Columbia University
Office of Institutional Equity

STUDENT ANTI-DISCRIMINATION AND DISCRIMINATORY HARASSMENT PROCESS

Incident Report Received

Incident Report Reviewed

Confirmation of Receipt

OIE acknowledges receipt of the Incident Report and promptly confirms this with the Complainant or Reporter, ensuring they know their report has been received and will be reviewed.

Policy Jurisdiction

Not enough information → **Party/Reporter Meetings**

The Case Manager and Investigator meet with the Complainant and/or the Third-Party Reporter to gather additional information. This meeting is intended to assist in determining jurisdiction and to identify an appropriate resolution, which may include referrals.

No → **Refer or Notice of Closure**

Yes

Case Management

The Case Manager conducts an intake meeting with the Complainant to discuss the report, gather additional information, and determine an appropriate resolution. As part of this process, the Case Manager may also coordinate interim measures and supportive accommodations to help ensure the Complainant's safety, well-being, and continued access to University programs and activities.

Initial Assessment
(If Applicable)

In some situations, our Office may begin with an Initial Assessment before deciding on the next steps. This assessment can include speaking with you or others involved and reviewing any available information or evidence. After completing this review, the Investigative Team will determine whether one of the resolution options applies and, if so, the matter will continue under that process. If there is not enough information to move forward, the case may be closed, but you will be informed of that decision.

Resolution Options

Informal

Administrative Resolution and/or Educational Resolution

An Administrative Resolution may involve a range of supportive and educational responses, such as no-contact directives, implementation of safety measures, referrals to counseling, educational resolutions, or targeted education and training. This option is available when a reporting party does not wish to participate in other resolution processes or when OIE determines that there is not enough information to begin a formal investigation.

→ **Notice of Closure**

Restorative Justice

Restorative Justice ("RJ") is an approach to addressing harm and interpersonal conflict that focuses on the impact of challenging behaviors on individuals and the broader community. Instead of emphasizing punishment, RJ creates opportunities for dialogue, accountability, and repair of harm. A party may request to participate in a Restorative Justice process at any stage of the investigative or disciplinary process. Examples of RJ may include a facilitated conversation between the parties, the development of agreements to guide future behavior, or community-based activities designed to repair harm and rebuild trust.

Mediation

The purpose of Mediation is to provide the Parties with an opportunity to talk through the impact of the Respondent's alleged Prohibited Conduct in a structured and supportive setting. With the assistance of a trained facilitator (the "Mediator"), the Parties work to identify points of agreement and explore appropriate remedies or solutions.

→ **Written Agreement**

Formal

Formal Investigation and Determination

An investigation is one of the resolution options used to address certain allegations. The specific steps of an investigation may vary depending on the circumstances. In a Formal Investigation and Determination, the Investigative Team will interview the Parties and any relevant witnesses, and will also gather and review available evidence.

Interviews and Collection of Evidence

Investigation

Investigative Report

Determination Letter

Not Responsible → **Notice of Closure**

Responsible → **Sanction/Appeal**