

Contents

Academic Calendar	4
Change of Program Period	4
Course Descriptions and Schedules	4
Registration Procedures	4
Before You Register	4
Helpful Hints for Registration via SSOL.....	4
Adding or Dropping a Class	4
Public Health Classes	4
Other University Classes	5
Withdrawing from all Classes in a Semester	5
Cross Registration.....	5
For Mailman School of Public Health Students	5
Steps for cross-registration	6
Inter-University Doctoral Consortium.....	6
Auditing Courses.....	6
Tutorials	6
Course Evaluations	7
Grading System at the Mailman School	7
Letter Grades	7
F Grades	7
Pass/Fail Grading Option.....	8
Other Transcript Notations.....	8
Unofficial Withdrawal (UW).....	8
Incomplete Notation (IN).....	8
Credit Pending (CP)	8
Registered (R)	8
Grade Point Average (GPA).....	9
Grade Notification.....	9
Grade Grievance Procedures.....	9
Requests for Transcripts and Certifications.....	9
Leaves of Absence	9
Columbia University Policies	9
Mailman School Policies	10
Withdrawal, Reinstatement, Readmission.....	10
Withdrawal	10

Reinstatement.....	10
Readmission	10
Personal Advising.....	11
Commencement	11
Graduation Ceremony	11
Communication with Students and CUMC Email	11
Student Email Communication Policy	11
CUMC Email.....	12
Transmission.....	12
In Cases of Inclement Weather and School Closing	12
Columbia University’s Office of University Life: Sexual Respect and Community Citizenship Initiative.....	12
Tuition and Fees	13
Degree Requirements and Credit Policies.....	13
Transfer of Credit.....	14
Pass/Fail Policy	14
Continuous Registration Policy.....	14
Minimum Academic Performance Standards	15
Students in Good Standing	15
Academic Notice	15
Overall Academic Performance Review	15
Procedure for Student Grievances.....	16
Informal Resolution	16
Mediation.....	16
Filing a Formal Grievance.....	16
Review of the Grievance Statement	16
Formation and Proceeding of the Grievance Committee.....	16
Appeal.....	17
The Dissertation.....	17
Dissertation Sponsorship	17
Proposal Format	17
Composition of Proposal Defense	17
Scheduling a Proposal Defense.....	17
Format and Results of Proposal Defense	18
Composition of the Dissertation Defense Committee	18
Procedures for Forming a Dissertation Defense Committee	18
Time Limit and Monitoring Student Progress on Dissertation Research.....	18
Scheduling the Dissertation Defense	18

Format of Dissertation Defense	18
Evaluation of Dissertation	19
Pass	19
Incomplete	19
Fail	19
Time Limit for Final Submission of Dissertation	19
Deposit of Dissertation	19
Electronic Deposit of Dissertation	20
Tuition and Fees	20
Degree Requirements and Credit Policies	20
Transfer of Credit	21
Pass/Fail Policy	21
Minimum Academic Performance Standards	21
Students in Good Standing	21
Academic Notice	21
Overall Academic Performance Review	21
Procedure for Student Grievances	22
Informal Resolution	22
Mediation	22
Filing a Formal Grievance	22
Review of the Grievance Statement	22
Formation and Proceeding of the Grievance Committee	22
Appeal	23

Information for All Doctoral Students

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, holidays, and graduation application submission dates are just some of the essential information included.

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

Change of Program Period

The change of program periods in the fall and spring semesters run from the first day of classes through the Friday 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.**

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. Doctoral 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 UW \(full-term classes\)](#)”, students use the Post Change of Program Period Add/Drop tool in SSOL to request 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. **Student 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. 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 or the student affairs office at that school or both. It is important to contact the school about its individual process and how you will be able to 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.

Inter-University Doctoral Consortium

The Mailman School of Public Health participates with the Inter-University Doctoral Consortium (IUDC), which provides for cross-registration among member institutions. The Columbia University [Graduate School of Arts and Sciences](#) maintains information about this program, including participating member institutions, instructions for studying at another university, and the registration form.

Auditing Courses

Informal or non-registered auditing by any students (sitting in on a class without formal registration) is not permitted at the Mailman School of Public Health. In order to properly 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 (registered) for the class. Students do not have access to choose the R grade option from SSOL (only faculty can assign it). Courses graded R do not count toward the course points needed to meet degree requirements.

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/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. Doctoral students may obtain additional information from their respective [department handbooks](#) and/or [departmental contacts](#).

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 on 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 does generate a list of students who do not fulfill their professional responsibility of completing evaluations.

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-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. 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.

Repeating a course may require a student to take additional credits; **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 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.

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 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 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. **Extension are not guaranteed.**

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

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.

Registered (R)

When registering, students need to remind the instructor to assign the grade option of R (registered) for the class. Students do not have access to choose the R grade option from SSOL (only faculty can assign it). Courses graded R do not count toward the course points needed to meet degree requirements. All R credit courses require full tuition payment.

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 either 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 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.

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 at two years or more of no registration 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:

- 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

Email ph-admit@columbia.edu for the link to the online application and 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.

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, or/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 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.

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.

Graduation Ceremony

Columbia University and the Mailman School hold Commencement exercises in May for all students who have earned their degrees during the current academic year. In early spring, October and February graduates, and all students anticipating a May degree, will be sent information directly in preparation for these events. Information regarding the graduation ceremony can be found [here](#).

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 to not 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.

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.**

Doctor of Public Health

The Doctor of Public Health (DrPH) degree is designed for professionals with MPH's to prepare for teaching, research, or advanced administrative positions in a major area of specialization within the broad field of public health. In general these areas of specialization coincide with the school's departments. The degree program is administered through the Doctoral Policy and Planning Committee (DPPC) of Mailman School of Public Health, which carries out faculty policy, the doctoral program, and sets standards for granting the degree. The departments of Biostatistics, Environmental Sciences, Epidemiology, Population and Family Health, and Sociomedical Sciences actively participate in the Dr.P.H. program.

The Dr.P.H. degree calls for completion of an approved program of study totaling no fewer than 30 doctoral points of credit beyond the M.P.H. level, with individual programs reviewed by departments. At a minimum, the candidate is required to spend the equivalent of two terms of full-time coursework (30 points) in residence. Dr.P.H. students must then follow the continuous registration policy outlined on the next page. The Dr.P.H. degree is awarded upon completion of doctoral coursework after the master's degree, passing of qualifying examinations, and preparation and defense of an original scholarly investigation.

The completion of doctoral study can be expected to take at least three full-time academic years and, in most cases, extends beyond that. There is a University time limit of seven years from the date of first registration as a doctoral student until completion of all requirements.

Tuition and Fees

Students must fulfill their tuition obligations as determined by their required credits. 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 assess 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 summer terms are found on a separate listing on the Tuition and Fees pages, which may not be visible until the spring semester.

Degree Requirements and Credit Policies

- Credit minimum: 30
- Maintain continuous registration to the point of defense (except summer terms)
- All other requirements are maintained by individual departments

Transfer of Credit

DrPH - No transfer of credit is accepted towards the DrPH degree.

Pass/Fail Policy

Dr.P.H. students in the Mailman School may take no more than two elective courses for pass/fail, with the prior approval of the department. Individual departments may place further restrictions on pass/fail rules.

Continuous Registration Policy

Doctoral education is an investment in time and money for students, for the academic departments, and for the Mailman School. This investment is based on a mutual contract between the student and the department that includes providing students with opportunities to explore research interests, opportunities to develop academic advising and mentoring relationships, and access to other academic resources to carry out their academic goals. Because of this, it is important to ensure that each student's progress toward completion of his/her degree is being made at the appropriate pace expected of doctoral students. In support of this goal, the Mailman School has developed a policy of continuous enrollment for its Dr.P.H. students:

Dr.P.H. students must be continuously enrolled at the Mailman School. This continuous enrollment requirement will be in effect for the 30 points of academic coursework. Students who register for additional classes must pay the current Mailman School tuition. To be continuously enrolled, after completion of academic coursework, Dr.P.H. students must register for one of the following in all spring and fall semesters:

- Doctoral Research Registration
- RSRH P0001 - charged one credit of tuition - full time status.
- RSRH P0003 - must have department approval - charged one credit of tuition - part time status.

The continuous enrollment policy begins with the semester in which the student first enrolls in the Dr.P.H. program and continues through the semester the dissertation is deposited.

Waivers to the continuous registration requirement will be rare and considered on a case by case basis. Such rare cases should begin through a petition to the student's academic department with a recommendation from the department made to the Mailman School's Office of Student Affairs. Reasons for requesting a waiver would include maternity/paternity leave, serious personal illness, or other serious life events. Such a petition should include the reason for requesting the waiver and a proposed plan for completing the remaining Dr.P.H. degree requirements. For all students, after two years' leave of absence, the student must reapply to the Mailman School.

If any Dr.P.H. candidate fails to register for one continuous point of credit during a particular fall or spring semester without having been granted a waiver or leave, then the Office of Student Affairs will notify the student and the student's department at the start of that semester. To remain in good standing, the student will have to take one of the following actions:

- Register for one doctoral research credit immediately;
- Submit a formal request for leave; or
- Agree to some other arrangement with the approval of his/her advisor and department chair.

Any student who misses one or more semesters without permission will have to pay for an additional point of credit for each semester missed at the time he/she registers once again.

The above policy is similar to the policy for Ph.D. students at GSAS, who also must be continuously enrolled until graduation.

Any current Dr.P.H. student wishing to be grand-parented into this continuous registration requirement can do so by petitioning the Office of Student Affairs, outlining a proposed course plan to complete their degree.

Minimum Academic Performance Standards

Departments have the discretion to institute more stringent standards than those enumerated below.

Students in Good Standing

- Receive grades of B or higher in all required courses.
- Maintain an overall grade point average (GPA) of B+ (3.33) or higher
- Have no incompletes.

Academic Notice

- Students who receive a grade of B- or lower are placed on academic notice.
- Students on academic notice must arrange to meet with their advisor, or other faculty member charged with student academic review, to develop a written plan of remediation that may include but is not limited to retaking the course.
- The written plan of remediation will be signed by the student, the student's advisor, and the Chair of the department or the faculty in charge of the doctoral program. The written plan should be placed in the student's file and a copy sent to the Dean of Students.
- The School will send to the departments, twice a year, a list of their doctoral students who received a B- or lower on any course. Advisors of record and the department coordinator will receive a list of their doctoral students on academic notice as well.
- A second B- will result in a Dean's Hold, preventing registration, which will be lifted upon receipt of a signed plan of remediation from the academic advisor to the Office of Student Affairs. Students with a Dean's Hold are not eligible for financial aid.

Overall Academic Performance Review

- Doctoral students receive advice and monitoring in the preparation and scheduling of research proposals, comprehensive examinations, and the final dissertation defense, which faculty committees review carefully. Students in good standing may proceed to qualifying/comprehensive examinations without formal review. The departments will notify the School of students in good standing upon completion of their coursework requirements.
- A faculty committee constituted by each department will review the academic record of students who are not in good standing before they may sit for qualifying/comprehensive examinations. Based on this review, the committee may recommend to the School one of the following courses of action:
 - Consider the student in good-standing without further conditions.
 - Have the student continue on academic notice until specified conditions (e.g., additional coursework, tutoring) are met (at which point the student returns to good standing).
 - Dismiss the student from the program. A recommendation for dismissal from the program requires review by and agreement of the department Chair.
- The School, and not the departments, is responsible for formal dismissal of doctoral students from the program, following a recommendation from the department sent to the Dean of Students.
- A student must receive a written statement of the departmental review committee's determination, with copies placed in the student's record and sent to the Dean of Students.
- The student must, within a year of notification, report to the Dean of Students that all conditions for returning to good standing to the satisfaction of the review committee have been completed.
- Results of qualifying and comprehensive examinations shall be routinely reported to the Dean of Students.

Under consideration by the Doctoral Planning and Policy Committee, October 18, 2004; revised December 13, 2004.

Procedure for Student Grievances

Informal Resolution

If possible, the student should discuss the matter with the responsible individual. If no resolution results, the student should consult his or her advisor, department chair, the Ombuds Office, Director of Student Academic Affairs, and Dean of Students. Every effort should be made to resolve the matter at an informal level without escalating the complaint to the status of a formal grievance. Discussions aimed at informal resolution must remain confidential and generally last for no more than 30 working days.

Mediation

Any student who has not reached an informal resolution and prefers to avoid escalating the complaint to the status of a formal grievance may request a mediation session at Mailman. Mediation is an informal and confidential process through which the grievant and the accused student can participate in a search for a fair and workable solution. Mediation requires the consent of both parties and suspends the grievance procedure for up to 30 working days, which can be extended at the discretion of the Director of Student Academic Affairs (see previous paragraph) upon the consent of both parties. Complaints that are addressed through mediation need not be made in writing. The parties may agree to a variety of solutions ranging from the modification of a TA assignment to an apology. A written document, which will remain confidential to both parties, may be produced to memorialize the agreement.

Filing a Formal Grievance

If no informal resolution occurs and the student wishes to make a formal grievance, the student should, within two weeks of the abandonment of attempts at informal resolution, inform in writing the Dean of Students and the Director of Student Academic Affairs with whom he or she has been conducting the informal process that he or she has rejected any offer made during the informal process of resolution (if such was made) and that he or she intends to file a formal grievance. Within two weeks following such notice, the student should submit a written statement to the Dean of Students documenting and describing the source of the complaint, its consequences, and the informal efforts at resolution made to date. This statement must also include a description of the remedy sought.

Review of the Grievance Statement

The Dean of Students will review the written statement and consult with the Director of Student Academic Affairs already involved in the case to suggest the appropriate action: either (a) to refer the grievance to the Grievance Committee (see below) or (b) with the agreement of the grievant, to refer the complaint to the appropriate department or office if the issue seems not to be one that falls within the purview of the Dean of Student's office of the Mailman School.

Formation and Proceeding of the Grievance Committee

If the complaint is forwarded to the Grievance Committee, the Director of Student Academic Affairs convenes a proceeding of the committee to review the written statement. Such a proceeding may involve one or more meetings, depending on how long it takes to collect, present and evaluate the evidence needed to review the grievance.

The Grievance Committee consists of (a) two faculty chosen by the Dean of Students from among the faculty members of the Mailman School of Public Health, (b) two graduate students chosen by the Dean of Students from at least four nominations made by the doctoral granting departments; and (c) the appropriate Dean of Students designee (generally not the same person who mediated the informal complaint) who chairs the Committee and votes only in the case of a tie. Before members of the Committee begin deliberations, the Dean

of Students may appoint a replacement for any member of the committee who believes him or herself to be biased or have a conflict of interest. Faculty will be replaced with faculty, students with students, and the Director of Student Academic Affairs designee with an administrator of the Dean of Students choosing.

The grievant attends the proceeding and, if he or she wishes, may select a faculty member, graduate student or MSPH administrator to attend the meeting and serve as his or her advocate. The advocate may not pose questions or intervene in the proceedings, but may talk quietly or pass notes to the grievant in a non-disruptive manner. The advocate is not privy to deliberations and does not vote. If the grievant chooses not to attend, he or she will be informed that the committee will proceed to a decision.

The merits of the grievance are evaluated within the context of the University and MSPH policy, a consensus is reached by a majority vote and, when appropriate, a remedy is recommended. The Committee responds with a written decision in a timely fashion, that is, no later than the end of the semester following that in which the grievance was filed.

Appeal

If the grievant is not satisfied with this decision, he or she may appeal in writing to the Dean of Students. This appeal must be submitted within 30 working days of the decision to the Dean of Students who will decide the matter, ordinarily within 30 days.

The Dissertation

Dissertation Sponsorship

Any Mailman School faculty member with a professional or associate professional title (unmodified or modified is automatically eligible to sponsor Dr.P.H. dissertations. The department chair or the director of studies* may nominate other Mailman faculty including individuals with adjunct appointments. A nomination letter and CV are submitted for approval to the Academic Dean of Mailman School of Public Health.

***Department chair or the director of doctoral studies" is used as a generic phrase throughout that refers to authority and decision making vested at the departmental level. The precise title of faculty member responsible for the direction of the doctoral program and the process for internal decision making are left to the discretion of each department.*

Proposal Format

Each department is charged with developing written guidelines for the format for dissertation proposal. A copy should be filed with the Dean of Students along with notification to the DPPC.

Composition of Proposal Defense

A proposal defense committee will be constituted by the sponsor and at least two other faculty that are appointed by the department chair or director of doctoral studies in consultation with the dissertation sponsor. Eligible faculty are those considered eligible to sit on a dissertation defense committee, as specified below.

Scheduling a Proposal Defense

When the sponsor feels a student is ready to defend a proposal for dissertation research, the sponsor formally requests that the department schedule a proposal defense and consults with the department on selection of committee members for the proposal defense. For departments that combine oral examinations with the defense of the dissertation proposal, the oral examination/proposal defense should be scheduled within six months of completion of course requirements. For departments that separate proposal defense from oral examinations, the proposal defense should be scheduled twelve months or sooner for most students after successful completion of comprehensive examinations. Exceptions require review by the department. Students should circulate research proposals no less than two weeks before the proposal defense.

Format and Results of Proposal Defense

Proposal defenses are closed meetings and each department has discretion in the format used for the defense. Departments will forward to the Dean of Students a one page written summary of the results signed by the sponsor, other committee members and the student.

Composition of the Dissertation Defense Committee

A dissertation committee is composed of five members: the sponsor, the chair and three other faculty members. Three members of the committee are from within the department and two from outside the student's department. At the department's discretion a larger committee may be convened, but there must be an odd number of voting members. Faculty members in the student's department other than the sponsor with doctoral committee experience may chair the dissertation defense committee. Scholars and researchers from outside the University may sit on Dr.P.H. committees. Departments must forward the CV of non CU members for approval by the academic dean.

Procedures for Forming a Dissertation Defense Committee

The responsibility for selecting and recommending defense committee members rest with the dissertation sponsor and department chair or director of doctoral studies. With the exception of choosing their sponsor, students may be consulted but neither select their own defense committees nor be placed in a position to ask particular faculty members to serve on their committee. The final committee membership is approved by the department chair or director of doctoral studies and confirmed by the Academic Dean. Within the guidelines for committee composition, the department has some discretion regarding the number of committee members. Departments may opt to form a full committee at the time of the proposal defense. Others may delay selection of the complete committee until closer to the scheduling of the dissertation defense.

Time Limit and Monitoring Student Progress on Dissertation Research

Candidates should expect the dissertation to take at least the equivalent of one year of full-time work. An overall time limit of seven (7) years for completion of degree requirements and the dissertation is set from the date of first registration following admission into the doctoral program. This limit applies to both full and part time students. Students may request a leave of absence from their department. Leaves of absence must be approved by both the department and Dean of Students and typically do not exceed two semesters for a maximum of four semesters, consistent with the Mailman School [Leave of Absence Policy](#). Periods during which the student is formally granted a leave of absence will not be counted in the seven year limit.

The student with support from his or her sponsor may request from the director of doctoral studies and the Dean of Students an annual extension of the seven-year time limit. Such extensions will not automatically be granted, but will be looked upon favorably if the candidate can demonstrate that progress is being made towards completing the dissertation.

Scheduling the Dissertation Defense

No defense shall be scheduled until the dissertation sponsor and second reader have signified that the dissertation is ready for defense and final examination. A decision to proceed does not necessarily indicate how either would vote during the defense. Responsibility for scheduling dissertation defenses rests with the department. No student should be put in the position of having to schedule his or her defense. Students distribute hard copies of the complete dissertation at least four weeks before the anticipated defense date.

Format of Dissertation Defense

It is left to the departments' discretion whether their candidates' presentations for the Dr.P.H. defense are to be opened or closed. Following the candidate's presentation, the committee convenes for a closed door discussion. All committee members are expected to be present at the defense. A committee is permitted to convene in the absence of one member only in the case of emergency or other special circumstances* The absent member is required to write a letter containing all comments and questions that would normally be

raised at the defense and his or her provisional vote. If the emergency that prevents the member from being present cannot be anticipated, the absent member is requested to comply with the regulations above as soon as possible **after** the defense. The vote will not be considered final until the absent member has submitted the required letter to the Academic Dean.

When unforeseen events preclude the presence of a committee member, the department may request the Academic Dean approve a telephone call in for the absent member.

**A committee member participating through a telephone hook-up is considered present for the defense.*

Evaluation of Dissertation

When examiners have finished their questions, the candidate is asked to step outside and wait for an invitation to return. The committee must make one of three possible decisions, Pass, Incomplete and Fail. The evaluation of the committee is recorded on a standard form and reported to the department and the Academic Dean.

Pass

The dissertation is deemed acceptable subject to minor revisions. The dissertation is corrected by the candidate in light of the committee's comments, and the revisions are supervised by the student's sponsor. Upon completion of the required revisions, the candidate is recommended for the degree. All revisions should be completed and the final dissertation deposited no later than six months from the date of the dissertation defense.

A unanimous vote or a vote with only one dissent in a lower grade constitutes a pass. In case of a split vote, the voting sheet and dissertation are submitted to the director of doctoral studies and the Academic Dean for review and final decision.

Incomplete

The dissertation is deemed acceptable subject to major revisions. All revisions must be completed no sooner than three months and no later than one year from the date of the dissertation defense. Upon completion and acceptance of the required revision, the defense is considered to be successful.

The chair of the committee shall delegate the responsibility for the outcome of the revision to a subcommittee of from one to three members of the original committee. When the student has finished the major revisions, they must be submitted to each of the members of the revision subcommittee and each must state in writing that the new text is satisfactory. Letters are sent to the Academic Dean's office to change the vote record from "Incomplete" to "Pass."

Fail

The dissertation is deemed unacceptable and the candidate is not recommended for the degree.

Dissertation Defense Form

Time Limit for Final Submission of Dissertation

As stated above, dissertations approved as pass (with only minor revisions required) must be deposited within six months of the defense date. Dissertations voted as incomplete (approved with major revisions required) must be deposited within one year of the defense date.

Deposit of Dissertation

Following successful defense, students should complete any required revisions. Students who receive a vote of "pass with minor revisions" are given a maximum of six months to complete these revisions and deposit

their dissertation. After revisions are approved, the Defense of Dissertation form must be completed by your sponsor, as well as your department chair or program director.

Electronic Deposit of Dissertation

Now that you have successfully defended your dissertation, your last remaining academic requirement is to complete your dissertation deposit. Your examining committee may have directed you to make minor revisions to your dissertation. Once you have made these revisions, you are ready to begin the deposit process. Please be aware that there is a possibility for a processing fee applied to the electronic deposit of the dissertation. Please check in with the Office of Student Affairs after defending your dissertation regarding this fee. Please be sure to review all the information on this page carefully before clicking on any links.

There are three steps to completing your deposit - these steps can be done in any order, but your deposit is only considered complete when all 3 steps are done.

- Complete the required [Survey of Earned Doctorates](#)
- Upload and submit a PDF copy of your dissertation to [ProQuest ETD Administrator](#)
- Obtain and submit a signed Dissertation Defense form that certifies that you have made all required revisions and that the dissertation has been approved for deposit by your sponsor and by your department chair.

There are specific formatting requirements for your dissertation. Visit the GSAS website to view the [guide to formatting](#).

Do not leave this process for the last day of a deposit deadline. Faculty do their best to provide feedback regarding formatting and other matters as quickly as possible, but it is ultimately students' responsibility to ensure that all parts of the deposit are completed by the deadline, including a correctly formatted dissertation. We review every dissertation that is submitted; uploading your file a few days before the deadline ensures that we can give you feedback on formatting and other matters in a timely manner.

Visit the GSAS [Electronic Deposit FAQs](#).

Ph.D.

PhD students follow the academic guidelines of [Graduate School of Arts and Sciences](#) (GSAS) as well as their Mailman School department.

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 for the Graduate School of Arts and Sciences of the Columbia University Student Financial Services website.

Degree Requirements and Credit Policies

- Degree requirements for PhD students are maintained by a student's department and the [Graduate School of Arts and Sciences](#).
- Other requirements are maintained by individual departments and/or covered in Section 4 of this Handbook "Doctoral Degrees".

Transfer of Credit

PhD - Transfer credit and advanced standing for the Mailman School of Public Health PhD programs are facilitated through the [Graduate School of Arts and Sciences \(GSAS\)](#).

Pass/Fail Policy

Ph.D. students in the Mailman School may take no more than two elective courses for pass/fail, with the prior approval of the department. Individual departments may place further restrictions on pass/fail rules. This policy is independent of department policies regarding the number of GSAS courses Ph.D. students may take for R credit.

The completion of doctoral study can be expected to take at least three full-time academic years and, in most cases, extends beyond that. There is a University time limit of seven years from the date of first registration as a doctoral student until completion of all requirements.

Minimum Academic Performance Standards

Departments have the discretion to institute more stringent standards than those enumerated below.

Students in Good Standing

- Receive grades of B or higher in all required courses.
- Maintain an overall grade point average (GPA) of B+ (3.33) or higher.
- Have no incompletes.

Academic Notice

- Students who receive a grade of B- or lower are placed on academic notice.
- Students on academic notice must arrange to meet with their advisor, or other faculty member charged with student academic review, to develop a written plan of remediation that may include but is not limited to retaking the course.
- The written plan of remediation will be signed by the student, the student's advisor, and the Chair of the department or the faculty in charge of the doctoral program. The written plan should be placed in the student's file and a copy sent to the Dean of Students.
- The School will send to the departments, twice a year, a list of their doctoral students who received a B- or lower on any course. Advisors of record and the department coordinator will receive a list of their doctoral students on academic notice as well.
- A second B- will result in a Dean's Hold, preventing registration, which will be lifted upon receipt of a signed plan of remediation from the academic advisor to the Office of Student Affairs.

Overall Academic Performance Review

- Doctoral students receive advice and monitoring in the preparation and scheduling of research proposals, comprehensive examinations, and the final dissertation defense, which faculty committees review carefully. Students in good standing may proceed to qualifying/comprehensive examinations without formal review. The departments will notify the School of students in good standing upon completion of their coursework requirements.
- A faculty committee constituted by each department will review the academic record of students who are not in good standing before they may sit for qualifying/comprehensive examinations. Based on this review, the committee may recommend to the School one of the following courses of action:
 - Consider the student in good-standing without further conditions.
 - Have the student continue on academic notice until specified conditions (e.g., additional coursework, tutoring) are met (at which point the student returns to good standing).
 - Dismiss the student from the program. A recommendation for dismissal from the program requires review by and agreement of the department Chair.

- The School, and not the departments, is responsible for formal dismissal of doctoral students from the program, following a recommendation from the department sent to the Dean of Students.
- A student must receive a written statement of the departmental review committee's determination, with copies placed in the student's record and sent to the Dean of Students.
- The student must, within a year of notification, report to the Dean of Students that all conditions for returning to good standing to the satisfaction of the review committee have been completed.
- Results of qualifying and comprehensive examinations shall be routinely reported to the Dean of Students.

Under consideration by the Doctoral Planning and Policy Committee, October 18, 2004; revised December 13, 2004.

Procedure for Student Grievances

Informal Resolution

If possible, the student should discuss the matter with the responsible individual. If no resolution results, the student should consult his or her advisor, department chair, the [Ombuds Office](#), Director of Student Affairs, and Dean of Students. Every effort should be made to resolve the matter at an informal level without escalating the complaint to the status of a formal grievance. Discussions aimed at informal resolution must remain confidential and generally last for no more than 30 working days.

Mediation

Any student who has not reached an informal resolution and prefers to avoid escalating the complaint to the status of a formal grievance may request a mediation session at Mailman. Mediation is an informal and confidential process through which the grievant and the accused student can participate in a search for a fair and workable solution. Mediation requires the consent of both parties and suspends the grievance procedure for up to 30 working days, which can be extended at the discretion of the Director of Student Academic Affairs (see previous paragraph) upon the consent of both parties. Complaints that are addressed through mediation need not be made in writing. The parties may agree to a variety of solutions ranging from the modification of a TA assignment to an apology. A written document, which will remain confidential to both parties, may be produced to memorialize the agreement.

Filing a Formal Grievance

If no informal resolution occurs and the student wishes to make a formal grievance, the student should, within two weeks of the abandonment of attempts at informal resolution, inform in writing the Dean of Students and the Director of Student Academic Affairs with whom he or she has been conducting the informal process that he or she has rejected any offer made during the informal process of resolution (if such was made) and that he or she intends to file a formal grievance. Within two weeks following such notice, the student should submit a written statement to the Dean of Students documenting and describing the source of the complaint, its consequences, and the informal efforts at resolution made to date. This statement must also include a description of the remedy sought.

Review of the Grievance Statement

The Dean of Students will review the written statement and consult with the Director of Student Academic Affairs already involved in the case to suggest the appropriate action: either (a) to refer the grievance to the Grievance Committee (see below) or (b) with the agreement of the grievant, to refer the complaint to the appropriate department or office if the issue seems not to be one that falls within the purview of the Dean of Student's office of the Mailman School.

Formation and Proceeding of the Grievance Committee

If the complaint is forwarded to the Grievance Committee, the Director of Student Academic Affairs convenes a proceeding of the committee to review the written statement. Such a proceeding may involve one or more

meetings, depending on how long it takes to collect, present and evaluate the evidence needed to review the grievance.

The Grievance Committee consists of (a) two faculty chosen by the Dean of Students from among the faculty members of the Mailman School of Public Health, (b) two graduate students chosen by the Dean of Students from at least four nominations made by the doctoral granting departments; and (c) the appropriate Dean of Students designee (generally not the same person who mediated the informal complaint) who chairs the Committee and votes only in the case of a tie. Before members of the Committee begin deliberations, the Dean of Students may appoint a replacement for any member of the committee who believes him or herself to be biased or have a conflict of interest. Faculty will be replaced with faculty, students with students, and the Director of Student Academic Affairs designee with an administrator of the Dean of Students choosing.

The grievant attends the proceeding and, if he or she wishes, may select a faculty member, graduate student or MSPH administrator to attend the meeting and serve as his or her advocate. The advocate may not pose questions or intervene in the proceedings, but may talk quietly or pass notes to the grievant in a non-disruptive manner. The advocate is not privy to deliberations and does not vote. If the grievant chooses not to attend, he or she will be informed that the committee will proceed to a decision.

The merits of the grievance are evaluated within the context of the University and MSPH policy, a consensus is reached by a majority vote and, when appropriate, a remedy is recommended. The Committee responds with a written decision in a timely fashion, that is, no later than the end of the semester following that in which the grievance was filed.

Appeal

If the grievant is not satisfied with this decision, he or she may appeal in writing to the Dean of Students. This appeal must be submitted within 30 working days of the decision to the Dean of Students who will decide the matter, ordinarily within 30 days.