
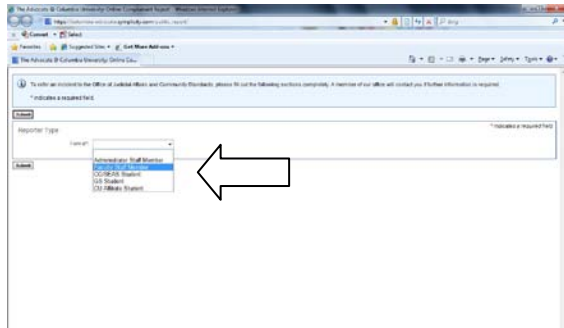

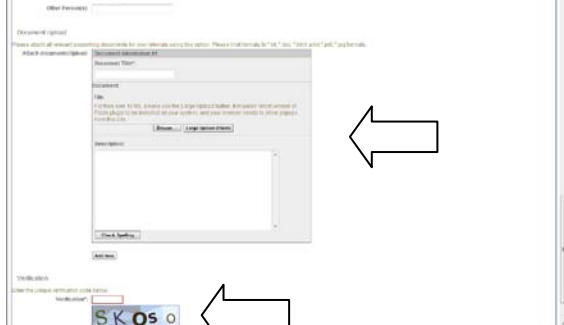


This process can be completed in four simple steps: Gather data, fill out the online form, attach documents, and submit.

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:

- **The Assignment(s)** This could include the course syllabus, the actual assignment description, due dates, etc.
- **The Work(s) in Question** This could include a digital version of the submitted work (scanned, actual submitted file document) and any supporting evidence. You may make arrangements with our office to submit physical documentations.
- **Dates and Times** This could include due dates, submission dates, posting dates, etc.
- **Communication** Enclose any communication that is relevant (with the student, etc). Make sure it is appropriate! Do not include any conjecture or any personal opinions in this referral.
- **Student Information** UNI, Name, etc.

	
<p>Filling Out the Online Form</p> <ul style="list-style-type: none"> • 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). 	<p>Filling Out the Online Form</p> <ul style="list-style-type: none"> • Choose “Faculty Staff Member” in the “Reporter Type” field.
	
<p>Filling Out the Online Form</p> <ul style="list-style-type: none"> • Fill out all of the required information. • Be sure to include course code, name, and section. • Also include the date of the exam or the date of submission for an assignment. (The incident time is not relevant.) • The location of “other” is sufficient. • Please indicate any other witnesses present. • When describing the incident, please only submit factual information. Remember to answer “who, what, and how.” • Indicate if any notifications were made regarding this referral (i.e.: Advising Dean, Academic Affairs, etc.). 	<p>Attaching and Submitting the Online Form</p> <ul style="list-style-type: none"> • Attach any relevant documents using the “Document Upload” form. Multiple files may be attached but must be done so <u>separately</u>. (Physical files may also be submitted directly to OJA. Please contact our office directly to make arrangements.) • 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.