<date>

Via E-Mail

<Respondent Name>
<Respondent UNI>

Re: Notice of Alleged Violation of the Rules of University Conduct

Dear <name>,

I have received a complaint from a member of the University that you engaged in conduct that may have violated the Rules of University Conduct (“the Rules”) by participating in a demonstration in <location> on <date>.

As the Rules Administrator, it is my responsibility to investigate this complaint. I would like to meet with you promptly to discuss this further.

At the meeting, you will be advised of the substance of the possible charges and given the opportunity to explain why you believe these charges should not be filed. If you wish, you may also discuss during our meeting an informal resolution of the complaint. Such a resolution would typically involve you accepting responsibility for violating the Rules.

I have scheduled a meeting for you to meet with me on <date> at <time> in my office in Philosophy Hall 208. I may ask a member of my staff to attend and you are allowed to bring up to two advisors with you. If you are unable to attend at that time, you must call my assistant, Don Harrison, no later than <time> on <date> to reschedule. (Mr. Harrison’s telephone number is: (212) 854-0411.) Failure either to attend the meeting or to reschedule it will leave me no choice but to move forward with my investigation without your input.

Based on my investigation of the complaint, I will determine whether any charges should be filed. If you decline responsibility for violating the Rules, or choose not to respond, the matter may proceed to a hearing stage. The University Judicial Board (the “UJB”) shall hear all charges of violations of the Rules and will determine whether you are responsible or not responsible and will determine sanctions. Alternatively, if you accept responsibility for violating the Rules, the matter will proceed to a sanctioning stage to be conducted by the Chair of the UJB.

You should be aware that if you engage in any activity that is impermissible under the Rules while this complaint is under review, it may be taken into account in the sanctions in this matter if you are found to be responsible. While you have the right to not participate, failure to cooperate in the investigation may have similar consequences.
To learn more, I encourage you to review the Rules of University Conduct found here: http://www.essential-policies.columbia.edu/university-regulations#/violations%20and%20sanctions. A PDF copy of the Rules is also attached.

Sincerely yours,

Professor Goldberg

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Suzanne Goldberg
Rules Administrator | Executive Vice President for University Life
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