



Office of Judicial Affairs & Community Standards

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REQUEST FOR DISCIPLINARY RECORD

Please complete the top portion of this request before submitting it to the Office of Judicial Affairs & Community Standards. You may submit this request via your Columbia e mail or in person.			
Full Name		UNI	
Name and Address of Requesting Office or Institution			
Waiver	I <input type="checkbox"/> waive <input type="checkbox"/> do not waive my right to see this form.		
By signing this request, I hereby give consent to the Office of Judicial Affairs & Community Standards to disclose my disciplinary record(s).			
Signature		Date	

DISCIPLINARY RECORD CERTIFICATION

OFFICE USE ONLY	<input type="checkbox"/>	The requestor is no longer on file.			
	<input type="checkbox"/>	The requestor does not have a disciplinary record.			
	<input type="checkbox"/>	The requestor has an unresolved disciplinary matter.			
	<input type="checkbox"/>	The requestor has a disciplinary record. Please see below for explanation:			
	Sanction	Date Issued	Time Frame	Violation(s)	
	Staff Member Completing Certification				
	Name		Title		
Signature		Date			
Record Reporting and Maintenance Policy					
<p>The Office of Judicial Affairs & Community Standards at Columbia University reports any <i>formal disciplinary action(s)</i> taken against a student that result in a finding of "responsible" for a Columbia University policy violation <u>and</u> a sanction of disciplinary probation or greater. (The sanctions issued, listed in increasing severity, are: disciplinary warning, conditional disciplinary probation, disciplinary probation, disciplinary suspension, and expulsion.)</p> <p>Disciplinary records are maintained by the Office of Judicial Affairs & Community Standards for seven years from the date of the violation, at which time, the records are destroyed. This excludes records for requestors who were suspended, expelled, or requestors who have an unresolved disciplinary matter, which are maintained indefinitely. Records for requestors beyond the seven year limit are noted as "no longer on file."</p>					