate use of technology during an exam, such as opening prohibited computer files, use of cell phones, blackberries, or other communication devices, checking reading or sending email during any exam; passing on exam materials that are marked as 'not to be shared' to other students; looking into other students' work (or allowing others to do so); aiding and abetting others who cheat.</p>	<p>Range from F in the class to suspension or dismissal from the School.</p> <p>Repeat offenses escalate the penalty for an infraction.</p>

<p>Plagiarism or cheating on course assignments (e.g. homework, case submission)</p>	<p>Plagiarism: submitting the work or ideas of another as one's own; passing off the words or ideas of another as one's own; use of Internet sources without proper citation or credit to the source; self-plagiarism; turning in another student's work as one's own.</p> <p>Cheating: request or receive unauthorized help; passing on homework materials that are marked as 'not to be shared' to other students; working as a group on assignments designated as 'individual or type C' assignments; adding the name of a student to a group project when that student did not contribute significantly to the group's work.</p>	<p>Range from F in the class to suspension or dismissal from the School.</p> <p>Repeat offenses escalate the penalty for an infraction.</p> <p>Significant mitigating factors, such as lack of intent or an inadvertent error, may lower the penalty.</p>
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<p>Disruptions to the learning process (where expectations have been clearly set by the faculty or administration) or to the School's (broadly defined) community.</p>	<p>Verbal or physical abuse of faculty, administrators or other community members; inappropriate use of technology either during class (such as the unauthorized use of computers or mobile devices) or outside of class (such as email spamming); actions or activities that embarrass the School to its outside constituencies; tardiness to class or unexcused absences from class.</p>	<p>Range from expulsion from the class and an F grade in the course to loss of student privileges and/or suspension and dismissal from the School.</p> <p>Repeat offenses escalate the penalty for an infraction.</p>
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**Note: The list of examples and table are not exhaustive and serve merely as guidance for both the informal resolution process and the formal disciplinary procedures. A combination of sanctions is also authorized.*

Notification

Notification of the Committee's decision and its written report are sent to the party of the student alleged to have committed academic dishonesty or misconduct by the Assistant Dean & Dean of Students and filed with the student's file.

Procedure for Disciplinary Cases: Appeal

An appeal may be submitted by letter to the Faculty Executive Committee within thirty working days of receipt of notification of the sanctions imposed, clearly stating the grounds for appeal. The Executive Committee shall review the record and may consult with the members of the Dean's Disciplinary Committee, but shall not consider new evidence. Ordinarily, the determination of an appeal will be based on procedural grounds rather than a re-examination of the facts. If the Executive Committee finds that there is new evidence that the Disciplinary Committee did not consider, the Executive Committee should ask the Disciplinary Committee to reconvene to consider the new evidence. The decision of the Executive Committee is final. Both the complainant and the student alleged to have committed academic dishonesty or misconduct are advised of the outcome of any appeal in writing, as are members of the Disciplinary Committee.

In the event that the Executive Committee is unable to meet for a sustained period of time, the Dean of the School will assume the appellate role of the Executive Committee. Any decision rendered by the Dean on an appeal should be reported to the Executive Committee in a timely fashion.

Appendix I:

Honor Code & Academic Conduct

The Columbia Business School Honor Code

As a lifelong member of the Columbia Business School community, I adhere to the principles of truth, integrity, and respect. I will not lie, cheat, steal, or tolerate those who do.

Academic Conduct

All students are subject to the Columbia Business School Honor Code for all of their academic work. Failure to comply with the Columbia Business School Honor Code may result in disciplinary action.

Examples of Academic Misconduct

The following non-exhaustive list illustrates the different forms that academic fraud or misconduct can take:

1. Cheating on examinations or tests; also fabrication of data and/or fabrication of results;
2. Plagiarism, the failure to adequately acknowledge ideas, language or research of others in papers, essays, dissertations or other work;

3. Knowingly assisting others in plagiarism by making one's papers, essays, or written work available for such use;
4. Misstatement of misrepresentation in connection with any academic matter, such as in an application for admission or financial aid, or during a formal inquiry by University officials;
5. Misuse, alteration, or fabrication of University documents, records and credentials, including transcripts and I.D. cards;
6. Improper use of the library and its resources, including theft or purposely hoarding or hiding books or materials;
7. Misconduct in carrying out teaching or research responsibilities.

Resources for Appropriate Academic Conduct

The following materials are available for all students to utilize to guide them through appropriate academic conduct. As a rule, questions about academic conduct should begin in consult with the professor.

A. Assignment Guidelines For Individual and Group Work.

The table below outlines the individual and group assignment lettering system (A through D), including guidelines for working together and discussion, submission of work, and grades received.

Type	Designation	Discussion of Concepts	Preparation of Submission	Grade
A	Group/group	Permitted with designated group*	By the group	Same grade for each member of group
B	Group/individual	Permitted with designated group*	Individually (No sharing of any portion of the submission)	Individual
C	Individual/individual	None of any kind	Individually	Individual
D	An optional additional category to be defined in details by the individual faculty member			

**The designated group is either the assigned study group or learning team, or a self or instructor-selected team used for the duration of the course.*

B. Citation:

Columbia Resources may be found at the CU Library's website:
library.columbia.edu

Other commonly accepted styles for citations:

- Modern Language Association: mla.org/style
- American Psychological Association: apastyle.apa.org/
- Chicago Manual of Style: chicagomanualofstyle.org/home.html

Appendix II: **School Standing Committees for Discipline**

Student Standing Committee for Discipline

The Business School will have a Student Standing Committee for Discipline ("SSCD") consisting of all members of the Honor Board, which operates under the jurisdiction of the Graduate Business Association, and Ph.D. students elected by the respective doctoral programs. Members will be called to serve in the event of a formal procedure of the Dean's Disciplinary Procedure for student misconduct.

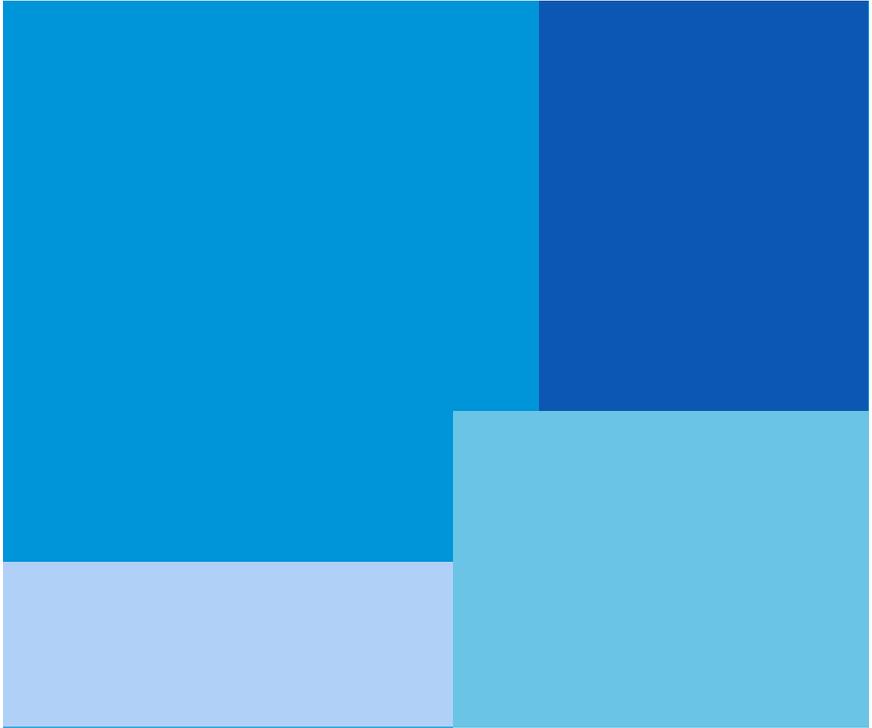
Members of the Honor Board will be elected by student clusters. Each student cluster will elect one member to the Honor Board. Members normally will serve until their graduation. In the event that circumstances occur that require a student to relinquish his or her membership on the Honor Board prior to graduation, the Honor Board will replace that student with another student selected by either the Honor Board or the cluster to which the representation belonged. If an Honor Board Member is elected to serve as the VP of Honor for the Graduate Business Association then a new Honor Board Member must be elected by the cluster.

Each doctoral program of the Business School will, at the beginning of each academic year, elect one Ph.D. student in good standing from that program to serve on the SSCD. Ph.D. students normally will serve one-year terms, with no limit on the number of terms a student can serve. In the event that it is necessary to replace a

student member prior to completing his or her term on the Committee, an interim election may be held to replace that student with another student to serve for the remainder of the term.

Faculty Standing Committee for Discipline

The Business School will have a Faculty Standing Committee for Discipline ("FSCD") composed of six senior (with tenure) members of the Business School faculty, who will stand ready to serve on either the Business School's Grievance or Disciplinary Committee if asked. Members of the Standing Committee will serve two-year, staggered, terms. The Committee will consist of one faculty from each of the five academic divisions of the School and an additional faculty member drawn from the Division of Finance and Economics. Committee members will be appointed by the Dean of the School in consultation with the Divisional Coordinator of the respective faculty member's division. To assure continuity among Committee members, initially three Committee members will be appointed for one-year terms, and three for two-year terms. Subsequently, at the expiration of members' terms, all appointments will be for two-year terms. Faculty may serve more than one term. In the event that a member is unable to complete his or her term, the Dean can appoint a replacement for that faculty member for the completion of the term in consultation with the appropriate Divisional Coordinator.



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