



Student Policies and Guidelines

Columbia Engineering [Graduate Career Placement](#) (GCP) supports its graduate students in their career goals and aspirations. By engaging with Graduate Career Placement resources, students agree to abide by a set of [policies and guidelines](#). Failure to adhere to any of the policies outlined below may result in loss of access to resources, Dean's Discipline, and/or poor administrative standing. Students in poor administrative standing or found responsible during the Dean's Discipline process may not be eligible for the EGSC Professional Development Scholarship, Class Day Graduate Student Speaker or Marshall, Graduate Student Life Award, and other community activities and honors at the School and academic department levels. This may be in addition to any other sanction that your academic department may impose.

Disciplinary Procedures

If a member of the Graduate Career Placement team, a Career Placement Officer, or other staff member is made aware of conduct in violation of the Graduate Career Placement Student Policies and Guidelines, they will alert the Graduate Career Placement team to assess. If needed, the case will be referred for Dean's Discipline as outlined by the [Standards and Discipline](#) document from the office of [Student Conduct and Community Standards](#). The Office of Graduate Student Affairs is responsible for all disciplinary affairs concerning graduate students that are not reserved to some other body and therefore typically receive any referral regarding violations of the Graduate Career Placement Student Policies and Guidelines.

The Dean's Discipline process is not meant to be an adversarial or legal process, but instead aims to educate students about the impact their behavior may have on their own professional lives and on the greater community. The process is initiated when an allegation is reported that a student may have violated University policies, such as the Graduate Career Placement Policies and Guidelines. For more information about the discipline process for graduate students, please contact the Office of Graduate Student Affairs.

Students found responsible for reportable violations of conduct, including academic integrity violations, may be disqualified from participating in internships or other leadership roles. Students found responsible may face reports of such offenses on future recommendations for law, medical, or graduate school and may also be disqualified from receiving Latin Honors or other awards.

Disciplinary proceedings conducted by the University are subject to the Family Education Rights and Privacy Act ("FERPA," also called "The Buckley Amendment"). FERPA is a federal law that protects the privacy of a student's records unless the student gives consent to release those records. There are several important exceptions to FERPA that will allow the University to release information to third parties without a student's consent. For example, the release of student disciplinary records is permitted without prior student consent to University officials with a legitimate educational interest such as a student's academic advisor.

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