



MAILMAN SCHOOL
of PUBLIC HEALTH

MASTERS HANDBOOK

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Offices Supporting Student Success

Dear Students,

You are entering into an experience of a lifetime! Students at the Mailman School are engaged in understanding health issues affecting populations locally, nationally and globally. One of the many great resources at the School is the faculty. The faculty at the School is involved in research that has had tremendous impact on the theory and practice of public health. Their work has added to the wealth and breadth of the field and continues to play a major role in the development of policy and advocacy issues.

One of the other great assets as a student at Mailman is the opportunity to live and study in the cultural capital of the world – New York City. Our students are able to work with the African-American and Latino communities of the Washington Heights and Harlem neighborhoods in promoting preventative health care and education. In addition, students take advantage of the culture of New York displayed, for example, in the museums, theaters, restaurants, and bookstores. Students also become a part of the extensive student life experience offered at the School and University. As a member of the Columbia University family, you have access to some of the most prominent figures in national and international arenas through special seminars and lectures. You are encouraged to participate in the special events hosted by Mailman student organizations and University departments.

The last resource I will mention is your colleagues. You will be in classes with individuals who come from all walks of life. Your classes are filled with students who are culturally, ethnically, and racially diverse. You will sit with individuals who may be novices in the field alongside those who have been in the field for years who are here to take advantage of the Mailman experience to expand their knowledge. These people will be your contacts and resources when you enter or continue to work in the profession.

Overall, as a Mailman student you are among the best! You are surrounded by some of the best faculty, you will be living and working in one of the best cities, and you have access to some of the best resources offered by a university. Make sure to take advantage of the Mailman opportunity, acquire the knowledge and implement it to make the most impact with the populations you are destined to serve.

Best of Luck.

With warm regards,

Marlyn Delva, EdD

Office of Student Affairs

At the Mailman School, educational experiences take place both in and out of the classroom. The [Office of Student Affairs](#) (OSA) offers volunteer opportunities, social and alumni networking, personal advising, and more to ensure students receive a robust and well-rounded training on the path to fulfilling public health careers. Our mission is to lead a portfolio of comprehensive educational services for students that reflects the aspirations of the Mailman School. We support the School's values through student services and financial assistance and in the recruitment and retention of a diverse student body. We also contribute to the education of our students through co-curricular learning tools and programs which enhance opportunities while at Mailman as well as the careers which follow.

Under the direction of Dr. Marlyn Delva, Dean of Students and Associate Dean of Student Affairs, OSA oversees a wide range of student services from pre-admission and throughout your academic career, to graduation and beyond.

Office of Educational Programs

The [Office of Educational Programs](#) (OEP) advises and supports the Mailman School of Public Health, with a focus on the Master of Public Health degree (MPH). OEP is intrinsically involved with every aspect of the shared curriculum, particularly focusing on the introductory 15-credit component known as the Core, the Integration of Science and Practice course, the Leadership course, and the certificate program. OEP also directly oversees the Mailman course directory and course scheduling for all degree programs.

Office of Diversity, Culture, and Inclusion

The [Office of Diversity, Culture, and Inclusion](#) (ODCI) actively partners with Mailman School faculty, staff, and students to create an inclusive and equitable campus community dedicated to the development of public health practice and scholarship that reflects a commitment to health equity. The public health field justifiably takes pride in being among the most diverse professions in the world. And the Mailman School is no exception. Throughout its history, the School has sought to engage members of diverse communities in its work, research, and policy making initiatives. As one of the nation's top-ranked schools of public health, the Mailman School has worked diligently to recruit a student body, faculty, and staff that reflect the racial, ethnic, social, economic, and cultural diversity of the United States and of the international communities that have been the focus of its scholarship and service. The School is committed to creating an environment that supports success for people of all backgrounds.

Office of Field Practice

The [Office of Field Practice](#) (OFP) provides an array of resources to support and promote student participation in public health field-practice, including the administration of various School-wide components of the required practicum within the MPH curriculum. OFP works with all academic departments and programs, and develops inter-disciplinary practice sites available to students across the School. All Master of Public Health (MPH) students in accredited schools and programs of public health in the United States must complete "a planned, supervised and evaluated practice experience [as part of their] public health professional degree program." The practicum allows you to explore your passion and gain real world skills, as well as apply classroom teachings in a field setting of your choice.

Office of Career Services

The [Office of Career Services](#) (OCS) is committed to supporting Mailman School students and alumni with the career education process by (1) helping students develop and refine their career exploration and career management strategies; (2) providing infrastructure to support successful job searches, both while students are attending school and after graduating; and (3) effectively marketing students and the School to many different employers.

CareerLink

Mailman [CareerLink](#) is an exclusive resource for Mailman School students, alumni, and employers. Using this career management system, you can:

- Search and apply for jobs and internships, sign up to have new job listings emailed to you, and search a directory of employers
- Upload resumes and cover letters, and publish resumes online for employers to view
- Download relevant career handouts, workshop materials, and videos
- Schedule appointments with OCS staff

Career Services Honor Code and Terms of Service

By using the CareerLink system and the Office of Career Services, you agree to abide by the Career Services Honor Code and Terms of Use below.

Honor Code & CareerLink Terms of Use

The terms that follow apply to your search for employment as conducted through Mailman School Career Services. By adhering to these terms, you will project a positive image of yourself, your class and the School. By using the Mailman CareerLink website and/or any other of the Mailman School's Career Services, you agree to adhere to these terms as detailed below. Students who violate this code, or otherwise behave, in writing, online or in person, in a manner that jeopardizes the Mailman School's reputation with employers, may lose CareerLink access until the situation is addressed.

CAREERLINK SITE

Mailman [CareerLink](#) is ONLY for Mailman School students and alumni, and approved reciprocity students. Students are prohibited from sharing their accounts with anyone. It is the responsibility of students to ensure that their profile information is accurate, up to date, and secure.

JOB & INTERNSHIP POSTINGS

The Mailman School Office of Career Services (OCS) does not guarantee or prescreen all the postings on CareerLink. If you encounter any problems or concerns regarding an employer you contacted via CareerLink, or if you have questions about Mailman CareerLink, please contact OCS. It is the responsibility of students to check with their respective departments to ensure that an internship they applied for meets the academic requirements for their practicum experience.

Employers must follow the [Mailman School's employer policy](#) in regard to job postings.

RESUMES/APPLICATIONS

Present your qualifications and interests accurately. Falsifying data, such as GPA, date of graduation, degrees obtained, institutions attended, prior work experience, and/or eligibility to work in the United States is unethical and is ground for immediate dismissal with most employing organizations.

INTERVIEWING

- **Learn about the employers and their positions.** Employers expect their candidates will make an effort to learn about their organizations. Conduct research on organizations prior to your interview; contact Career Services for help with the process and to schedule a practice interview.
- **Interview only when genuinely interested in the advertised position(s).** Do not interview for practice; this will cause the recruiter to feel his/her time is being wasted and takes away valuable time from fellow students or alumni who may have a sincere interest in the organization. When signing up to attend an employer-sponsored event/information session or Career Services event it is expected that you will be on time and remain until the conclusion of the event (if you need to get to class/work please notify Career Services staff before the session).
- **Participate in the interview.** Employers take the interview process seriously and expect students to honor their agreement to arrive on time and participate in the interview. Not showing or canceling late (defined as canceling less than 24 hours before an interview, or 72 hours if the interview is scheduled on a Monday) reflects poorly on the candidate and the Mailman School. Students who no-show for an on-campus interview may be blocked from CareerLink until they send a formal letter of apology to the organization. In addition, we ask students to wear appropriate attire for interviews and keep their cell phones off during the meeting. Students should send a thank-you email to interviewers within 24 hours.
- **Handle rejection professionally.** Employers are not obligated to interview or hire any particular candidate. Students should expect to encounter rejection during their job search and utilize support provided by OFP and OCS. Students are advised to continue applying for opportunities until they accept a position.

ACCEPTING OR REJECTING OFFERS

Notify organizations of your acceptance or rejection of offers as soon as your decision is made and no later than the deadline prescribed by the employer. Candidates should expect offers to be confirmed in writing,

and likewise, should notify the company of accepted or rejected offers by telephone first, and follow up with a letter or email. Requests for extensions of decision deadlines should be made as early as possible. Upon accepting a position, students should withdraw from interviewing at other sites. Continuing to interview after accepting an offer, or renegeing on an accepted offer, is unethical, and very detrimental to your own reputation and that of the Mailman School; and can lead employers to decide never to recruit from the Mailman School in future, thus damaging opportunities for your classmates.

Employers must follow the [Mailman School's employer policy](#) in regard to interviewing and deadlines.

ON-THE JOB CONDUCT

- **Follow workplace rules/regulations and dress codes.** Ask if there is an employee handbook or workplace rules and review them carefully. Follow the dress code and/or observe the unofficial dress code; when in doubt, dress more professionally than you think necessary.
- **Be on time/meet deadlines.** Come to an agreement with your supervisor/preceptor regarding your schedule before you begin working, and do your best to consistently follow that work schedule. Provide at least 3-5 days' notice of changes to your schedule and try to avoid multiple changes over the course of your practicum. Be prepared for meetings and arrive 5 minutes early for meetings. Make sure you understand work deadlines, and ask for clarification where needed. If you are concerned that you might miss a deadline on a project, inform your supervisor immediately.
- **Take notes and follow directions.** Bring a notepad with you to meetings to take notes so that you do not need to have instructions provided to you more than once. Ask questions if you are unclear about what you are being assigned to do.
- **Separate work and personal matters.** Do not use workplace resources for your personal benefit. Never use your official work email for personal correspondence. Do not look at your cell phone during meetings. Keep personal phone calls to a minimum and do not check Facebook or your personal email during work time. Keep workplace conversations professional and avoid talking about personal matters at work. Students' parents or family members should not contact their supervisor to resolve conflicts or problems on the student's behalf.
- **Confidentiality.** If you are working with human subjects or have access to personally-identifiable information, be sure you maintain confidentiality and follow all IRB protocols. Many employers also have confidential records, "business secrets," or other information that students must not disclose. If you are unclear on what is confidential, ask your supervisor.
- **Be respectful of your supervisor's and colleagues' time.** Meetings usually must be arranged in advance. Do not expect your supervisor or co-workers to respond to your emails or calls immediately. Do not send a text message to your supervisor unless they have specifically instructed you that this is an acceptable form of communication. Follow up on an email after 48 hours have passed unless the matter is urgent.
- **Conflicts.** If you have a conflict with your supervisor or co-workers, attempt to resolve it amicably with them first. Reach out to your faculty advisor, the Office of Field Practice, or the Office of Career Services to get advice on how to handle the situation. If the problem continues, speak to your organization's human resources department.

Career Services Appointments & Cancellation Policy

In order to be fair to other students and alumni who may have to wait in order to obtain appointments with Career Services, and to best respect staff time, we ask students to provide a minimum of 24-hour notice if they must cancel or reschedule an appointment with Career Services staff.

CURRENT STUDENTS AND RECENT GRADUATES

During the academic year, currently enrolled students and recent graduates (within one year of graduation) can make up to 2 appointments **per month**. During the summer, there is no restriction on appointments. Exceptions may be made in certain situations.

ALUMNI

Alumni who are more than 1 year past graduation are encouraged to make appointments with career services during the summer. During the school year (September – May), alumni may make up to 2 appointments with OCS staff **per semester**. Alumni also have free, lifetime access to use CareerLink and attend workshops and career events.

NO-SOW POLICY

Individuals who no-show on 3 appointments will be blocked from making another OCS appointment for one month.

Tuition, Fees, and Degree Requirements

Building on a legacy of academic excellence, [our Masters programs](#) educate and train the public health leaders of tomorrow. Mailman School programs blend a theoretical understanding of science and society with a thorough exploration of current issues in public health. The following sections detail important features and requirements.

Tuition and Fees

Students must fulfill their tuition obligations as determined by their required credits and/or residency units. Tuition and fees for the fall and spring terms can be found on the Tuition Rates and Fees pages of the [Columbia University Student Financial Services website](#). **Tuition amounts are per term**, unless otherwise indicated, and are subject to change at the discretion of the University Trustees. Students should anticipate increases to tuition and fees in later years.

In addition to Mailman-specific fees noted in the Tuition Rates and Fees pages, Columbia University assesses other fees based on a student's status. Please refer to the [Student Financial Services pages](#) for detailed information regarding these fees. If you have any questions, Mailman staff in the Office of Admissions & Financial Aid will be happy to assist. Please email sphfinaid@columbia.edu.

Tuition and fees for the coming summer terms are found on a separate listing on the Tuition and Fees pages, which may not be visible until the spring semester.

Flat-Rate Tuition

The following degree programs are offered at a flat-rate tuition.

- Columbia MPH
- Accelerated MPH
- MPH as a Dual Degree
- Full-Time MHA
- Executive Healthcare Management Programs (MHA/MPH)

All other, Masters-level programs are billed [per-credit](#).

A student who has entered into a flat-rate degree program has committed to paying the full tuition associated with that degree. All programs covered by flat-rate tuition are intended to be completed uninterrupted and within their prescribed timelines. (See [Degree Requirements](#).) Students who must deviate from these timelines must complete a [Request to Deviate from Academic Plan](#). **Deviations from a flat-rate academic plan may incur additional fees and/or increase the cost of tuition.**

Residency Units

Residency units (RUs) are used to track students' successful completion of and payment for their flat-rate degree programs. All flat-rate degree programs are designed to be completed in a prescribed number of consecutive semesters with corresponding numbers of RUs. Tuition is appropriately distributed throughout all enrolled terms based on the number of RUs for a particular degree program. (See [Degree Requirements](#).) As such, students are required to pay for the number of RUs identified for their program. The Office of Student Affairs will automatically register students in flat-rate degree programs for the appropriate RU each term.

The value of an RU in one degree program does not necessarily equate to the same value in another program.

Per-Credit Tuition

Students whose degree programs are offered at a per-credit rate must be mindful of their student status based on their registered credits per semester and, in turn, any fees associated with their status. (E.g., students who choose to register for 12 or more credits in a semester are considered full-time and incur additional University fees associated with that status.) Certain student services are only available on an opt-in basis for less than full-time students; fees for other services are automatically assessed to full-time students and require a student to opt-out to avoid the fee. Students should refer to the [Columbia University Student Financial Services website](#) for more details on fees associated with these services. Students are responsible for monitoring their student accounts for these fees when their registration fluctuates between full-time and below full-time status. **International students in per-credit programs must register at full-time status for all but their final semester of study.** Requests for exceptions to this policy can be made to the [International Students and Scholars Office](#).

Full-Time Programs

The vast majority of degree programs at the Mailman School are designed to be completed at a full-time pace. For these programs, students can expect to spend full days on campus engaging in coursework, seminars, collaborative free periods, and other activities. Classes run Monday through Friday (and some on Saturdays) from early morning through early evening. In addition, students in some programs meet regularly outside of classes with their peers to complete academic group projects. **Only the [Executive Masters Programs](#) and the [Part-Time Management \(PTM\) Program](#) are specifically designed with evening and/or weekend classes for working professionals.**

Limiting Extra-Curricular Commitments During Students' First Semester

In order to ensure students' academic success in their programs and due to the rigors of the first semester, students are strongly advised against extra-curricular work commitments during their first semester of the MPH Core. Students should not expect accommodations for extra-curricular commitments during this time. In subsequent semesters of the program, course schedules may be more flexible, and students may engage in some part-time work. Students in all other full-time programs also should consider delaying significant extra-curricular commitments until after their first semester.

Degree Requirements and Credit Policies

Master of Science

Requirements for all MS Programs

Students must earn a minimum of 30 credits toward a Master of Science degree. Specific credit requirements, coursework, master's essay, and/or any practical experience needed for the MS degree vary with the particular department of study. Further information is available through the department offering the degree. Please consult individual [department student handbooks](#) for specific details.

MASTER'S ESSAY

Students requiring a master's essay are advised and evaluated by faculty advisors and readers, with attention to the quality of the work and its appropriateness to the area of study.

PRACTICAL EXPERIENCE

Some MS students are required to complete a practical experience requirement. In most cases, this requirement takes the form of a one-term practicum prior to graduation. The practicum may take a variety of forms, depending on the department and the student's area of interest. Some examples include: participation in an ongoing research or evaluation project; working with a government agency or in a community-based organization; or designing and conducting an independent study. All MS students who must meet a practical experience requirement need to obtain approval from a faculty advisor and a field supervisor for a field

assignment. Clearance for graduation requires completion of fieldwork to the satisfaction of both the advisor and supervisor.

Minimum Credit Requirements by Department

BIostatISTICS

Credit minimums for degree:

- Clinical Research Methods track: 30 credits
- Patient Oriented Research degree: 30 credits
- Pharmaceutical Statistics track: 35 credits
- Theory & Methods track: 36 credits
- Statistical Genetics track: 36 credits

ENVIRONMENTAL HEALTH SCIENCES

Credit minimum for degree: 40 credits

EPIDEMIOLOGY

Credit minimum for degree: 30 credits

SOCIOMEDICAL SCIENCES

Credit minimum for degree: 30 credits

All international students must register at full-time status (i.e., 12 or more credits) for all but their final semester of study. Requests for exceptions to this policy can be made to the [International Students and Scholars Office](#).

Master of Public Health

Requirements for all MPH Programs

THE CORE

Students spend their first semester immersed in the Core curriculum. The Core is built around six studios (credit-bearing courses) which meet the principal areas of public health knowledge as required by the Council on Education for Public Health (CEPH). **MPH students may not waive any component of the Core curriculum and are strongly discouraged from extra-curricular work commitments while in the first semester of the Core.** The [Office of Educational Programs](#) (OEP) pre-registers students for their entire first fall semester's coursework, including the six studios of the Core and the Integration of Science and Practice (ISP) course. ISP continues during students' first spring semester* when it is complemented by the Leadership in Public Health course.

- The Core studios: 15 credits
- Integration of Science and Practice (ISP): 3 credits (split between first fall and spring)
- Leadership in Public Health: 1.5 credits

**Accelerated and Dual MPH students take 1.5 credits of ISP in the fall semester only; they also take Leadership in the fall.*

PRACTICUM EXPERIENCE

All MPH Students are required to complete a field-based experience, or practicum, in order to obtain the MPH. This requirement is usually fulfilled during the summer between the first and second year, although other arrangements can be accommodated (e.g., during the second semester for Accelerated students). Specific practicum requirements vary by department and by some certificates. Practicum examples include participation in an ongoing research or evaluation project; working with a government agency or in a community-based organization; or designing and conducting an independent study. The practicum must be skills and competencies-based, planned, supervised, and evaluated. This process includes completing a scope of work and obtaining approval from a faculty advisor, a departmental practicum director, and a field supervisor before starting to work on a field assignment; and the successful completion of fieldwork to the satisfaction of both the advisor and supervisor, evidenced by the students' practicum completion/evaluation

form and the field supervisor's evaluation. Clearance for graduation requires evidence of the satisfactory completion of this requirement.

Each academic department offers specific sessions on the practicum. In addition, the [Office of Field Practice](#) offers three mandatory sessions per year, as well as optional information sessions and office hours to support students' practicum search, enrollment, planning, and evaluation. The mandatory, attendance-enforced sessions are:

- Introduction to Practicum – Fall Semester (mandatory for all MPH and MHA students)
- Introduction to Summer Practicum and IRB for Students – Spring Semester (mandatory for all MPH and MHA students)
- Safety and Security for International Practicum – Spring Semester (mandatory for all MPH and MHA students **traveling abroad** for their practicum)

DEPARTMENT-SPECIFIC COURSEWORK

All MPH students should utilize the [Certificate Requirements database](#) to plot their academic plans. Even students whose programs do not require certificates (i.e., Accelerated and Dual), can utilize this tool to map out their programs. "Accelerated MPH" and "Dual Degree" are options in the certificate dropdown menu.

ELECTIVES

In order to allow students to explore new areas and develop linkages with topics of special interest, students may register for elective courses with the permission of their advisor and paying mind to credit limits. These electives can be chosen from within the Mailman School of Public Health or elsewhere within Columbia University. Furthermore, students are permitted to register for [tutorials](#) – independent study under faculty direction.

CULMINATING EXPERIENCE

Students are required to demonstrate their ability to synthesize and integrate knowledge acquired in the classroom and from other learning experiences; and to show that they can apply those principles, concepts, and skills to their chosen area of public health practice. Departments dictate the specific requirements of the culminating experience, which may include, but is not limited to, the following:

- Expanded practicum experience requiring participation in a practicum seminar and either an additional integrative paper or presentation
- Supervised consultative experience in conjunction with a capstone seminar
- Capstone course
- Master's essay or research project

Some departments require a master's essay. Students requiring a Master's essay are advised and evaluated by faculty advisors and readers, with attention to the quality of the work and its appropriateness to the area of study.

SELF, SOCIAL, AND GLOBAL AWARENESS

The Self, Social, and Global Awareness (SSGA) series is conceptualized as only the beginning of what the Mailman School of Public Health envisions as a larger, integrated component of an MPH curriculum that reflects the School's mission not only to be aware of and understand social inequities, but to develop strategies to eliminate them. **All MPH students are required to participate in SSGA during orientation and in further iterations throughout their degree programs.**

GRAND ROUNDS

The Dean and faculty of the Mailman School of Public Health invite all students to participate in the learning opportunities of the [Grand Rounds Series](#). Grand Rounds lectures are a space for students to engage with public health and practice. Though **not a graduation requirement**, all students are encouraged to attend.

OTHER REQUIREMENTS AS SPECIFIED BY INDIVIDUAL DEPARTMENTS

Department-specific [handbooks](#) detail any additional requirements.

Requirements Specific to the Columbia MPH

SPECIFICATIONS

- Required residency units (RUs)
 - Full-RUs: 4
- Credit minimum for degree: 52
Some degree/certificate combinations may require more than 52 credits.
- Credit maximums
 - Per semester/full-RU: 18 credits
 - Cumulative: 60 credits
- Certificate-specific coursework: The Columbia MPH includes a certificate program that provides training in a second, more focused area of expertise complementing a student's discipline. Please go to the [Certificates Requirements](#) webpage for information about certificates, including contact information for certificate lead faculty.

PRESCRIBED TIMELINE FOR DEGREE COMPLETION

	1st year	2nd year
Fall	Full residency unit	Full residency unit
Spring	Full residency unit	Full residency unit
Summer	Not covered by flat-rate. Students may choose to take summer classes at a per-credit rate.	

CREDIT MAXIMUMS

Tuition under the flat-rate covers a maximum of 60 cumulative credits, which students should register for as prescribed across the required semesters/residency units (RUs) of the degree program. Good pedagogy dictates the maximum of 18 credits per semester/full-RU.

The prescribed academic plans for all department/certificate combinations are designed to keep students on pace toward their graduation requirements while observing these maximums.

Students are responsible for managing their course loads to remain within the maximums: 18 credits per semester/full-RU and 60 cumulative credits.

CONSEQUENCES OF EXCEEDING CREDIT MAXIMUMS

All credits registered for in excess of the maximum in a given semester will be charged at the per-credit rate. Similarly, all credits registered for in excess of the cumulative maximum will be charged at the per-credit rate. Students who change their program, department, and/or certificate may need to take additional credits in excess of the allowed maximums. Students must request Office of Student Affairs approval to make these changes and/or take more than the maximum allowed semester/cumulative credits.

Students should review their academic plans prior to registering for a new semester in order to avoid a situation where one must take required courses that would put one's semester/cumulative credit totals above the maximums. No academic plan – followed as prescribed – will force a student into this situation.

Requirements Specific to the Columbia MPH (with a Global Health Certificate)

SPECIFICATIONS

- Required residency units (RUs)
 - Full- RUs: 4
 - Half-RU: 1
- Credit minimum for degree: 52
Some degree/certificate combinations may require more than 52 credits.
- Credit maximums

- Per semester/full-RU: 20 credits
- **Required** summer term/half-RU: 6 credits
- Cumulative: 60 credits
- **Global certificate**-specific coursework
- Six-month practicum in a low or middle-income country

PRESCRIBED TIMELINE FOR DEGREE COMPLETION

	1 st year	2 nd year
Fall	Full residency unit	Full residency unit
Spring	Full residency unit	Full residency unit
Summer	Half-residency unit	Not covered by flat-rate.

CREDIT MAXIMUMS

Tuition under the flat-rate covers a maximum of 60 cumulative credits, which students should register for as prescribed across the required semesters/residency units (RUs) of the degree program.

Because Global Health Certificate students take a reduced course load during their semester abroad, they may take up to 20 credits per *full*-RU. A half-RU summer term between the first and second years of the program is included under the flat-rate. Global students may take between zero and six credits in the summer term; tuition is assessed even if a student registers for zero credits.

The prescribed academic plans for all department/Global Health Certificate combinations are designed to keep students on pace toward their graduation requirements while observing these maximums.

Students are responsible for managing their course loads to remain within the maximums: 20 credits per full-RU (6 credits per half-RU) and 60 cumulative credits.

CONSEQUENCES OF EXCEEDING CREDIT MAXIMUMS

All credits registered for in excess of the maximum in a given semester will be charged at the per-credit rate. Similarly, all credits registered for in excess of the cumulative maximum will be charged at the per-credit rate. Students who change their program, department, and/or certificate may need to take additional credits in excess of the allowed maximums. Students must request Office of Student Affairs approval to make these changes and/or take more than the maximum allowed semester/cumulative credits.

Students should review their academic plans prior to registering for a new semester in order to avoid a situation where one must take required courses that would put one's semester/cumulative credit totals above the maximums. No academic plan – followed as prescribed – will force a student into this situation.

Requirements Specific to the Accelerated MPH

SPECIFICATIONS

- Required residency units
 - Full- RUs: 2
 - Half-RU: 1
- Credit minimum for degree: 42
- Credit maximums
 - Per semester/full-RU: 21 credits
 - **Required** summer term/half-RU: 6 credits
 - Cumulative: 45 credits
- **Summer registration is required.** Accelerated students will be registered and tuition will be assessed for a *half*-RU in the summer term regardless of whether credits are needed that term to fulfill the degree requirements.

PRESCRIBED TIMELINE FOR DEGREE COMPLETION

1 st year	
Fall	Full residency unit
Spring	Full residency unit
Summer	Required half-residency unit

CREDIT MAXIMUMS

Tuition under the flat-rate covers a maximum of 45 cumulative credits, which students should register for as prescribed across the required semesters/residency units (RUs) of the degree program. Good pedagogy dictates the maximum of 21 credits per *full*-RU.

The prescribed academic plans for the Accelerated MPH degree are designed to keep students on pace toward their graduation requirements while observing these maximums. This includes a *half*-RU summer term – required under the flat-rate tuition – during which Accelerated students may take between zero and six credits. Though students may achieve the minimum required credits for the Accelerated degree (42) in just the fall and spring semesters, tuition for the summer term is assessed even if a student registers for zero credits.

Students are responsible for managing their course loads to remain within the maximums: 21 credits per full-RU (6 credits per half-RU) and 45 cumulative credits.

CONSEQUENCES OF EXCEEDING CREDIT MAXIMUMS

All credits registered for in excess of the maximum in a given semester will be charged at the per-credit rate. Similarly, all credits registered for in excess of the cumulative maximum will be charged at the per-credit rate. Students who change their program, department, and/or certificate may need to take additional credits in excess of the allowed maximums. Students must request Office of Student Affairs approval to make these changes and/or take more than the maximum allowed semester/cumulative credits.

Students should review their academic plans prior to registering for a new semester in order to avoid a situation where one must take required courses that would put one's semester/cumulative credit totals above the maximums. No academic plan – followed as prescribed – will force a student into this situation.

Requirements Specific to the MPH as Part of a Dual Degree

SPECIFICATIONS

- Required residency units (RUs)
 - Full-RUs: 2
- Credit minimum for degree: 39*
 - **The minimum number of credits for an MPH is 42**, and the path to that number is unique for dual degree students.
 - At least 32 credits must be taken while registered at the Mailman School of Public Health (i.e., while obtaining the required RUs).
 - The remaining 10 credits may be completed via [cross-registration](#) while students are in residence at their partnered school. All but three of those credits are to be taken within specific Mailman School courses.
- Credit minimum while in Public Health residence: 32
 - Dual degree students must register in the fall and spring semesters for a cumulative minimum of 32 credits and 2 RUs covered by a flat-rate tuition. Students generally complete the remaining 7 credits of Public Health coursework through cross-registration while in residence and while paying tuition at their partner schools.

- Alternatively, students may choose to register with Public Health in the summer term following their Public Health residency; they will be registered for a *half*-RU and be charged an additional flat-rate tuition for one to seven credits.
- Dual degree students should work closely with the Office of Student Affairs to ensure proper registration.
- Credit maximums
 - Per semester/full-RU: 20 credits
 - **Optional** summer term/half-RU: 7 credits
 - Cumulative: 39* credits

**The minimum number of credits for an MPH is 42.*

PRESCRIBED TIMELINE FOR DEGREE COMPLETION

Year in residence with Public Health	
Fall	Full residency unit
Spring	Full residency unit
Summer	Optional half-RU (additional tuition)

CREDIT MAXIMUMS

Tuition under the flat-rate covers a maximum of 39* cumulative credits, which students should register for as prescribed across the required semesters/residency units (RUs) of the degree program. Good pedagogy dictates the maximum of 20 credits per semester/*full*-RU.

The prescribed academic plans for the MPH as part of a dual degree are designed to keep students on pace toward their graduation requirements while observing these maximums.

Students are responsible for managing their course loads to remain within the maximums: 20 credits per semester/full-RU and 39* cumulative credits.

**The minimum number of credits for an MPH is 42.*

CONSEQUENCES OF EXCEEDING CREDIT MAXIMUMS

All credits registered for in excess of the maximum in a given semester will be charged at the per-credit rate. Similarly, all credits registered for in excess of the cumulative maximum will be charged at the per-credit rate. Students who change their program, department, and/or certificate may need to take additional credits in excess of the allowed maximums. Students must request Office of Student Affairs approval to make these changes and/or take more than the maximum allowed semester/cumulative credits.

Students should review their academic plans prior to registering for a new semester in order to avoid a situation where one must take required courses that would put one's semester/cumulative credit totals above the maximums. No academic plan – followed as prescribed – will force a student into this situation.

DUAL DEGREE COMBINATIONS

The Mailman School of Public Health fosters a multidisciplinary approach to public health through Masters-level dual degree programs, which are offered in conjunction with partnering Columbia University graduate schools. These dual degree programs provide Mailman School of Public Health students an opportunity to tap into the full resources of the University and to gain knowledge, skills, and perspectives in fields outside of public health. The Mailman School of Public Health partners with the following Columbia University schools and programs for dual degrees leading to:

- MPH and Doctor of Medicine (MD)
- MPH and Doctor of Dental Surgery (DDS)
- MPH and Master of Science in Occupational Therapy (MSOT)

- MPH and Master of Business Administration (MBA)
- MPH and Master of International Affairs (MIA)
- MPH and Master of Public Administration (MPA)
- MPH and Juris Doctor (JD)
- MPH and Master of Science in Social Work (MSSW)
- MPH and Master of Science in Urban Planning (MS)

Application for admission is made to both the Mailman School of Public Health and the partnering school.

MOST COMPATIBLE MAILMAN SCHOOL DEPARTMENTS

The following is meant for reference only. Dual degree students should consult with the [Admissions staff](#) in the Office of Student Affairs and [department contacts](#) regarding best fit.

Partnering School	Degree	Most Compatible Departments						
		BIO	EHS	EPI	GPH	HPM	PFH	SMS
College of Physicians & Surgeons	MD/MPH	•		•	•	•	•	
School of Dental and Oral Surgery	DDS/MPH	•	•		•	•		
School of Nursing	MS/MPH		•	•	•	•	•	•
Occupational Therapy	MSOT/MPH				•	•	•	•
School of Business	MBA/MPH	•	•	•	•	•	•	
School of International and Public Affairs	MIA/MPH MPA/MPH		•	•	•	•	•	•
School of Law	JD/MPH		•			•	•	•
School of Social Work	MSSW/MPH				•	•	•	•
Graduate School of Architecture, Planning, and Preservation	MS/MPH		•		•	•	•	

REGISTRATION AND TUITION FOR DUAL DEGREE PROGRAMS

Enrollment in a dual degree program requires special attention and planning to ensure that all academic and [tuition payment requirements](#) are met according to students' academic plans. Students must meet residency requirements for each school. These are defined as the number of credits paid for and completed at a school to fulfill each school's degree expectations. (The number of credits required for dual degree students at the Mailman School of Public Health can be found [above](#).)

Students register in only one school at a time – this is referred to as a student's school of primary registration or residence – and pay tuition to that school. Students add flexibility to their schedules by combining studies from both schools in any semester. Registration continues in either school until all academic requirements have been met and the student has registered and paid for the required number of terms/RUs and/or credits through each school.

Student should consult their [advisors](#) as soon as they begin their studies to ensure the successful progression of the dual degree. Dual degree students are strongly advised to consult with their academic advisors and the registrar's office each term to ensure they are meeting the academic and tuition requirements for their designated degrees.

Students' financial aid awards are made through their school of primary registration. Students who apply for aid are encouraged to plan their registration well in advance for each academic year and to consult with financial aid officers, in both schools if necessary, well before the beginning of the academic year to ensure that the school in which they plan to register covers their aid in each semester.

IMPORTANT STUDENT HEALTH SERVICES AND INSURANCE INFORMATION

The following Health Services information for dual degree students is from CUMC Health Services:

Dual-degree students who have transferred to the CUMC campus should be aware of the following important Student Health Service and Student Health Insurance information to avoid any gap in insurance coverage.

Students who are moving from an initial enrollment on the Morningside campus to the CUMC campus, please note: **CUMC has additional immunization and physical requirements students must meet in order to register.** Those who wait until they arrive at CUMC, may find their registration delayed and may be charged a late-registration fee. Review the [registration requirements](#) (pdf) for non-clinical students.

The following information pertains to all Dual Degree students:

- The campus where you register during the fall term determines which Student Health Service and Aetna Student Health Insurance Plan will cover you for the entire academic year (even if you take classes on a different campus during the spring term). If you are at CUMC in the fall, you will remain enrolled there for the spring. Students enrolled on the Morningside campus for the fall will remain there for the spring.
- If you waive the insurance in the fall, the waiver also continues for the entire academic year, regardless of any change in campus.
- Even though the insurance plan is annual, the premium (and required SHS enrollment fee) is **assessed per semester**; this does not mean you can change plans mid-year! Check your bill to be sure the correct campus fees have been charged, and contact OSA if they have not.
- The Columbia Morningside campus offers two levels of coverage for the student insurance plan. You may select whether to enroll in the gold or the platinum level. **If you make no selection by the enrollment deadline of September 30, you will be enrolled in the gold level of the plan for the full academic year.** For more detailed information on enrollment and benefits please visit www.health.columbia.edu.
- **Referrals for medical conditions must be renewed each insurance year.** If you will be enrolling on the Morningside campus, please schedule an appointment with your assigned Primary Care Provider at Columbia Health Services to determine if a referral for continued care is indicated. [Appointments may be scheduled online](#) or by telephone at 212-854-7426. When you change plans, referrals for mental health conditions will also need to be re-issued for continuing treatment by calling Counseling and Psychological Services at 212 854-2878. To make an appointment at CUMC call 212-305-3400, press 1.
- The “preferred provider network” or vendors vary based on campus location. If you will be moving to the Morningside campus, be sure to check which providers are preferred (for example, Westside Radiology for imaging services, and off campus mental health clinicians) to insure you receive maximum benefit under your insurance coverage.
- If you believe that because of extenuating medical circumstances you should be exempt from this policy, please contact the SHS insurance office to discuss.

Master of Health Administration

Requirements for all MHA Students

All MHA students take a core management curriculum, including Managerial and Organizational Behavior, Strategic Management, Accounting and Budgeting, Healthcare Finance, Marketing, Health IT, Quality, and HR Management. The Department of Health Policy & Management (HPM) pre-registers students for their core management curriculum.

Full-Time MHA

SPECIFICATIONS

- Required residency units (RUs)
 - Full-RUs: 4
- Credit minimum for degree: 55.5

- Credit maximums
 - Per semester/full-RU: 18 credits
 - Cumulative: 60 credits

PRESCRIBED TIMELINE FOR DEGREE COMPLETION

	1st year	2nd year
Fall	Full residency unit	Full residency unit
Spring	Full residency unit	Full residency unit
Summer	Not covered by flat-rate. Students may choose to take summer classes at a per-credit rate.	

CREDIT MAXIMUMS

Tuition under the flat-rate covers a maximum of 60 cumulative credits, which students should register for as prescribed across the required semesters/residency units (RUs) of the degree program. Good pedagogy dictates the maximum of 18 credit per semester/full-RU.

The prescribed academic plan for the full-time MHA is designed to keep students on pace toward their graduation requirements while observing these maximums.

Students are responsible for managing their course loads to remain within the maximums: 18 credits per semester/full-RU and 60 cumulative credits.

CONSEQUENCES OF EXCEEDING CREDIT MAXIMUMS

All credits registered for in excess of the maximum in a given semester will be charged at the per-credit rate. Similarly, all credits registered for in excess of the cumulative maximum will be charged at the per-credit rate. Students who change their program may need to take additional credits in excess of the allowed maximums. Students must request Office of Student Affairs approval to make these changes and/or take more than the maximum allowed semester/cumulative credits.

Students should review their academic plans prior to registering for a new semester in order to avoid a situation where one must take required courses that would put one's semester/cumulative credit totals above the maximums. No academic plan – followed as prescribed – will force a student into this situation.

PRACTICUM EXPERIENCE

All MHA students must fulfill a practicum requirement. Full-time students will complete this requirement during the summer between their first and second years of coursework. All practicum placements are designed to be full-time, 10-week substantive experiences and require approval from HPM. The purpose of the practicum is to provide students with an opportunity to utilize and expand their academic knowledge and skills in a field setting. During their practicum, students work closely with a practicum preceptor, or site supervisor, an individual who supervises, evaluates, and guides their work. The practicum may take a variety of forms, depending on the student's area of interest. Clearance for graduation requires evidence of the satisfactory completion of this requirement via the school-wide [Office of Field Practice](#) tools: scope of work, practicum completion/evaluation form and field supervisor evaluation.

In addition, the Office of Field Practice offers three mandatory sessions per year, as well as optional information sessions and office hours to support students' practicum search, enrollment, planning and evaluation. The mandatory, attendance-enforced sessions are:

- Introduction to Practicum – Fall Semester (Mandatory for all MPH and MHA students)
- Introduction to Summer Practicum and IRB for Students – Spring Semester (Mandatory for all MPH and MHA students)
- Safety and Security for International Practicum – in coordination with OSA and CU Risk Management – Spring Semester (Mandatory for all MPH and MHA students **traveling abroad** for their practicum)

Part-Time Management (PTM) Program

SPECIFICATIONS

- Credit minimum for degree: 55.5
- Part-time is defined as taking *no more* than 11.5 credits per semester
- Tuition is charged per credit registered for in a given semester

MAINTAINING LESS THAN FULL-TIME STATUS

The PTM program is intended to be completed sequentially and uninterrupted across seven semesters (including summer terms), with students taking a prescribed number of classes/credits per semester. The prescribed academic plan for the PTM Program is designed to keep students on pace toward their graduation requirements while keeping students at less than full-time status. **Students who choose to register for 12 or more credits in a semester are considered full-time and incur additional University fees associated with that status.**

PRACTICUM EXPERIENCE

PTM students fulfill their practicum requirement by integrating their current position in healthcare with a project required in their Strategic Management course.

Executive Masters Programs

The Mailman School of Public Health's Executive Education programs allow students to expand their knowledge, increase their skills, and earn a graduate degree without interrupting their career. Executive programs in the Departments of Epidemiology and Health Policy & Management offer highly-motivated working professionals the opportunity to pursue a graduate degree in public health with minimal time away from the workplace.

EXEC Healthcare Management Program (MHA/MPH)

SPECIFICATIONS

- Required residency units (RUs)
 - Half-RUs: 6
- Credit minimum for degree: 45.5
- Credit maximums
 - Per semester/half-RU: 12 credits
 - Cumulative: 60 credits

PRESCRIBED TIMELINE FOR DEGREE COMPLETION

	1 st year	2 nd year
Fall	Half-residency unit	Half-residency unit
Spring	Half-residency unit	Half-residency unit
Summer	Half-residency unit	Half-residency unit

MAINTAINING LESS THAN FULL-TIME STATUS

The EXEC Healthcare Management Program is intended to be completed sequentially and uninterrupted across six semesters (including summer terms), with students taking a prescribed number of classes/credits per semester. The prescribed academic plan for the EXEC Program is designed to keep students on pace toward their graduation requirements while keeping students at less than full-time status. **Students who choose to register for 12 or more credits in a semester are considered full-time and incur additional University fees associated with that status.**

CREDIT MAXIMUMS

Tuition under the flat-rate covers a maximum of 60 cumulative credits, which students should register for as prescribed across the required semesters/residency units (RUs) of the degree program. Good pedagogy dictates the maximum of 12 credit per semester/full-RU.

The prescribed academic plan for the EXEC Healthcare Management Program is designed to keep students on pace toward their graduation requirements while observing these maximums.

Students are responsible for managing their course loads to remain within the maximums: 12 credits per semester/full-RU and 60 cumulative credits.

CONSEQUENCES OF EXCEEDING CREDIT MAXIMUMS

All credits registered for in excess of the maximum in a given semester will be charged at the per-credit rate. Similarly, all credits registered for in excess of the cumulative maximum will be charged at the per-credit rate. Students who change their program may need to take additional credits in excess of the allowed maximums. Students must request Office of Student Affairs approval to make these changes and/or take more than the maximum allowed semester/cumulative credits.

Students should review their academic plans prior to registering for a new semester in order to avoid a situation where one must take required courses that would put one's semester/cumulative credit totals above the maximums. No academic plan – followed as prescribed – will force a student into this situation.

PRACTICUM EXPERIENCE

EXEC students fulfill their practicum requirement by integrating their current position in healthcare with a project required in their Strategic Management course.

Executive MS in Epidemiology

SPECIFICATIONS

- Credit minimum for degree: 30
- Tuition is charged per credit registered for in a given semester.
- A thesis is required.

MAINTAINING LESS THAN FULL-TIME STATUS

The Executive MS in Epidemiology is intended to be completed sequentially and uninterrupted across five semesters (including summer terms), with students taking a prescribed number of classes/credits per semester. The prescribed academic plan is designed to keep students on pace toward their graduation requirements while keeping students at less than full-time status. **Students who choose to register for 12 or more credits in a semester are considered full-time and incur additional University fees associated with that status.**

Registration and Registration Policies

Continuous Registration

Completion of the Degree

Students are expected to complete their degree programs without interruption and within no more than five years. Flat-rate tuition programs are to be completed as prescribed per their respective academic plans. Continuous registration in the Part-Time Management and Executive MS in Epidemiology programs includes summer registration. All other per-credit programs do not require summer enrollment to be

considered continuously registered. Students must inform the Office of Student Affairs (OSA) of any disruption to their continued registration.

Students who must interrupt their studies and who intend to return after a disruption of registration must apply for a formal [Leave of Absence](#) and complete a [Request to Deviate from Academic Plan](#). Students who choose to fully withdraw from degree candidacy must inform OSA of their decision in an email to msph-osa@columbia.edu. Any student who has not registered for two or more years must complete an application for [readmission](#) before being allowed to resume their studies.

Extended Residence Registration

Students who carry [Incomplete Notifications \(INs\)](#) beyond the semester of their expected graduation must maintain continuous enrollment until they resolve their INs. The Office of Student Affairs (OSA) will enroll these students in extended residence – a zero credit course with a \$500 fee. Extended residence gives students part-time status for one additional term and access to University resources needed to complete outstanding coursework; it *does not* constitute eligibility for financial aid or University housing.

Additional fees, such as the student activity fee and the CUMC IT fee, may also be incurred when students are enrolled in the extended residence.

Grace Period

Following the semester of expected graduation and all subsequent semesters in which INs still prohibit the conferral of a student's degree, a student will be afforded a grace period before the automatic activation of the extended residence. This grace period shall be extended until the conclusion of the Change of Program Period of the subsequent semester. After the close of the Change of Program Period, students may not de-activate the extended residence and must defer their degree conferral until the next [University conferral period](#) at the earliest.

Subsequent semesters do not include summer terms.

Academic Calendar

The Public Health [academic calendar](#) should be reviewed regularly, as students are responsible for all information therein and are held accountable to its dates and deadlines. Students will find required information in the calendar related to both their academic and financial life at Mailman. Change of program (add/drop) periods, University observed holidays, and graduation application submission dates are just some of the essential information included in the academic calendar.

Change of Program Period

The change of program periods in the fall and spring semesters run from the first day of classes through the Thursday of the second week of instruction. Summer change of program periods are shorter and per summer terms 1 and 2. Specific dates can be found on the [academic calendar](#). A late registration fee is charged to students who do not register for classes prior to the start of the change of program period. **No adjustment of tuition will be made for individual courses dropped after the last day of a change of program period.**

Students should review change of program and late registration dates before making any modifications to their schedules, as fees may apply.

Course Descriptions and Schedules

The Mailman School of Public Health [course directory](#) groups courses by department or day of the week and allows for course number, instructor, and keyword searches. Clicking on the plus-sign [+] in the upper right corner of a course provides a brief description, the number of course credits, enrollment priorities and/or pre-requisites, and any additional notes. Columbia University and the Mailman School of Public Health

reserve the right to withdraw, add to, or modify the courses of instruction or to change the instructors or scheduling at any time.

Registration Procedures

Before You Register

Please check [Student Services Online \(SSOL\)](#) for holds before registering. Students with holds on their accounts will see brief descriptions of the holds and the contact information for the offices issuing the holds. Students should *first contact the issuing office* to resolve a hold. Unless listed as the issuing office, the Office of Student Affairs cannot lift another office's hold. Please [contact OSA](#) if you have further questions.

Helpful Hints for Registration via SSOL

- View your registration appointment times by clicking on Registration Appointments in [SSOL](#).
- View the Public Health [course directory](#) for class listings. We do not recommend using the Columbia University directory for Public Health course information, as the most comprehensive and up to date information is located through the Public Health course directory.
- Students should review their respective academic plans to ensure they are taking classes necessary to complete their degrees as prescribed.
 - MPH students may find their academic plans in the [Certificate Requirements database](#).
 - MHA and MS students may obtain their academic plans from their respective [department handbooks](#) and/or [departmental contacts](#).

Adding or Dropping a Class

Public Health Classes

Students should carefully review their [degree requirements and credit policies](#) prior to adding or dropping classes. The processes by which students adjust their class schedules change as the semester progresses. Below you will find a guide to that progression. Students' should direct registration questions to their [department contacts](#) and/or the [Office of Student Affairs](#).

CHANGE OF PROGRAM PERIOD

During the [change of program period](#), students may make adjustments to Public Health classes in their schedules via SSOL as they would during their registration appointments. No adjustment of tuition will be made for individual courses dropped after the last day of the change of program period.

POST ADD/DROP TOOL

*For full-term, Public Health classes of the fall and spring semesters only.
1st and 2nd-quarter classes of the fall and spring semesters, summer terms 1 and 2, and cross-registered classes utilize in-person add/drop following the change of program period.*

Following the change of program period, students must obtain approval to either add a course to their existing schedule or drop a course already on their schedule. From the close of the change of program period through the "[Last day to drop without \[Unofficial Withdrawal\] UW \(full-term classes\)](#)", students use the Post Change of Program Period Add/Drop tool in SSOL to request OSA approval for these changes. The Office of the University Registrar created a [student user guide](#) (pdf) for the Post Add/Drop tool in SSOL. Requests will be electronically directed to students' department contacts and OSA for review. **Students will be notified via email if approval to add/drop is granted and must return to SSOL to complete the transaction.**

IN-PERSON ADD/DROP

Once the above options close, students will need to complete a paper [registration form](#) and obtain approval from *both* their faculty advisor/[department contact](#) and the Office of Student Affairs (OSA) to add/drop courses. Program changes must be made in person in OSA. Please also make note of the dates in the [academic](#)

calendar after which courses may no longer be dropped without the notation of Unofficial Withdrawal (UW) on one's transcript.

Courses can be dropped only through the procedures described above, and only OSA may assign the designation of UW to a course. Failing to attend class or providing unofficial notification to the instructor does not constitute the dropping a course. Students who stop attending class without dropping or officially withdrawing will be assigned a grade by the instructor. Faculty cannot assign a UW.

Other University Classes

Students who wish to cross-register for classes at other Columbia University schools should refer to the [Cross Registration](#) section of this handbook. Other schools' registration policies supersede any Mailman School policies regarding the adding/dropping of classes, etc.

Withdrawing from all Classes in a Semester

Registered students, who decide to withdraw from *all* classes in a semester, must [contact the Office of Student Affairs](#) to initiate the withdrawal process. None of the processes described in Adding or Dropping a Class (above) will allow students to drop *all* classes and fully withdraw from the University. Students who plan to return to their studies must also initiate a [Leave of Absence](#) and complete a [Request to Deviate from Academic Plan](#).

Cross Registration For Mailman School of Public Health Students

One of the advantages of attending Columbia University is the ability to integrate one's educational experience at the Mailman School with coursework from other schools at the University. Depending on degree requirements and in consultation with one's advisor, Mailman School of Public Health students are encouraged to take appropriate courses from across the University. Cross-registration must be completed during the [change of program period](#) and cannot be done via SSOL. Columbia MPH students may not cross register during their first semester (the Core). **Undergraduate courses and language courses never count toward Mailman School of Public Health degrees.**

Steps for cross-registration

- Print and complete a [registration form](#).
- Get the approval of your academic advisor or [departmental contact](#) to apply the cross-registered course to your degree program. Your academic advisor's/departmental contact's signature goes on the "Term Program Approved By" line of the registration form.
- Obtain permission from the school that offers the course for which you are cross-registering. It is important to note that **the process of obtaining permission to enroll in a course as a cross-registrant is overseen by the other school and not the Mailman School of Public Health.**
 - Often, but not always, there is a physical form at the other schools that tracks this permission. Permission might rest with the instructor and/or the student affairs office at that school. It is important to contact the school about its individual process and how you will demonstrate permission to enroll in this course.
 - If permission is obtained in person, the approval signature goes on the line of the course under "Approval as Required".
 - If a school allows you to obtain permission via email or an online form, please attach to the Mailman School of Public Health registration form.
- Once you have obtained both permissions, bring all of the above to the Office of Student Affairs for final verification and an approval coversheet.

- With all of the above completed, take the materials to the Student Administrative Services (Registrar) Office at 650 West 168 Street, room 1-141. You will be manually registered for the cross-registered course(s).

Students can neither add nor drop non-public health courses via SSOL.

For Students from Other Columbia University Schools

Columbia University students who are not affiliated with the Mailman School of Public Health are limited to cross-registering for two courses per semester and no more than twelve credits in total. **It is important to note that such courses, taken as a non-degree seeking student, may not be used for credit towards a Mailman School of Public Health degree at a future time, even if they are Mailman School of Public Health courses.**

In order to audit a course, a student must obtain permission from the instructor of the course and register. Once a student receives permission from the instructor, **the student must officially register and pay the full tuition rate for the class.** When registering, students need to remind the instructor to assign the grade option of R for the class. Students do not have access to choose the R grade option from SSOL (only faculty can assign it).

Columbia University Graduate Students

- Columbia University graduate students interested in taking courses at the Mailman School of Public Health must first download and complete the [Cross Registration Form](#).
- Take the form to the Mailman School of Public Health department offering the course to request permission, and obtain the signature of the [Department Coordinator/Academic Liaison](#).
- Take the signed form to the Office of Student Affairs (OSA) for a final approval signature. OSA is located at 722 West 168 Street, Suite 1014. Please direct your questions to msph-osa@columbia.edu.
- Register for the course through your school of primary registration. Any change thereafter (dropping the course etc.) would also be made through your school of primary registration.

Columbia University Undergraduate Students

- Students interested in taking courses at the Mailman School of Public Health must petition the Dean of Students. Students should prepare a written request detailing their interest in a public health course, and why they should be approved.
- Along with the written request, students must submit an official transcript for review.
- Students must also contact the professor of the course they are interested in taking and obtain that professor's permission. This permission should be attached to the petition.
- Please address the above materials to Dean of Students, Mailman School of Public Health, 722 West 168 Street, suite 1014, or you may email your materials to msph-osa@columbia.edu. Please email the same address with any questions.
- You will be contacted by the Office of Student Affairs with the decision.
- If allowed to take courses, you must then complete the steps outlined for [cross registration for Columbia University graduate students](#).

Tutorials

Tutorials – learning contracts between students and faculty to explore an area of mutual interest – are intended to provide opportunities for specialized study in areas of specific topics not addressed in the curriculum. They permit advanced students to explore a substantive or methodological interests in greater depth beyond the scope of the formal teaching program. Because of the extensive research activity in the Mailman School of Public Health, tutorials provide a particularly rich educational resource. Tutorials are offered by every department and are available for variable credits per semester. Before registering for

tutorials, students must first obtain the approval of the sponsoring faculty member and then register for the tutorial through the Office of Student Affairs. Tutorial credits count toward students' semester/cumulative maximums. **No more than 9 tutorial credits may be applied toward the MPH degree.**

Course Evaluations

Constructive feedback from students on course evaluations is taken very seriously at the Mailman School of Public Health. Students' thoughts are of great value to ongoing, quality improvements to the particular course being evaluated and our curriculum in general. Course evaluations are administered online during the final exam period of each semester for full-term courses and immediately following the completion of half-term and summer term classes. Please take time during these periods to reflect upon your learning experience and carefully consider the questions in the evaluations which address various aspects of the teaching and learning experience in your classes.

We feel strongly that completing all your assigned course evaluations during the allotted time is an expectation of being an engaged student at the Mailman School of Public Health. As public health professionals you will have the responsibility to evaluate colleagues and health initiatives. We view providing feedback on your courses as part of your professional responsibility. Individual student responses are anonymous and a summary of course evaluation data is presented to faculty and the department *after* the submission of final grades. While your responses are anonymous, the system does track who completes course evaluations and will automatically remind you periodically of your responsibility to evaluate a particular course. In addition, the system generates a list of students who do not fulfill their professional responsibility of completing evaluations.

Adjustment to Academic Plans

Changes in Department and/or Certificate after Matriculation

Request to Change Departments

Students interested in switching departments may do so only during designated periods. These are during the change of program period and Department Transfer Request Period of one's first semester of enrollment and prior to the first day of classes of one's second semester. See the [academic calendar](#) for specific dates. (*The Department of Health Policy and Management will not accept requests to switch into their department after the fall change of program period.*) **Student may only change departments once.**

After the fall change of program period, students must complete a [Request to Deviate from Academic Plan \(RDAP\)](#) to request a department change. In addition to the requirements listed on the RDAP form, students must also include a brief personal statement similar to the Statement of Purpose and Objectives from their original SOPHAS application. This new statement should focus on the new department a student wishes to enter. **Please be aware: obtaining signed documents and submitting the necessary paperwork does not guarantee admission to the other department. Changes to one's degree program may have financial implications.** All inquiries should be directed to the Office of Student Affairs at msph-osa@columbia.edu.

Declaring or Switching Certificates

Columbia MPH students only.

Students who still need to declare a certificate or who are interested in switching certificates may only do so during [Certificate Open Enrollment](#). The Office of Educational Programs (OEP) holds certificate information sessions prior to the open enrollment during which students will receive information on where to learn more about and apply to different certificates. Look to [Transmission](#) and CourseWorks announcements for details

on dates, times, and locations. Students may always [explore the certificates](#) at any time for information about requirements and application procedures. Questions about certificates should be directed to [OEP](#).

Certificate switches are not guaranteed and may have financial and academic implications. Some certificates, based on required coursework in fall and/or spring semesters or other prerequisites, may require earlier declaration and/or may not be available for switches.

Request to Deviate from Academic Plan (RDAP)

The degree programs at the Mailman School of Public Health are intended to be completed within their prescribed timelines, while allowing students the flexibility to explore specific areas of their chosen fields through department selectives, electives, etc. Degree programs have minimum/maximum numbers of credits students are allowed to take each semester and cumulatively across the degree, and departments provide guides (academic plans) for how students typically fulfill graduation requirements within those constraints. **Students who desire/need to deviate from their academic plan must complete a [Request to Deviate from Academic Plan \(RDAP\)](#) for consideration of an amended plan.** Students who do not follow the steps described in the RDAP and who deviate from their academic plans without ultimate approval from the Dean of Students may encounter a number of challenges (e.g., additional costs related to tuition and fees). Even an Approved Amended Academic Plan (A³P) may have an impact on the cost of a student's degree and financial aid. Discussing these changes and obtaining approval from one's advisor/department and the Office of Student Affairs (OSA) presents a greater opportunity for successful completion of one's program. The process from RDAP to A³P is complicated and lengthy, so students must work closely with their advisors and OSA to develop an amended plan as soon as it appears a change in program plan is necessary.

Transfer of Credit

Master of Science

No transfer of credit is accepted towards the MS degree.

Master of Public Health

- Transfer credits cannot have been counted or awarded towards another degree or credential.
- Transfer credits must be from [an accredited school or program in public health](#).
- Transfer credits must be from classes in which a student received a letter grade of B+ or better.
- A request to transfer credits, which may be submitted only after a student's first semester of study at the Mailman School of Public Health, must be made in writing to one's academic advisor or [department coordinator](#) and include a [Request to Deviate from Academic Plan \(RDAP\)](#). Requests must also be accompanied by adequate documentation, which may include an official transcript, course syllabus, etc. (The RDAP is not required when requesting to transfer credits to count toward an elective.)
- A request to transfer credits must be made before a student's final semester of study.
- The Office of Student Affairs (OSA) gives final approval of whether transfer credits may be counted toward the MPH.
- If approved, **a maximum of nine credits may be transferred toward the MPH.**
- **Transfer credits may not be applied toward the Core curriculum.**
- Transfer credits in no way reduce the number of residency units required for the degree, and all other [degree requirements](#) remain in effect.
- Questions and requests should be directed to Lillian Morales, Associate Director of Academic Records & Standards, lm31@columbia.edu.

Master of Health Administration

- Transfer credits cannot have been counted or awarded towards another degree or credential.
- Transfer credits must be from [an accredited school or program in public health](#) and/or other accredited, masters level degree school or PhD program approved by the MHA program advisor.
- Transfer credits must be from classes in which a student received a letter grade of B+ or better.
- A request to transfer credits must be submitted in writing and accompanied by a course syllabus; the syllabus must be approved by the MHA academic advisor, and it is within the advisor's discretion to determine whether the course meets the standards of the MHA curriculum.
- Additionally, a request to transfer credits must be accompanied by an official transcript from the institution at which the credits were earned, as well as a [Request to Deviate from Academic Plan \(RDAP\)](#). (The RDAP is not required when requesting to transfer credits to count toward an elective.)
- A request to transfer credits should be made *prior* to a student's first semester of study.
- The Office of Student Affairs (OSA) gives final approval of whether transfer credits may be counted toward the MHA.
- If approved, **a maximum of six credits may be transferred toward the MHA.**
- Transfer credits in no way reduce the number of residency units required for the degree, and all other [degree requirements](#) remain in effect.
- Questions and requests should be directed to Marni Selman, Director of MHA and Executive Programs (HPM), at mbs2206@columbia.edu.

Notifications

Columbia University's Office of University Life: Sexual Respect and Community Citizenship Initiative

Columbia University's [Office of University Life](#) serves as a primary place of engagement for issues of campus-wide concern and, importantly, as a focal point for student interests, supplementing the current resources within the University's undergraduate, graduate, and professional schools. The mission of Office of University Life is to further the academic and community experience of students, faculty, and staff at Columbia. In Spring 2015, the Office of University Life launched the [Sexual Respect and Community Citizenship Initiative](#) to address concerns of community, citizenship, and sexual respect within the Columbia community. The Initiative complements the University's ongoing efforts to prevent gender-based misconduct, strengthen the response to such misconduct when it occurs, and enhance our campus climate; additionally, it supports learning and reflection on the link between sexual respect and membership in the University community.

All students new to Columbia University and starting new programs are required to engage with the Sexual Respect and Community Citizenship Initiative. Through the initiative, students will explore multiple participation options – workshops; film and discussion events; online videos and reflections; and others. Students may also choose to work either individually and/or with student groups to create other unique options to satisfy this requirement. More information on the specifics of the requirement will be provided early in the fall semester.

We expect all students will embrace the Sexual Respect and Community Citizenship Initiative as part of what it means to be a Columbia University student. **Students who do not complete this requirement will be considered not in good standing with the Mailman School of Public Health and have registration holds put in place.**

Community Standards

The Mailman School believes in a respectful and inclusive environment for all its members. These [community standards](#) are central to all that occurs on campus and at the School. All are expected to adhere to these standards. However, if anyone experiences events contrary to the expected standards, they are encouraged to file a report that will be reviewed and addressed by a team of professionals from the School's Leadership. For more information on how to file a report, please visit the [Columbia University Student Conduct and Community Standards page](#).

Communication with Students and CUMC Email

Student Email Communication Policy

The following is from [Essential Policies for the Columbia Community - Student Email Communication Policy](#). CUMC students should disregard the paragraph in the linked text regarding auto-forwarding of email. Please see [CUMC Email](#) for the Medical Center's policy on mail forwarding.

Columbia University has established email as an official means of communication with students. An official Columbia University email address is required for all students. The University has the right to send official communications to the University email address, which is based upon the University Network ID (UNI) assigned to the student. The University expects that every student will receive email at [their] Columbia University email address and will read email on a frequent and consistent basis. A student's failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Similarly, the Office of Student Affairs (OSA) uses email as its primary means of communication with students. OSA will communicate with students on events and activities, as well as on important matters pertaining to registration, academic policies, graduation, etc. **It is the student's responsibility to be informed of these announcements so as not to miss any important deadlines, etc. Students should check their email on a frequent and consistent basis.**

CUMC Email

Affiliation with the Columbia University Medical Center (CUMC) requires the use of CUMC Exchange Email System; designated as yourUNI@cumc.columbia.edu. In addition, a virtual address of yourUNI@columbia.edu is also created. Access to the Exchange System offers feature-rich and secure services for personal information management (e.g., email, calendar, contacts, notes, and tasks) by using Microsoft Outlook on Macs and PCs. Access to the Exchange System may also occur through CUMC's Outlook Web App.

CUMC prohibits the forwarding of your virtual address to any non-Columbia email address (e.g., Gmail, Hotmail, Yahoo, etc.) due to information security concerns and to ensure compliance with HIPAA regulations and the [CUMC Information Security Office's policies and guidelines](#). Please refrain from forwarding your virtual address to any address other than your University Assigned Exchange Email account.

Transmission

The School of Public Health sends weekly email bulletins – Transmission – to students, faculty, and staff. [Transmission Action](#) emails come from the Office of Student Affairs and include a variety of information from sponsored programs in the week ahead to the notification of upcoming deadlines. Students should browse Transmission so as not to miss out on this important information.

In Cases of Inclement Weather and School Closing

- An announcement will be placed on the [Mailman School homepage](#).
- The Mailman School's voicemail will also have up to date information at (212) 305-3927.

- The Columbia University Medical Center (CUMC) maintains a hotline for the medical center campus, and Mailman School information will also be kept up to date there. (212) 305-7300.
- If the Mailman School is open, you should assume your classes are being held unless you hear otherwise directly from your instructors or from the Office of Student Affairs. You should communicate directly with your instructors if you cannot attend class.

Maintaining Good Academic Standing

Advising

Academic Advising

Each student is assigned an academic advisor from their department upon admission. Students are strongly encouraged to meet regularly with their advisors. Faculty advisors are assigned to ensure informed choices, reasonable uniformity within areas of concentration, and optimal utilization of Columbia University and Mailman School of Public Health resources. Academic advisors are listed in the General Information section of students' Academic Profile in [SSOL](#). If the listing indicates "None on file" or if a student wishes to change advisors, students should reach out to their respective [departmental contacts](#).

Personal Advising

Professional staff in the Office of Student Affairs (OSA) are trained and available to support students through their time in graduate school. OSA recognizes that graduate students have complex lives that extend beyond their coursework at the Mailman School of Public Health, and situations might occasionally arise that interrupt a student's progress. These might include health or medical problems, family crises, issues of personal well-being and stress management, as well as challenges negotiating the environments of Columbia University, Washington Heights, and/or New York City. Students are strongly encouraged to meet with OSA staff when such difficulties arise. OSA staff can provide immediate support to students and/or refer students to CUMC/CU resources. Staff is available by appointment or for walk-ins; we are located in the Office of Student Affairs, suite 1014 just to the right of the elevators in the lobby of the Allan Rosenfield Building. The best way to reach OSA is by email at msph-osa@columbia.edu or by phone at (212) 342-3128.

Dual Degree Advising

Negotiating Columbia University and Mailman School of Public Health resources while a dual degree student can be a complex process. Specific academic concerns about course selection and departmental requirements are done within a student's department. Office of Student Affairs (OSA) staff can advise on general policies and procedures related to dual degree study. **Dual degree students are strongly advised to consult with their academic advisors and OSA each term to ensure they are meeting the academic and tuition requirements for their designated degrees.**

Grading System at the Mailman School

The below policies apply only to Public Health courses. Students who cross-register for classes at other Columbia University schools should refer to the policies of the other schools.

Letter Grades

The Mailman School of Public Health uses a letter grade system. Grades are: A, B, C, with + and - as applicable, and F. Only A-C and F grades are factored into students' GPA. Grades are defined as follows:

Excellent	
A+	Reserved for highly exceptional achievement.
A	Excellent. Outstanding achievement.
A-	Excellent work, close to outstanding.
Good	
B+	Very good. Solid achievement expected of most graduate students.
B	Good. Acceptable achievement.
Fair	
B-	Acceptable achievement, but below what is generally expected of graduate students. <i>The records of students receiving grades of B- and below are subject to review by the Academic Standards Committee.</i>
C+	Fair achievement.
Minimally Acceptable	
C	Fair achievement, but only minimally acceptable.
C-	Very low performance.

F Grades

Students who receive an F grade usually may not repeat the failed class unless the class is a requirement for the completion of one's degree or certificate. In cases when the failed course is required, the student must re-register for the course and obtain a satisfactory grade. The F grade remains on the student's transcript even after the course is retaken for a passing grade. (See the section of this handbook pertaining to [satisfactory academic progress](#) for further implications of an F grade.)

Repeating a course may require a student to take additional credits beyond what is allowed under the flat-rate tuition or a student may need to re-take the failed course in an additional semester; **costs associated with these circumstances are the responsibility of the student.**

Pass/Fail Grading Option

The pass/fail grading option (P/F) is not available for required courses. Some courses, at the discretion of the instructor and according to course content, are graded only on a pass/fail basis. The P/F option may also be elected by students in selected courses with permission of the instructor **and** the student's advisor. This option is designed to permit registration for credit in courses relevant to but outside of a student's primary area of study. For applicable classes, students may change their grade option up to the deadline dates indicated in the [academic calendar](#). P/F grades do not factor into students' GPA. **Students may not exceed nine credits total of P/F grades.**

Other Transcript Notations

Unofficial Withdrawal (UW)

Students may drop a class without notation on their transcripts up to the deadline dates indicated in the [academic calendar](#). After these deadlines, the notation of UW is assigned to students whose names appear on the grade sheet but who have never attended or have discontinued attendance prior to the due date of substantive work. The course instructor, in consultation with the Office of Student Affairs, will determine what constitutes substantive work for a particular course. The assignment of a UW is not a foregone conclusion, and a letter grade based on completed work may be assigned instead. See below for requesting an Incomplete Notation.

Incomplete Notation (IN)

Only the Office of Student Affairs (OSA) may authorize Incomplete Notations (INs) on students' transcripts. INs may only be used for students who have met the attendance requirements of a course but when certain assignments have not been completed for reasons satisfactory to the course instructor. Students must submit an [Incomplete Request Form](#) prior to the conclusion of the term to be eligible for INs. Students who do not submit this form may have a letter grade assigned based on the work completed at the time faculty must submit grades.

Students must complete work necessary to resolve INs by the following deadlines published in the [academic calendar](#) – approximately 18 weeks from the end of the term in which the class was taken. Faculty have the discretion to shorten the deadline. Requests for extensions must be submitted via email to the [Office of Student Affairs](#) prior to the deadline and are reviewed on a case-by-case basis. **Extensions are not guaranteed.** The implications of carrying INs into a new semester are detailed in the [Maintaining Good Academic Standing](#) section of this handbook.

INs unresolved by their deadlines will default to UWs unless otherwise indicated by faculty on the Incomplete Request Form.

INCOMPLETE NOTATION DEADLINES

Semester of Incomplete	Deadline for Completion
Fall	May 1
Spring	Last day of Fall change of program period (~2 nd week of September)
Summer	Before the first day of Spring registration (~2 nd week of December)

Credit Pending (CP)

Assigned in courses which regularly involve research or projects extending beyond the end of the term. Until such time as a passing or failing grade is submitted, satisfactory progress is implied. The designation of CP may also be used in instances when a grade is in dispute or during the investigation of alleged academic misconduct.

Grade Point Average (GPA)

Students may calculate their GPA based on [Columbia University's standard scale](#) and/or by using this [GPA calculator](#). Check with the Office of Student Affairs to ensure that you have properly calculated your GPA, as OSA's calculation is ultimately the one used in determining [good academic standing](#).

Grade Notification

Students may view their grades in [SSOL](#). Students' academic records are also available to their faculty advisors and the Office of Student Affairs for counseling/advising purposes. Grades below B-, Incomplete Notifications (INs), or Unofficial Withdrawals (UWs) are reported to the Academic Standards Committee for review.

Grade Grievance Procedures

The following four steps represent the complete process of grade grievance. The majority of cases will be resolved informally in steps one and two. Those remaining unresolved after these initial steps can proceed to steps three and four.

- **Step One:** Questions about a course grade should be discussed first with the course instructor. If the grade questions remain unresolved after discussing with the faculty member, proceed to Step Two.
- **Step Two:** Questions about a course grade should be discussed with the program head or department chair, if necessary.

- **Step Three:** In the case of a serious, unresolved disagreement between a student and instructor concerning grades, the student must submit an official email of complaint to the [Office of Student Affairs](#). In general, only grades of B- or below will be considered for this process, and students must have met the basic requirements of the course in question (as outlined in the course syllabus). The Dean of Students (or designee) will make an initial determination of the merits of the case and whether to trigger a committee.
- **Step Four:** If after the initial determination, a formal inquiry is moved forward, the Dean of Students will appoint a committee of three faculty members to review the case. The committee will decide whether the grade warrants a change either to a higher grade, a lower grade, or if the grade should remain the same. The Office of Student Affairs will notify the student of the committee's decision and the student will have five (5) business days to respond to the decision. If the student does not agree with the decision, the student may appeal to the Dean of Students who will then review the case with the Academic Dean. The decision of the appeal committee is final.

Requests for Transcripts and Certifications

The amended Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits the release of a student's educational record without the written consent of the student. For certain exceptions and further restrictions, consult [Essential Policies for the Columbia Community](#). Students should visit the [Office of the University Registrar](#) for information on obtaining transcripts.

Maintaining Good Academic Standing

Good academic standing is most simply defined as remaining continuously registered, making progress toward completing all [degree requirements](#) as prescribed by one's program and department, and earning grades of B- or better in all classes. Masters students are expected to maintain good academic standing by successfully completing their degree requirements uninterrupted and within prescribed timelines and by following approved academic plans. **Students must be in good academic standing to receive their degrees.**

Continuous Registration

Degree seeking students must be continuously registered per their academic plans. [Leaves of Absence](#) must be approved by and coordinated through the Office of Student Affairs. Full and part-time students are expected to complete all degree program requirements within no more than five years. Any student who has not registered for two or more years must complete an application for [readmission](#) before being allowed to continue their studies.

Satisfactory Academic Progress (SAP) Toward Degree Completion

Students are ultimately responsible for tracking and maintaining their own academic progress and ensuring they have met all Mailman School and departmental requirements (both academic and co-curricular). It is understood, due to life circumstances, some students may not meet these minimum standards, so systems are in place to put students back in good standing. The Office of Student Affairs monitors students' academic progress each semester, provides support to students who fall below SAP, and makes recommendations intended to return students to good academic standing.

Monitoring SAP

The Office of Student Affairs (OSA), in conjunction with the Office of Educational Programs (OEP) and the academic departments, audits students' academic progress each semester to ensure students meet the benchmarks of their respective degree programs. Students whose semester GPA falls below 3.0, who receive F or UW grades, and/or who carry Incomplete Notations (INs) into a new semester are considered in poor academic standing and not making SAP. OSA also monitors co-curricular degree requirements and whether students are taking the necessary classes to complete their academic plans.

GPA

Students whose semester GPAs fall below 3.0 must raise their GPAs above 3.0 or show significant improvement in the subsequent semester in order to continue in the degree program. Significant improvement is defined as at least a 10% increase in GPA. Students who earn less than a 3.0 GPA in more than one semester without showing significant improvement may be terminated from their degree program.

F OR UW GRADES

Students who earn a single F grade or opt for a UW in a required course, regardless of GPA, are considered in poor academic standing and not making SAP. A student must retake the course and will remain in poor academic standing until which time the student earns a passing grade in the class (C- or better; B- or better for the MPH Core). *The new grade will not replace the F/UW grade on one's transcript*, but OSA will informally recalculate a student's GPA – for the purpose of determining SAP and good academic standing – without considering the F. (UWs do not calculate into GPA.)

Students who earn more than one F grade, whether in a single semester or across multiple semesters, may be terminated from their degree program.

INCOMPLETE NOTATION

Students who carry Incomplete Notations (INs) into a new semester will have the balance of IN credits counted toward the maximum number of credits allowed in the new semester. (IN credits will be multiplied by the number of consecutive semesters into which the balance is carried. E.g., an IN in a 3 credit course from FA 2017 would amount to 3 credits counted toward one's maximum allowed semester credits in SP 2018. If the IN is still unresolved by FA 2018, then 6 credits are counted toward one's maximum.) Students are responsible for monitoring their INs and regulating their courses as necessary to remain within their semester maximums. Because students register for a new semester before the receipt of the prior semester's grades, students may have to drop courses not required in the new semester's academic plan.

The Office of Student Affairs (OSA) will only intervene when students' course loads are considered too challenging to be managed on top of their INs. At that time, OSA will advise a different strategy with the final responsibility left with the student on how to proceed. If the balance of IN credits prevent a student from taking the necessary, required courses in the new semester, the student may be advised to take a [Leave Of Absence](#) until they resolve *all* INs. All INs carried into a new semester must be resolved before a student may add credits freed up by completed INs. (Dual degree students whose residency moves to their partner school may not cross-register for Mailman courses while carrying IN credits from Mailman.)

Students who carry INs beyond their semester of expected graduation must maintain [continuous registration](#) with the Mailman School until they resolve their INs. Continuous registration allows access to School and University services (e.g., advising, libraries, etc.); it also accounts for the processing of the INs and the conferral of a student's degree. In general, students may not take leaves of absence *after* their final semester to avoid this continued registration. (Dual degree students may be exempt from this requirement depending on whether they return to their partner school following their residency at Mailman, but they would be held to this policy should the INs not be resolved by the completion of residency at their partner school.)

ACADEMIC PLANS AND CO-CURRICULAR REQUIREMENTS

Students in all full-time Masters programs (and the Part-Time Management Program) are expected to follow academic plans which ultimately lead to the timely completion of their degree programs. Student must also complete additional, co-curricular requirements (e.g., seminar/lecture attendance, etc.), which are made explicitly clear in other sections of this Handbook and/or in a student's [department handbook](#). A student who deviates from their academic plan without completing a [Request to Deviate from Academic Plan \(RDAP\)](#) and/or who does not meet the benchmarks for co-curricular requirements is considered not in good academic standing.

Advising and Support

Students experiencing academic challenges have access to several [advising](#) and [support services](#) at the Mailman School, CUMC, and University-wide. Students may choose to work with the Office of Student Affairs (OSA) in conjunction with these services and/or personal resources to regain stability in their academic lives. OSA is best suited to coordinate with a student, their faculty and department, and other external services to develop a remediation plan for returning a student to good academic standing.

Returning to Good Academic Standing

Students who utilize one or more of the above mentioned support services often return to good academic standing after no more than one semester. The Office of Student Affairs may *recommend* other interventions meant to return a student to good academic standing. These may include, but are not limited to the following:

- Reducing one's course load to only required courses
- Relinquishing an executive leadership position in a student group
- Deferring practicum fieldwork

Unfortunately, students who find themselves in poor academic standing in more than one semester may be [terminated](#) from their degree programs.

Core Studios Grades (MPH only)

Successful completion of the first semester of the Core is the foundation upon which students' public health education is built and is the prerequisite for many subsequent classes. Students' performance in the Core, therefore, must be held to a higher standard. **MPH students should earn a grade of B- or better in the REMA studio and should not earn more than one grade below a B- in all other Core studios.** Students who do not meet this standard are considered in poor academic standing and not making SAP, and they may be required to remediate the Core studio(s) in which they received the unsatisfactory grade(s).

Core classes are only offered in the fall semester. Students who do not meet satisfactory academic progress for the Core may not continue with a Global Health Certificate. Accelerated students must return for an additional fall semester (which may incur an additional cost) to retake class(es). Students may be asked to defer their practicum work until they have successfully completed all Core studios with grades of B- or better.

Satisfactory Academic Progress for Financial Aid

Satisfactory academic progress for financial aid consists of two standards as defined by Columbia University and Federal regulations:

- Maintain a cumulative GPA of 3.0 or better.
- Progress toward degree completion based on a quantitative scale that consists of a maximum time frame in which students must complete their degree.

The Mailman School of Public Health's standard for satisfactory academic progress for degree completion, as well as the [minimum/maximum number of credits students are allowed to take per semester](#), are more stringent than University and Federal regulations and are designed to keep students in good standing at a graduate school level as they progress toward the completion of their degrees and to maintain eligibility for Federal and institutional financial aid. See the Student Financial Services page on [Satisfactory Academic Progress and Federal Aid](#) for more detailed information.

In addition, a student who is not in good academic standing or whose department requests a review due to poor academic performance will undergo a more detailed review with the Academic Standards Committee as described above.

Termination Due to Persistent Poor Academic Standing

Students who find themselves in poor academic standing in more than one semester may be terminated from their degree programs.

A student terminated from their degree program will receive an official letter from the Academic Standards Committee (via email) and have the opportunity to meet with the Dean of Students to discuss further options. If the student disagrees with the decision of termination, the student may appeal this decision to the Vice Dean for Education within fifteen (15) business days of meeting with the Dean of Students. The Vice Dean for Education will review the appeal and may consult with other colleagues in this review. The decision of the appeal is final and will be sent to the student and the student's department within thirty (30) business days of the appeal request.

Appeals Process Governing Degree Candidacy Termination

Academic assessment of students resides with the faculty. With the faculty, the Mailman School has developed [academic progress guidelines](#) for students.

Appeals related to individual course grades (or graded assignments within a course) are governed by the [Grade Grievance Procedures](#).

An appeal to a comprehensive, degree-based, academic progress evaluation (e.g., registration holds, limited registration, temporary suspension, etc.) should be directed to the Dean of Students within fifteen (15) business days of notification to the student of the academic evaluation. The appeal procedure is limited to assuring that the assessment was made impartially and according to procedures applicable to all students.

If a student is terminated from degree candidacy based on academic progress or [standards of professional conduct](#), the student will receive an official letter and have the opportunity to meet with the Dean of Students to discuss further options. This meeting will occur within fifteen (15) business days from receipt of the termination letter. If the student disagrees with the decision of termination, the student may appeal this decision in writing to the Vice Dean of Education within fifteen (15) business days of meeting with the Dean of Students (for a total of thirty (30) business days from receipt of the letter). The appeal procedure is limited to assuring that the academic assessment and termination were made impartially and according to procedures applicable to all students. The Vice Dean will review the appeal and may consult with other colleagues in this review. The decision of the appeal is final. Notification to the student and the student's department will occur in writing within thirty (30) business days of receipt of the appeal request.

Please see the following Student Handbook sections for other school and university policies:

[Mailman School Policies on Community Standards and Conduct](#)
[University Policies and Federal Regulations and Laws](#)

Separating from the School

Leaves of Absence

Columbia University Policies

Columbia University has overarching policies on leaves of absence (voluntary, involuntary, medical, military and others types) to which the Mailman School community adheres:

- [Voluntary Leave of Absence](#)
- [Involuntary Leave of Absence](#)

- [Military Leave of Absence](#)

Mailman School Policies

Degree seeking students must be continuously registered per their [academic plans](#). However, certain circumstances may necessitate a student to request or be asked to take a leave of absence. Students must discuss any interruption in continuous registration with their academic department *and* the Office of Student Affairs. Through this discussion, a leave of absence could be a potential option.

All students who will not continue with their registration but who intend to return to their studies must apply for a formal Leave of Absence. Any request for a leave must be accompanied by a [Leave of Absence form](#) and a [Request to Deviate from Academic Program](#).

All students must meet with their department, secure department approval, and return the form to the Office of Student Affairs. Leave of absence requests are generally approved for two semesters with a maximum of four semesters. Exceptions to these limits will be considered on a case-by-case basis through a petition to the student's department and final approval by the Dean of Students. Students who have not registered for two or more years must reapply to the school.

Withdrawal, Reinstatement, Readmission

Withdrawal

Registered students, who decide to withdraw from *all* classes in a semester or *fully* withdraw from their degree program, must [contact the Office of Student Affairs](#) to initiate the withdrawal process. A student may not fully withdraw from all classes online via SSOL, even during the add/drop period. (See [withdrawal procedures](#) in the Registration section of this handbook.) Students who plan to return to their studies must also complete a [Request to Deviate from Academic Plan](#).

Reinstatement

Students who have taken formal [Leaves of Absence](#) must notify their department and Office of Student Affairs (OSA) at least six weeks prior to the beginning of the semester in which they plan to resume registration. This notification must include an academic plan for successful completion of the degree program, which must ultimately be approved by one's department and OSA, for reinstatement to become official. Students not registered for two or more years must apply for [readmission](#). **Reinstatement is not guaranteed.**

Readmission

Students who have been on leave for two or more years or who have outstanding degree requirements spanning longer than two years must apply for readmission to complete their degrees. This can be accomplished by submitting the following:

- An online application for readmission
- One letter of recommendation
- A current résumé or CV
- A personal statement describing why the leave was necessary and what current circumstances assure completion of the degree program
- An academic plan for successful completion of the degree program, which must ultimately be approved by one's department and OSA

Complete the online application <https://apply.mailman.columbia.edu/apply/?sr=9a0895ac-b103-4aed-8889-a8a638d35ada> and email ph-admit@columbia.edu with any questions.

Submit the above by the following deadlines:

- July 15th for Fall readmission

- October 15th for Spring readmission

Students' academic records and readmissions material will be reviewed by their department, and the Admissions Committee. An interview may be required. Reinstatement may require that the student take new courses and meet updated academic requirements. **Reinstatement is not guaranteed.**

Readmitted students are held to the standards of the student handbook for their year of readmission.

Commencement

The Mailman School of Public Health awards degrees three times a year – in October, February, and May – in accordance with Columbia University's conferral schedule. Candidates for Public Health degrees must file an electronic application, which requires the approval of their department coordinator. The Office of Student Affairs makes the application available to students in the months prior to the application due-dates.

Graduation application due-dates	
August 1	October conferral
December 1	February conferral
February 1	May conferral

Applications received after the due-dates will not be considered for the respective conferral date. Students unable to complete their degree requirements by the conferral date for which they have submitted an application, must file another application for the next conferral period. Additionally, students who previously filed and did not graduate must meet all requirements before application for graduation will be accepted.

Students who complete and submit requirements by the deadline but do not have the requirement officially recorded as complete may be re-instated. Reinstatement will occur when the OSA is informed that the requirement (practicum, course, capstone paper or thesis grade) has been completed or grade submitted. **However, after one month of the degree award date, students will need to re-apply for the next conferral period.**

Graduation Ceremony

The Mailman School of Public Health hosts a graduation ceremony and reception in May. Graduates from all three conferral dates are encouraged to attend this event. Information regarding the graduation ceremony can be found [here](#).