

Contents

I. Code of Academic Integrity 2
With regard to any assignment..... 2
With regard to written assignments 3
With regard to in-class examinations..... 3
With regard to oral presentations 3
II. Disciplinary Charges 3
III. Disciplinary Hearing Procedures 3
A. Composition and Responsibilities of the Honor Board 4
B. Initial Review Procedures 4
Initial Determination 4
Co-chairpersons' Initial Determination..... 4
C. Full Honor Board Hearing..... 5
D. Advisor..... 5
IV. Sanctioning Guidelines..... 5
V. Appeal Proceedings..... 6
VI. Enforcement and Recording of Honor Board Determinations 6
VII. Links to Related Policies and Procedures and Online Resources for Understanding and Avoiding Plagiarism..... 6
Links to Related Policies and Procedures: 6
Online Resources for Understanding and Avoiding Plagiarism: 7
Columbia University Student Conduct and Community Standards 8
Informal Conflict Resolution 9
Formal Grievance Procedures 9
Appeal..... 10
Confidentiality 11
Use of Copyrighted Material on Columbia’s Computer Systems and Network 11
Copyright Law and Policy 11
Responsibility 12
Copyright Abuse..... 12
Use of Services..... 12
Monitoring..... 12
Network Abuse..... 13
Procedures 13

Honor Code of Academic Integrity

Personal and professional honesty is a keystone of excellence in academic pursuits, scientific research, and service. In 1978 the School Assembly drafted an Honor Code relating specifically to student/faculty responsibilities in assuring academic integrity. In 1992 the School's Academic Standards Committee further defined the students' responsibilities in assuring that academic integrity is maintained. These documents were reviewed and revised by specially appointed Honor Code Committees, with student and faculty members, in 2003 and 2008, and are described in full on the pages below. This current version went into effect in late August, 2009.

As of May 24th, 2010, the Mailman School of Public Health actively uses the software program "Turnitin." This is one part of the School's comprehensive approach to its Honor Code. This includes a focus on education and prevention but also encompasses detection of possible violations.

I. Code of Academic Integrity

Public health practice requires the highest degree of responsibility and integrity. Violations of the Honor Code are viewed very seriously by the Mailman School of Public Health. To prevent misunderstanding and to assure the highest possible standards of conduct, all Mailman faculty and students must agree to abide by the following tenets.

To promote academic integrity, all course requirements and expectations should be clearly specified by the instructor at the beginning of the course. Included should be attendance requirements; performance expectations in writing assignments, exams, and oral presentations; and criteria for evaluation. In addition, any deviations from the expectations outlined below should be explicitly addressed and clarified by the instructor. If there is any ambiguity in course requirements or expectations, it is the responsibility of the student to seek clarification from the instructor.

The following standards and expectations apply to all written assignments, examinations, and oral presentations, unless the instructor specifically directs otherwise. These rules should not, however, be construed as mandatory; variations from these rules are at the instructor's discretion, so long as variations are clearly stated in the course syllabus or other document (e.g., written instructions for a particular assignment). Individual faculty members may well experiment with alternate formats, being careful to present clearly the specifications in advance of the assignment.

With regard to any assignment

- If you use or paraphrase another person's ideas, you are to acknowledge the source in a proper citation.
- If you use the actual words or expressions of another person or source, including the Internet, you must indicate such use by incorporation of quotation marks and a proper citation. If questions arise concerning proper use of quotations, citations, or bibliography, students should contact instructors.
- You are to provide your own work, not someone else's, unless explicitly directed by the instructor. Examples of using someone else's work include: submitting essays, or portions of essays, written by other people as one's own; or collaborating with others on an assignment or examination without specific permission from the faculty member to do so.
- Students should obtain the permission of their instructor before seeking editorial assistance with assignments. In addition, if editorial assistance is received, the name of the person providing that assistance should be indicated in the academic work submitted.
- Students may not submit material prepared for one course to fulfill the requirements for a second course without having received prior written permission from both instructors.

With regard to written assignments

- Unless otherwise specified by the instructor, all written assignments (e.g., papers, essays, homework, theses, dissertations, and take-home examinations) are to be the original work of each student, being completed by the student alone, using only appropriate and approved resources. If there is any question as to what constitutes an approved resource or reference tool, the student should request clarification from the instructor.
- All sources must be referenced and quotations identified. If there is any doubt about proper procedures, students should consult the instructor.
- Students may not work with another student on any part of a written assignment, nor may they consult with any faculty member or other individual without the express permission of the course instructor.
- Written assignments should not be shared with fellow students or others prior to submitting the assignment to the instructor.
- Take-home examinations are to be considered "closed book" exercises (i.e., no course or outside materials are to be consulted), unless directed otherwise by the instructor.

With regard to in-class examinations

Unless otherwise specified by the instructor, no assistance may be sought or given by any student, and no notes, texts, or other written material may be consulted during the examination.

With regard to oral presentations

All audio-visual materials used in presentations must be appropriately referenced and sources/quotations identified.

If a student is accused of violating the Honor Code in a particular assignment, and if an Honor Board determines that the infraction occurred, then the Honor Board may recommend that the student receive a failing grade or grade of "0" on that assignment, which could be incorporated in the calculation of the final course grade.

II. Disciplinary Charges

The procedures outlined in this document constitute the formal administrative mechanisms by which Mailman School of Public Health responds to allegations of Honor Code violations. Faculty and students are responsible for reporting any violations of the Honor Code, observed or otherwise identified or suspected; but it is the responsibility of the School to pursue and investigate allegations and, where appropriate and necessary, impose sanctions. In the event of a suspected Honor Code violation, the faculty member or student may, at their discretion, informally consult appropriate Mailman School of Public Health colleagues for advice, such as a faculty member, department chair, or a representative from the Office of Student Affairs. **All faculty and students are required to use these Honor Code enforcement procedures to address suspected Honor code infractions, rather than to try to resolve them on an individual basis.**

- Confidentiality must be strictly maintained by all parties; only those with a legitimate need to know shall be informed.
- Professors must withhold assigning grades for any disputed assignments and the final course grade until the Disciplinary Hearing and Honor Board Procedures have been completed.
- A written complaint is required to initiate the process. If a student or faculty member suspects that an Honor Code infraction has occurred, he or she (hereafter referred to as the "witness") must address a written complaint to the Dean of Students, describing the circumstances of the suspected infraction and the person believed to be responsible.

III. Disciplinary Hearing Procedures

Within five (5) business days of receipt of a written complaint addressed to the Dean of Students, the Dean of Students (or her/his designate from within the Dean of Students' office) will contact the witness to discuss

the witness' complaint. The witness is encouraged to describe the relevant facts, as well as his/her impressions and thoughts regarding the gravity of the incident, its implications, and consequences. Based on this conversation and all relevant information, the Dean of Students will determine whether the complaint warrants a formal disciplinary procedure. Should the complaint warrant formal disciplinary review, the Dean of Students and the Director of Student Affairs will convene an ad hoc Honor Board within ten (10) business days of that decision.

A. Composition and Responsibilities of the Honor Board

A full Honor Board will consist of two (2) faculty members and two (2) students, each of whom is appointed by the Dean of Students on an ad hoc basis. Two of the four members, one student and one faculty member, will serve as co-chairpersons. The co-chairs serve two important functions: first, they and the Director of Student Affairs (or designee) are responsible for reaching an "initial determination" on the case (described below); and second, they serve as the liaisons to the full Honor Board regarding administrative matters and scheduling. All communications may be directed to either chairperson, and the co-chairs will make decisions jointly (e.g., on dates and on circumstances for meetings and hearings). The Director of Student Affairs (or another representative from the Office of Student Affairs) will serve as an ex officio member of the Honor Board.

B. Initial Review Procedures

Once members of the Honor Board are identified, subsequent Honor Board procedures can take two forms: abbreviated review by the co-chairpersons (the "Initial Determination"), or review via a full Honor Board Hearing.

Initial Determination

Immediately following selection of the Honor Board members, the Director of Student Affairs will review the written complaint and inform the student accused of violating the Honor Code of the charge in writing. Notification will include the nature of the complaint, by whom it was made, and the composition of the Honor Board. A date will then be set for the Initial Determination meeting of the co-chairpersons and the Director of Student Affairs (or designated Student Affairs representative) with the accused student, typically within two (2) weeks of the written notification to the accused student.

Co-chairpersons' Initial Determination

As a first step, the two co-chairpersons review the written complaint and meet with the Director of Student Affairs and the accused student. The co-chairs and the Director determine whether the infraction occurred, whether the accused student is responsible for the alleged infraction, and possible sanctions. Their determinations might include:

- The accused student is not responsible for the alleged violation of the Honor Code;
- Further evidence or information is required before the Initial Determination can be made (in this case, a continuation of the procedure must be scheduled within one week);
- The accused student is responsible for the alleged violation of the Honor Code;
- A full Honor Board hearing is required.

Should the co-chairpersons, after the initial hearing, determine that the alleged infraction did indeed occur and that the accused student is responsible, they may recommend a suitable penalty or course of action. (Commonly-imposed sanctions are listed in the next section.) The outcome of the Initial Determination, including sanctions (if any), will be provided in writing to the student within five (5) business days of the hearing by the Director of Student Affairs. If the co-chairpersons recommend a penalty or course of action which is acceptable to the accused student, the matter ends there. The student charged has five (5) business days, however, to challenge (appeal) the finding and/or sanction. If the accused student does challenge the finding and/or sanction, then the Dean of Students will review the matter and either (1) recommend the case

be heard by a full board, (2) adjust the decision based on the student's appeal, or (3) reject the appeal and uphold the decision of the initial review.

C. Full Honor Board Hearing

The full Honor Board hearing begins with one of the co-chairpersons presenting the available facts of the case to the other members of the Honor Board. The Board will then hear testimony first from the witness; then from the accused student, who may or may not be accompanied by a chosen advisor (see section D below). The witness and the accused student will testify separately with only Honor Board members present. After hearing all of the testimony, the Board may recall those testifying (either separately or collectively) or other relevant witnesses for further questions or clarifications.

Following the hearing, the Honor Board members will decide on a finding. Possible findings include:

- The accused student is not responsible for the alleged violation of the Honor Code;
- The accused student is responsible for the alleged violation of the Honor Code;
- The hearing is held open pending the acquisition of further evidence (in this case, a continuation of the procedure must be scheduled within one week).

Should the Honor Board, after hearing testimony from all concerned, determine that the alleged infraction did indeed occur and that the accused student is responsible, then the Honor Board may recommend a suitable penalty or course of action. (Commonly-imposed sanctions are listed in the section IV.) The Director of Student Affairs must inform the accused student of the Honor Board's determination (and any possible sanctions) in person or by telephone and in writing within five (5) business days of the full hearing. If the full Honor Board's finding or sanction is unacceptable to the accused student, then the accused student has the right to an appeal within five (5) business days of receipt of written notification of the Honor Board decision. See the subsequent section, Appeal Proceedings.

D. Advisor

An accused student will be allowed, if he or she so requests, the presence in all proceedings of an advisor, chosen from the student body or faculty of the Mailman School. Note, however, that the Honor Board process is not a legal proceeding. Lawyers are not permitted to attend the initial determination meeting or full Honor Board hearing (but nothing shall prohibit the accused student from consulting a lawyer). No one other than members of the Honor Board, those directly involved in a case, and their designated advisors, will be present at any meeting or hearing. All participants in meetings and hearings will be reminded that Honor Board proceedings are strictly confidential and should not be discussed with individuals who are not formally involved in the process.

IV. Sanctioning Guidelines

If an accused student is found responsible for violation(s) of the Honor Code, the Honor Board will impose sanctions chosen to correspond to the seriousness of the accused student's offense. Sanctions are recommended by the members of the Honor Board and are imposed after they have been reviewed by the Director of Student Affairs with regard to precedent and the sanctions' severity. The Director of Student Affairs must inform the accused student of the Honor Board's determination (and any possible sanctions) in person or by telephone and in writing within five (5) business days of such determination. Professors must withhold assigning the final course grade and grades for any disputed assignments until the conclusion of the Disciplinary Hearing proceedings.

Sanctions include but are not limited to:

- A notation of Disciplinary Probation in the student's file (to be destroyed upon graduation).
- A notation of Disciplinary Probation in the student's permanent record. (The permanent record is not destroyed and is used for references and clearances post-graduation.)
- A notation of Disciplinary Probation on the student's transcript.

- A notation of Deferred Suspension in the student's file (to be destroyed upon graduation).
- A notation of Deferred Suspension in the student's permanent record (The permanent record is not destroyed and is used for references and clearances post-graduation).
- A notation of Deferred Suspension on the student's transcript.
- A requirement that the student complete an educational activity, to underscore the nature of the infraction and its implications (for example, writing a 7-page paper on the professional consequences of plagiarism to be reviewed by the Honor Board, passing a course in research ethics or scientific writing, etc.).
- A recommendation to the professor to assign a grade of "F" for a particular paper or assignment, or even as the final grade for the course.
- Suspension from the Mailman School of Public Health for a designated time, noted in the student's file (to be destroyed upon graduation).
- Suspension from the Mailman School of Public Health for a designated time, noted in the student's permanent record. (The permanent record is not destroyed and is used for references and clearances post-graduation.)
- Suspension from the Mailman School of Public Health for a designated period of time, noted on the student's transcript.
- Expulsion from the Mailman School of Public Health noted in the student's permanent record and transcript.

The Sanctioning Guidelines section applies to all stages of the Honor Board proceedings (including the Initial Determination by co-chairpersons, full Honor Board hearing, or appeals process). The term "Honor Board" above refers interchangeably to the co-chairpersons or the full Honor Board committee, as applicable.

V. Appeal Proceedings

An accused student may appeal the decision of the Honor Board in writing to the Dean of Students within five (5) business days of receipt of a decision. If no appeal is brought within that 5-day period, the decision of the Honor Board is final and no longer subject to appeal.

Upon receipt of a request for appeal, the Dean of Students convenes a Final Appeal Committee comprised of the Mailman School of Public Health Dean, the Vice Dean for Education, and the Dean of Students. All materials from prior hearings are submitted to the Final Appeal Committee for review. The committee may choose to call the accused student or others to give further testimony, but this is not required and is left at the discretion of the members of the Final Appeal Committee. The Final Appeal Committee reviews the case and makes the final determination.

The Appeals Proceedings section applies only to appeals of decisions rendered by the full Honor Board. Procedures for appealing the Initial Determination by the Honor Board co-chairpersons are detailed in section III, B: Initial Review Procedures.

VI. Enforcement and Recording of Honor Board Determinations

Responsibility for enforcing recommendations of the Honor Board and/or the Appeal Committee shall rest with the Dean of the School.

VII. Links to Related Policies and Procedures and Online Resources for Understanding and Avoiding Plagiarism

Links to Related Policies and Procedures:

- [Mailman School of Public Health Grading System](#)
- [Policy on Access to Student Records \(FERPA\)](#)
- [Other Mailman School Policies for Students](#)

Online Resources for Understanding and Avoiding Plagiarism:

- [Office of Research Integrity, US Department of Health & Human Services](#)
- From [Purdue University](#)
- From [Indiana University](#)

Dean's Discipline at the Mailman School

A student charged with disciplinary infraction subject to "Dean's Discipline" is entitled to notice of the charges, an opportunity to be heard and an opportunity to appeal a disciplinary decision to the Dean of Students of the School of Public Health.

Ordinarily, a disciplinary proceeding begins with written communication from the Office of Students Affairs requiring the accused student to attend a disciplinary hearing to respond to a specified charge. (In rare cases, the proceeding may begin with an oral communication requiring the presence of the student at a hearing.) The hearing is held before the Director of Student Affairs and two (2) other members of the Faculty of the School of Public Health, appointed by the Dean of the School of Public Health. The hearing is a fact-finding, not an adversarial courtroom-type, proceeding; the accused student need not be present to hear other witnesses, and there is no formal cross examination or objection to evidence. In addition, although an accused student is always free to consult an attorney, the accused student may not have an attorney present during a disciplinary hearing or at any appeal.

The accused student is informed of the evidence that led to the charges against him or her and asked to respond. The accused student may offer his or her own evidence. This includes the accused student's own appearance at the hearing and may include the appearance by others (witnesses) on his or her behalf and any written submission or relevant documents that the accused student may wish to submit.

After hearing the accused student and others and considering all the evidence, the hearing body reaches a determination and notifies the accused student in writing of the decision. If the accused student is found to have committed a disciplinary infraction, the penalty may include, but is not limited to, censure, probation, suspension and dismissal.

The accused student has the right to appeal a decision that results from a disciplinary hearing to the Dean of Students of the School of Public Health. The appeal must be made in writing within seven (7) business days of the time he or she is notified of the decision, and it must clearly state the grounds for appeal. Such appeal should be sent to the Dean of Students via email.

Normally, on such an appeal, the Dean of Students relies solely upon the written record and does not conduct a new factual investigation. Moreover, the Dean of Students focuses upon whether, in the Dean's view, the decision made and the discipline imposed are reasonable under all of the circumstances of the case. There is no further appeal within the University.

In cases involving allegations of gender-based misconduct (including sexual harassment, sexual assault, gender-based harassment, stalking and intimate partner violence), students should consult the [Gender-Based Misconduct Policies for Students](#).

The University-wide [Rules of University Conduct](#) govern conduct incident to demonstrations, rallies and picketing and may displace "Dean's Discipline" in cases of serious violations.

Columbia University Student Conduct and Community Standards

Students at the Mailman School of Public Health are expected to adhere to all Columbia University policies referred to in this handbook as well as those detailed by [Student Conduct and Community Standards](#).

Grievance Procedures Regarding Academic Freedom in the Classroom

At the request of the President, the Mailman School of Public Health reviewed its procedures by which students may express grievances regarding improper treatment by faculty. While the School provides many avenues for addressing non-academic concerns, its formal student grievance procedures focus solely on grade appeals.

In light of the President's request, other possible areas of student academic grievance were considered. It was recognized that the School's grievance procedures must take into account and balance basic understandings of academic freedom and academic obligation. The Mailman School is an academic community committed to fostering intellectual inquiry in a climate of academic freedom and integrity. Its members – students and faculty alike – are expected to uphold these principles and exhibit tolerance and respect for others.

The application of any grievance policy also must take into account key attributes and principles of public health and the nature of the education that we value. Specifically, there are sharp societal divides associated with many of the topic areas of public health. Some of the most important work in public health has questioned widely held assumptions and has resulted in ideas that are unsettling and offensive to many. Ours is a school in which advocacy in the arena of public health is respected. The robust and uninhibited debate that the School values as an indication of intellectual vitality must not be constrained. Finally, and of central importance, students and faculty members of the Mailman School of Public Health must not be put in a position of fearing reprisals of any kind for expressing unorthodox or unpopular political views.

In terms of the process for changing student academic grievance procedures, any change in the School's grievances policies requires the participation and concurrence of the School's faculty. The Dean appoints a committee of faculty and others to draft new policy on student grievances for presentation to the faculty. In the interim, and in response to the President's request, the Dean has put in place procedures to address student grievances concerning professional misconduct by faculty. Students and faculty are welcome to comment on these procedures or suggest ways in which they can be improved. Student comments should be emailed to the Dean of Students and faculty comments should be emailed to the Vice Dean for Education.

The University Statutes and the general policies of the University describe the roles and responsibilities of faculty in their teaching and research. A full description of faculty rights and obligations may be found in the [Faculty Handbook](#). Faculty have a right to expect freedom in the classroom to discuss their subjects and not to be penalized for their private opinions. Faculty also have obligations arising from their position in the academic community, and should refrain from conduct in the classroom that adversely affects the learning environment. Chapter 7 of the Faculty Handbook reads in pertinent parts:

The University's commitment to the principle of academic freedom is defined in Section 70a of the University Statutes. That commitment assures officers of the freedom to determine the content of what they teach and the manner in which it is taught and the freedom to choose the subjects of their research and publish their results. It also guarantees that they will not be penalized for expressions of opinion or association in their private or civic capacity.

In conducting their classes, faculty should make every effort to be accurate and should show respect for the rights of others to hold opinions differing from their own. They should confine their classes to the subject matter covered by the courses and not use them to advocate any cause.

The current student grievance procedures are to be used when a student believes that a faculty member has failed to meet these standards in one of their classes. The procedures provide students with avenues for informally resolving complaints about the School's faculty and for seeking formal redress from the Dean of the School if those efforts at mediation fail. The grievance procedures also provide for an appeal of the Dean's decision by either the student or faculty member to the Executive Vice President for Health and Biomedical Sciences and to the Provost.

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

- If the alleged misconduct involves discrimination and/or sexual harassment, a student should file a complaint with the Associate Provost for Equal Opportunity and Affirmative Action. The procedures for handling such complaints and further resources can be found on the [Essential Policies for the Columbia Community](#) webpage.
- Complaints against the School's faculty that allege scientific or scholarly misconduct also are evaluated using other procedures. These are contained in the statement Guidelines for Review of Misconduct in Science for the Columbia University's Health Sciences.

Informal Conflict Resolution

A grievance might surface through a faculty member or a department chair that a student chooses to approach. In many cases the matter can be resolved informally at that level, if both parties are in agreement. The staff in the Office of Student Affairs is available to support students in their discussions at this stage.

For disputes that cannot be resolved, the student should be referred to the Dean of Students. The Dean of Students may discuss the situation with the Vice Dean for Education. Some complaints stop here through a process of counseling and evaluation if both parties feel that the matter can be addressed at this level. Accurate assessment and mutual solution are the goals at this stage of the proceedings. Students are advised of their options. They include, but are not limited to:

- Taking no action. (Sometimes discussion is the goal.);
- Role playing or problem solving should a student wish to have a conversation with the faculty person in question;
- The Dean of Students, serving as an intermediary between the faculty member and the student, mediating the concerns;
- The Dean of Students speaking to the relevant department chair.

Students also may 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. The Ombuds Officer also will mediate conflicts if both parties agree, but does not have the authority to adjudicate disputes and does not participate in any formal University grievance proceedings.

Columbia University Ombuds Office: <http://www.columbia.edu/cu/ombuds/>

Formal Grievance Procedures

Students are encouraged but not required to seek an informal resolution to their complaints. 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 that 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 Mailman School of Public Health, students may use the procedures described in this statement to address faculty misconduct in relation to the standards quoted above from the Faculty Handbook. If the faculty member belongs to another school, students must use that school's procedures. Students may, however, ask for help from the Mailman School's department chairs and the deans in identifying and understanding the appropriate procedures.

Any student currently enrolled in the University and directly affected by the behavior of a faculty member of the Mailman School of Public Health may ask for a grievance hearing under the procedures in this current grievance procedure.

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 thirty (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, the Dean will appoint an ad hoc advisory committee to operate as a fact-finding body and report back on whether the complaint is justified. When appropriate, the committee also may recommend remedies to the student's complaint and disciplinary action against the faculty member. The composition of such an ad hoc advisory committee cannot be determined before the event. It is selected by the Dean for its expertise in meeting the issues raised. The membership will normally consist of faculty members and, at the discretion of the Dean, could include a student and/or senior administrator.

The accused faculty member is given the student's letter of complaint and invited to provide the ad hoc advisory 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 may, at its discretion, ask others to provide testimony.

The ad hoc committee serves in an advisory capacity to the Dean of the School. The committee 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. Any actions taken by the Dean, including faculty discipline, will be imposed in a manner that is consistent with the University's policies and procedures. The Dean will inform both the student and the faculty member of this decision in writing.

The Committee ordinarily convenes within ten (10) business days of being appointed by the Dean and ordinarily completes its investigation and sends the Dean its report within thirty (30) business days of convening. The Dean normally issues a decision within thirty (3) business days of receiving the committee's report.

Appeal

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

There are two possible levels of appeal. The student or faculty member should first appeal to the Executive Vice President for Health and Biomedical Sciences by submitting a written request within fifteen (15) business days of the date of the letter informing them of the Dean's decision. If either is dissatisfied with the outcome of the appeal to the Executive Vice President, he or she may ask for a further review by the Provost. To exercise that right, they must write to the Provost within fifteen (15) business days of the date of the letter informing them of the Executive Vice President's decision.

Normally, the Executive Vice President and the Provost will each take no longer than thirty (30) business days to complete their evaluation of an appeal. They normally confine their reviews to the written record but reserve the right to collect information in any manner that will help them make their decisions on the appeal.

The Executive Vice President and the Provost will inform both the student and the faculty member of their decisions in writing. Any actions taken by the Provost will be imposed in a manner that is consistent with the University's policies and procedures. With the exception of actions that are accorded further review by the University statutes, the decision of the Provost is final and not subject to further appeal.

Confidentiality

All aspects of an investigation of a student grievance are confidential. The proceedings of the grievance committee are not open to the public. Only the student grievant and the faculty member accused of misconduct receive copies of the decisions of the Dean and the Provost. Everyone involved with the investigation of a grievance will be instructed to treat the process with utmost respect and confidentiality.

Responsible Use of Electronic Resources

Use of Copyrighted Material on Columbia's Computer Systems and Network

As members of the Columbia University community, students are held liable to the University's policies and the law on use of electronic resources, including computers, networks, email, and online information resources, and the use of copyrighted material on Columbia's computer systems and network.

Columbia University receives a number of complaints each year alleging students of illegal possession and distribution of copyrighted materials. Peer-to-peer file sharing technology has made it much easier for individuals to make and share unauthorized copies of copyrighted works, such as music and motion pictures. Such activity is against the law and exposes both the individual and the University to legal liability. This notice is part of a broader concerted effort to deal with the problem of copyright infringement by informing our community about appropriate use.

You may be held legally liable if you have downloaded music, movies or other files without permission from the copyright owner.

Copyright Law and Policy.

To copy, distribute, share, or store any information or material on the Internet will infringe the copyright for that information or material, unless the user has the express permission of the copyright owner or the user qualifies for a legal exception under the law.

All network users must comply with federal copyright law. Violations of copyright law are also violations of University policy. Copyright protection covers any original work of authorship that is fixed in some tangible medium of expression. A work is protected from the moment it is created, and it does not have to contain a copyright notice to qualify for protection. What this broad protection means is that just about any work one come across, including software, books, music, film, video, articles, cartoons, pictures, and email, whether on the Internet, a CD, DVD, or tape, is likely to be protected by copyright. While there are exceptions under the law that allow the copying or distribution of copyrighted works, it is fair to say that the use of peer-to-peer software programs to make and share copies of copyrighted music and movies, without permission of the copyright owner, would virtually never qualify for an exception.

Responsibility

By using University electronic resources and services, whether from the library, a lab, a public workstation, or one's residence, etc., students assume personal responsibility for their appropriate use and agree to comply with all relevant University policies, as well as State and Federal laws and regulations.

Please see [Columbia University IT Policies](#) for more on copyright and the University's compliance with the Digital Millennium Copyright Act. Essential Policies for the Columbia Community also includes [information technology policies](#).

Abuses of network privilege are a matter of student conduct and are dealt with by the Office of Student Affairs.

Copyright Abuse

The University must take immediate action when notified of copyright infractions. Students will be notified of alleged illegal activity and their network access will be terminated until they have corrected the problem.

Students are personally responsible for any violation and subject to legal action on the part of the copyright holder. A copyright owner can request a subpoena requiring the University to identify a person engaging in unauthorized copying, downloading or sharing. Copyright violations that occur on the University's network may also create liability for the University.

Repeated copyright violations by any network user will result in permanent termination of network access. Such action on the part of the University is required by law.

Use of Services

The University provides an array of electronic resources and services for the primary purpose of supporting the business of the University and its missions of education, research, and service. In addition, University Internet connections are shared with the Morningside campus and with New York Presbyterian Hospital to support its mission of patient care. Uses that threaten any of these activities or threaten the integrity of the systems are prohibited.

The University recognizes the growing dependence of students on the services and resources the network delivers in support of education. Students have a right to access and appropriately utilize the network in pursuit of their education. However, personal use of the network for recreation is, at best, a privilege. When such use violates copyright law it is strictly prohibited by University policy as well as illegal under federal law. When such use impinges on the primary activities of the University, limits on use, even use that does not violate any laws, will be enforced.

Monitoring

The various technology offices on campus do not monitor the network for content, only for volume of use. However, third-party enforcement agencies acting on behalf of copyright holders, such as MGM, Time-Warner and the Recording Industry Association of America, do routinely survey networked computers looking for individuals who, by providing video, music, or software files for download, are in violation of copyright laws. Students may be in violation just by storing illegally obtained copies of such material. Even unintentional infringement violates the law.

[More information about file sharing programs.](#)

Network Abuse

Note that file-sharing programs typically consume large amounts of network bandwidth. The University will automatically limit Internet access for computers generating excessive network traffic. If such abuse threatens the missions and activities of the University, access to the network may be suspended.

Check your [current limit](#).

Procedures

Please note that Columbia University and the Mailman School of Public Health take any infraction of copyright seriously. The Office of Student Affairs will be notified by the CUMC Chief Information Officer of any infractions. Actions may include invalidation of an e-mail account and disconnecting a network port. In the case of repeat infringers, the University is required under the law to take away the infringer's computer account and terminate all access to our network.