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# Masters Students Handbook

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Handbook Edition

This handbook was updated August 23, 2019. The policies herein are applicable to students who matriculated Fall 2019.

Fidelity
Although the degree and academic requirements in place normally will not change within any given academic year, School policies are reviewed and updated regularly. The Columbia University Mailman School of Public Health reserves the right to make changes at any time with appropriate notice to the community (e.g., email notification via Transmission).

Updates/Changes
Should updates be made to this handbook, notice of such changes will be appropriately communicated to the Mailman School community and cataloged below.

If you note an error, broken link, etc., please bring it to the attention of the Office of Student Affairs at msph-osa@columbia.edu.
Offices Supporting Student Success

Office of Student Affairs
At the Columbia Mailman School of Public Health, educational experiences take place both in and out of the classroom. Under the direction of the Dean of Students, the Office of Student Affairs (OSA) oversees a wide range of student services to ensure students receive a robust and well-rounded training on the path to fulfilling public health careers. OSA’s mission is to lead a portfolio of comprehensive educational services ranging from volunteer opportunities, social and alumni networking, personal advising, and more to 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.

Student Support
Office of Student Affairs staff are available to meet one-on-one to discuss your questions and concerns, whether it’s assistance navigating University procedures, support to help you succeed academically, or advice on how to enrich your time here through student activities, groups, and leadership opportunities. Contact OSA if you have a question about how to register for classes; if you are interested in getting involved in extracurricular activities; if you are having difficulties with your coursework; or if there is a personal issue troubling you. Throughout your journey – from orientation to commencement – OSA is here for you.

Student Life Initiatives
The Office of Student Affairs offers a variety of ways for students to enhance their experience at the Mailman School of Public Health. Student involvement opportunities are continuing to evolve based on student needs and interests. Students are encouraged to join student organizations, start their own organization, run for leadership positions within student organizations and the Graduate Student Association, or participate in any of the student life activities hosted by all of the above throughout the year. All policies, procedures, and information regarding these opportunities are outlined in the Student Group Handbook located in Engage.

Engage
To learn about events and student life opportunities, students should visit Engage, the student engagement platform Mailman School of Public Health uses to communicate with students about all things student life and involvement. To access Engage, login using your UNI and password.

Questions regarding student life opportunities should be directed to the Assistant Director of Student Life.

Office of Admissions and Financial Aid
Under the direction of the Associate Dean of Enrollment Management, the Office of Admissions and Financial Aid is available to help you take your academic journey to the next step by pursuing an additional degree at the Columbia Mailman School, to discuss opportunities for financial aid, or meeting your financial obligations.

Are you thinking of applying for another degree program after graduation? Do you have questions about managing your debt and repaying loans? Would you like advice on budgeting your money? Would you like to volunteer at admissions events? Are you interested in becoming a tour guide for prospective students? We’re here to answer all your admissions and financial aid questions.

Office of Educational Programs
The Office of Education is the center of the student experience, overseeing all learning and student support services through the Office of Student Affairs; Admissions and Financial Aid; Career Services; Diversity, Culture, and Inclusion; Educational Programs; and Field Practice. Led by the Vice Dean of Education, the
Office of Education develops and implements the School’s doctoral, master’s, non-degree, and executive education programs to the highest standard of academic rigor while providing the skills and experiences necessary to succeed as future public health professionals.

Office of Diversity, Culture, and Inclusion
The Office of Diversity, Culture, and Inclusion (ODCI) partners with Columbia Mailman students, faculty, and staff to provide opportunities to analyze and interrupt patterns of behavior and institutional practices that sustain systems of oppression at our School, Columbia University, and beyond. ODCI also maintains the Bias Response and Support System, which ensures that we hold each other and ourselves accountable to the School’s commitment to diversity, equity, and inclusion by acknowledging and addressing bias-related concerns.

Do you have an initiative in mind to bolster the School’s commitment to equity and social justice? Are you looking for ways to respond to individual/institutional challenges that prevent our school from meeting your expectations for an inclusive and equitable community? ODCI is here to both support and challenge you, as you prepare for careers in public health.

Office of Field Practice
In the Office of Field Practice (OFP), we provide resources and support to students seeking field experiences through the practicum program, volunteer and service-learning opportunities, and internships. We can help you find a practicum site that aligns with your interests and goals, and help you complete the necessary paperwork to make it happen. We advise individuals and groups on these and other related issues and offer pre-departure orientations for selected international field sites.

Are you looking for a field experience in a particular location, related to a specific health issue, or with a certain organization? Are you planning to travel to a location that is unstable due to political unrest or other risks? Are you interested in a practicum at one of the OFP sites or in an inter-professional service learning opportunity? We look forward to working with you!

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
Guiding: We provide empathetic career counseling and coaching to help you explore, develop, and refine your career vision and goals, now and throughout the lifelong career development process. Educating: We train you to develop your skills in self-marketing, communications, professional etiquette, and relationship-building, to empower you to achieve your career and professional goals. Facilitating Connections: We actively cultivate school-wide partnerships with a broad range of relevant employers and establish alumni and student networks, to increase your professional opportunities.

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

Students have a responsibility to familiarize themselves with all Columbia University and Mailman School policies and procedures, especially as they relate to conduct, professionalism, and academic integrity. The policies and procedures can be found within the Community Standards and Conduct Handbook, on the Mailman School Community Standards pages, in the handbooks of students’ respective departments and degree programs, and the matriculating class handbooks, all of which can be found on the Student Handbooks page of the Mailman School website. All students will be held to the standards set forth throughout all of the above.

Statement of Expectations

Mailman School of Public Health students have a responsibility to uphold a high standard of conduct and maintain academic, personal, and profession integrity. All students are required to review the Mailman School community standards and complete an assessment about academic integrity during the course of orientation. Students are also required to review other Mailman School and University-wide documents, videos, tutorials, etc. designed to inform students of the expectations of being a Columbian. All members of the Mailman community are responsible for reporting violations of academic, personal, and/or professional standards to a faculty member, the Office of Student Affairs, and/or another person of authority. Student may also make reports directly via web-forms found on the Reporting and Disciplinary Process page. The Mailman School of Public Health strongly believes in academic, personal, and professional integrity and maintaining a high standard of conduct. Any and all violations will be taken seriously and thoroughly addressed.

Professionalism and Personal Accountability

Outlined within the Community Standards and Conduct Handbook and the Community Standards webpages are principles which are essential to ensure a student's suitability to become a public health professional. Students at the Mailman School are expected to demonstrate good judgment and a sense of responsibility, sensitivity, and compassion. These qualities are fundamental characteristics of ethical and professional public health practitioners and researchers. The Expectations for Professionalism and Personal Accountability provide standards which are essential to ensuring a student’s suitability to become a public health professional. The understanding is that students will commit to the standard of professionalism when they are in the classroom, completing practica, working on and off campus (e.g., in a TA/RA position, etc.), serving as student leaders in various capacities, and any other role associated with being a part of the Mailman School and Columbia University communities.

By signing the Mailman School’s Affirmation of Community Standards, students agree to abide by its tenets. Violations of the Community Standards, even those that arise from lack of awareness or understanding, may lead to disciplinary action for the offending student.

Students “sign” the Affirmation of Community Standards by completing the Student Handbook Review assignment found on their Orientation and Transition course page within CourseWorks (aka Canvas).

Conduct as a student-employee, student-leader, or when completing practicum

We expect the highest level of professionalism when students are in the role of employee (e.g., teaching assistant, research assistant, etc.), student-leader, or in the field during their practicum. A student must be in good academic standing to hold any of these roles, this includes one’s grades as well as upholding good conduct outlined throughout the student handbooks and community standards pages. While in the role of student-employee or student-leader or while completing one’s practicum, students should keep in mind the following expectations. Though not an exhaustive list, any breach of the following could be considered grounds for disciplinary action and may prevent a student from participating in these roles.
A student must:

- represent the School with the highest ethical and moral standards
- fulfill job responsibilities as dictated by job or project descriptions
- not forego responsibilities without prior discussion with a supervisor, academic department, or the Office of Student Affairs
- attend required meetings as requested
- arrive to positions on time and complete tasks on time, unless previously discussed with supervisor

**Academic Integrity**

A violation of academic integrity compromises the intellectual foundation of our institution. To violate that principle is one of the most serious offenses a student can commit at Columbia University. Irrespective of the disciplinary outcome, faculty members reserve the right to assign grades as they deem appropriate. The Office of Student Affairs reserves the right to partner with the [Office of Student Conduct and Community Standards (SCCS)](https://www.scpscolumbia.org) when investigating matters of alleged academic misconduct. The following section in this handbook details the Mailman School’s expectations for academic integrity, the process by which the School addresses alleged academic misconduct, and the potential sanctions for students found in violation of the Code of Academic Integrity.
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
- 4+1 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

**University and School Requirements for All Degree Programs**

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

Columbia University’s Office of University Life: Sexual Respect and Community Citizenship Initiative 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.**

**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 students are required to participate in SSGA during orientation** or in a make-up session at a later date.

**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.

**INTRODUCTION TO PUBLIC HEALTH COURSE**

The Council on Education for Public Health (CEPH) requires Master of Science degree candidates to showcase foundational public health knowledge in order to complete their degree programs. MS candidates without an MPH must complete an online Introduction to Public Health course (equivalent to 1.5 credits) administered the summer prior to full-time enrollment at Columbia Mailman. Students will also complete some in-person activities their first enrolled term as designated by the course instructor. Students with a Master of Public Health (MPH) degree from a CEPH accredited institution will have met this requirement.

**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
ENVIRO
E N V I R O N M E N T A L  H E A L T H  S C I E N C E S
Credit minimum for degree: 40 credits

EPIDEMIOLOGY
POPULATION AND FAMILY HEALTH
SOCIO MEDICAL 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 sessions per year, which students are strongly encouraged to attend, 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 (strongly encouraged for all MPH and MHA students)
- Introduction to Summer Practicum and IRB for Students – Spring Semester (strongly encouraged 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). The Columbia Mailman School strictly follows the policies set forth by Columbia University Global Travel for students traveling abroad for their practicum work.
INTER-PROFESSIONAL EDUCATION
Beginning Fall 2019, students will be required to complete Inter-Professional Education (IPE) in conjunction with students from the other professional schools at CUIMC. Several activities that meet this requirement are already in place (e.g., the CUIMC-wide “IPE Day”), and others are being developed (e.g., e-Introduction to IPE). These activities will be announced to all students throughout the school year.

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.

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

<table>
<thead>
<tr>
<th></th>
<th>1st year</th>
<th>2nd year</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Full residency unit</td>
<td>Full residency unit</td>
</tr>
<tr>
<td>Spring</td>
<td>Full residency unit</td>
<td>Full residency unit</td>
</tr>
<tr>
<td>Summer</td>
<td>Not covered by flat-rate. Students may choose to take summer classes at a per-credit rate.</td>
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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 (6-Month 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: 21 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

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<th></th>
<th>1st year</th>
<th>2nd year</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Full residency unit</td>
<td>Full residency unit</td>
</tr>
<tr>
<td>Spring</td>
<td>Full residency unit</td>
<td>Full residency unit</td>
</tr>
<tr>
<td>Summer</td>
<td>Half-residency unit</td>
<td><strong>Not covered by flat-rate.</strong></td>
</tr>
</tbody>
</table>
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 21 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: 21 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
  o Full- RUs: 2
  o Half-RU: 1
• Credit minimum for degree: 42
• Credit maximums
  o Per semester/full-RU: 21 credits
  o Required summer term/half-RU: 6 credits
  o 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

<table>
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<th></th>
<th>1st year</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Full residency unit</td>
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<tr>
<td>Spring</td>
<td>Full residency unit</td>
</tr>
<tr>
<td>Summer</td>
<td>Required half-residency unit</td>
</tr>
</tbody>
</table>

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 4+1 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.** Most 4+1 students will complete their practicum in the summer term either preceding or following their full year at the Columbia Mailman School. 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**

<table>
<thead>
<tr>
<th>4th year (Undergraduate)</th>
<th>1st year</th>
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<tbody>
<tr>
<td>Fall</td>
<td>MPH Core</td>
</tr>
<tr>
<td>Spring</td>
<td>Return to partner institution</td>
</tr>
<tr>
<td>Summer (one only)</td>
<td><strong>Required</strong> half-residency unit</td>
</tr>
</tbody>
</table>

**CREDIT MAXIMUMS**
Tuition under the flat-rate covers a maximum of 45 cumulative credits, which students should register for as prescribed across the fall semester of their senior year and the required semesters/residency units (RUs) of the degree program. Good pedagogy dictates the maximum of 21 credits per full-RU. (4+1 students generally will take no more than 18 credits per semester.)

The prescribed academic plans for the 4+1 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 4+1 students complete their practicum and may take between zero and six 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: 42
  - At least 33 credits must be taken while registered at the Mailman School of Public Health (i.e., while obtaining the required RUs).
  - The remaining 9 credits may be completed via cross-registration while students are in residence at their partnered school.
  - No more than three credits may "float" between Public Health coursework and that of the partner degree.
- Credit minimum while in Public Health residence: 33
  - Dual degree students must register in the fall and spring semesters for a cumulative minimum of 33 credits and 2 RUs covered by a flat-rate tuition. Students generally complete the remaining 9 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 nine credits.
  - Dual degree students should work closely with the Office of Student Affairs to ensure proper registration.
- Credit maximums while in Public Health residence:
  - Per semester/full-RU: 21 credits
  - **Optional** summer term/half-RU: 9 credits
  - Cumulative: 42 credits

PRESCRIBED TIMELINE FOR DEGREE COMPLETION

<table>
<thead>
<tr>
<th>Year in residence with Public Health</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>Full residency unit</td>
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<tr>
<td><strong>Spring</strong></td>
<td>Full residency unit</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Optional</strong> half-RU (additional tuition)</td>
</tr>
</tbody>
</table>
CREDIT MAXIMUMS
Tuition under the flat-rate covers a maximum of 42* 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 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: 21 credits per semester/full-RU and 42 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.

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.
### 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
- **Credit maximums**
  - Per semester/full-RU: 18 credits
  - Cumulative: 60 credits
PREScribed TIMELINE FOR DEGREE COMPLETION

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<tr>
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<th>1st year</th>
<th>2nd year</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>Full residency unit</td>
<td>Full residency unit</td>
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<tr>
<td><strong>Spring</strong></td>
<td>Full residency unit</td>
<td>Full residency unit</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td>Not covered by flat-rate. Students may choose to take summer classes at a per-credit rate.</td>
<td>Not covered by flat-rate. Students may choose to take summer classes at a per-credit rate.</td>
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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: **45**
- 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**
- Credit maximums
  - Per semester/half-RU: **12 credits**
  - Cumulative: **60 credits**

**PRESCRIBED TIMELINE FOR DEGREE COMPLETION**

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<tr>
<td><strong>Fall</strong></td>
<td>Half-residency unit</td>
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<td><strong>Spring</strong></td>
<td>Half-residency unit</td>
<td>Half-residency unit</td>
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<tr>
<td><strong>Summer</strong></td>
<td>Half-residency unit</td>
<td>Half-residency unit</td>
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**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, will 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, Schedules, and Evaluations

Course Directory
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.

Evaluations
The Mailman School Senate approved course evaluation data be made available to students in an easy accessible manner (electronically was the preferred method). The School has designed a format that we believe will be useful for students. Starting Fall 2018, students will be able to go to the course directory and within a course description view the evaluation for a course across a 3 year time period. In an effort to conserve resources, we hope this will allow us to move away from maintaining the paper copies of course evaluations. Please note, only select quantitative scores are highlighted in this system. Any student interested in the full evaluation will still either go to their departments or the department offering the course to view that information.

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.

Student Account Holds Policy
Students are able to check Student Services Online (SSOL) to see if there are holds on their account. There are certain situation when holds will be administered through OSA. For example, students who do not complete the Sexual Respect and Community Citizenship Initiative requirement will be considered not in good standing and will have registration holds put in place.

Students who go on Leaves of Absence will have a registration hold placed on their account. This will ensure that students contact OSA to complete the re-admittance process prior to registering for courses upon their return.

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.
Masters Students Handbook

- 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.

Teachers College Cross Registration
1. Receive written (email would suffice) confirmation from Teachers College faculty to take course.
2. Complete Mailman School registration form and have department academic coordinator sign form (The Office of Student Affairs will have to provide an additional signature if course is added after Change of Program Period).
3. Submit form to Registrar’s Office located in the William Black Building.
4. Review Student Services Online (SSOL) to ensure course is properly registered (about 24 hours).
   a. If registration is not visible on SSOL contact the registrars and/or Office of Student Affairs.
5. Once course is visible in SSOL, wait another 24-48 hours for information to transfer to Teachers College (TC).
6. After allotted time, log into MyTC to review registered courses.
   a. If unable to login, contact the Teachers College registrar with course approval and screenshot of SSOL registration. They will manually review the registration.
   b. If course content is not visible, contact the TC registrar as well.
      i. Some TC classes may refrain from using any digital learning management systems and thus not post content to their Canvas page. Please be sure to review with faculty how they conduct their class and provide course content.

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.
  o 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.
  o If permission is obtained in person, the approval signature goes on the line of the course under "Approval as Required".
  o 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-osacolumbia.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 msphosacolumbia.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

A tutorial is an individualized course of study in which a student works with a faculty member on an area that is not covered in a current course offering. In a tutorial course, students enter into a learning contract with a faculty member to explore an area of mutual interest, such as participation in research, in-depth exploration of an area not covered in traditional coursework, small individual projects, and so on. Prior to registering for a tutorial, students, together with their tutorial faculty member, should develop a learning contract that specifies the scope of work (SOW) for the tutorial. The SOW should clearly demonstrate that the amount of time the student will spend on the project will be equivalent to the work required of students taking a traditional graduate level course at MSPH (i.e., 42 hours per 1 credit per semester). Once the SOW is finalized and before registering for tutorials, students should seek approval by the department’s curriculum committee chair/department coordinator. Students bring the completed and approved registration form to the Office of Student Affairs for final approval and then to Student Financial Services to be registered. Normally, a tutorial
A course may be taken for up to three credits during the semester, depending on the amount of work it entails. There may be occasions when more credits can be granted. 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. The fact that you've read this deeply into the handbook is also an indication that you are an engaged student within the community. We thank you and would like to reward your thoroughness. Clink this link, which will open an email and give you further instructions for a reward. Let your peers find this on their own, as the number of rewards are limited and will be drawn at random from those who enter. 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.

**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.
Adjustment to Academic Plans

Changes in Department, Degree Program and/or Certificate after Matriculation

Request to Change Departments or Degree Programs

Students interested in switching departments or degree programs may do so only during designated periods. These are during the change of program period and Department/Program 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. **Student may only change departments once and only while achieving satisfactory academic progress.**

*The Department of Health Policy and Management will not accept requests to switch into their department after the fall change of program period.

After the fall change of program period, students must complete a Request to Deviate from Academic Plan (RDAP) to request a department/program 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-osaf@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 Columbia MPH and a maximum three credits for the Accelerated 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.
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. Good academic standing should not be conflated with satisfactory academic progress (SAP). While achieving SAP is a necessary component of maintaining one’s good academic standing, a student may be considered not maintaining good academic standing for reasons separate from SAP.

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.

Academic Plans and Co-Curricular Requirements

Students are expected to follow academic plans which ultimately lead to the timely completion of their degree programs. Students 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

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.

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.

Student Support

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 CUIMC/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 and 4+1 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 Enrollment Management (OEM) staff can advise on general policies and procedures related to dual degree and 4+1 study. Dual degree and 4+1 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Reserved for highly exceptional achievement.</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>Excellent. Outstanding achievement.</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent work, close to outstanding.</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>Very good. Solid achievement expected of most graduate students.</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Good. Acceptable achievement.</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Acceptable achievement, but below what is generally expected of graduate students. (Minimally acceptable grade for the MPH Core; see below.)</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Fair achievement.</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Fair achievement, but only minimally acceptable.</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Very low performance.</td>
<td>1.67</td>
</tr>
</tbody>
</table>

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.

**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.

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.

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

**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.**

**Auditing (R)**

This option is rarely used by Masters students, especially those in flat-rate programs. In order to audit a course, a student must obtain permission from the instructor of the course and the Office of Enrollment Management. 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). R grades do not factor into students’ GPA. **Students may not select the R option for required courses and are limited to no more than six credits worth of Rs.**

**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 Enrollment Management (OEM) may authorize Incompletes on students’ transcripts. Incompletes – a.k.a., Incomplete Notations or 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 consult with the instructor, obtains signatures, and then 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 and reprinted below – 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 Enrollment Management prior to the deadline and are reviewed on a case-by-case basis. Extensions are not guaranteed.

The IN notation is used sparingly. Students should carry no more than one IN at a time. If more are needed, the student should be in immediate contact with OEM, prior to the end of the term. If there are two or more INs on a student's transcript, this will likely prevent them from progressing into their practicum until the INs are resolved.

### INCOMPLETE NOTATION DEADLINES

<table>
<thead>
<tr>
<th>Semester of Incomplete</th>
<th>Deadline for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 1</td>
</tr>
<tr>
<td>Spring</td>
<td>September 1</td>
</tr>
<tr>
<td>Summer</td>
<td>December 1</td>
</tr>
</tbody>
</table>

**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. CPs and INs are not interchangeable, and students may not request a CP, as it is only assigned by the instructor in consultation with the Office of Enrollment Management.

**Grade Notification**

Students may view their grades in SSOL. Students’ academic records are also available to their faculty advisors and the Offices of Enrollment Management (OEM) and Student Affairs (OSA) for counseling/advising purposes.

**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.

**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.
Satisfactory Academic Progress

The following policy on satisfactory academic progress (SAP) is applicable to all students at the Columbia University Mailman School of Public Health (hereafter referred to as “the School”). The policy is applied equally to students irrespective of whether a student receives Federal Student Aid (FSA). To comply with applicable regulations and for the sake of brevity, the School provides this single SAP policy which includes Federal regulations specific to students receiving FSA. Students are expected to filter out the sections of this policy which may not pertain to their specific circumstances and/or communicate any questions to the School's Office of Enrollment Management (OEM).

When evaluating students’ academic progress, the School checks a qualitative measure (GPA), a quantitative measure (pace of progression), and the maximum timeframe allowed for a degree program (number of credits attempted). These evaluation standards are discussed in more detail below. Students are considered not making SAP if they fall below any of the above-mentioned standards. Students who do not achieve SAP are at risk for losing their FSA eligibility; students whose academic progress falls far below the minimum standards may be terminated from their degree programs. A process for appealing SAP decisions is also discussed below.

Compilation of Federal Regulations (CFR)

34 CFR 668.16(e) – Administrative Capability
Columbia University has the administrative capability to adequately administer the Satisfactory Academic Policy (SAP) program.

34 CFR 668.32(f) – Student Eligibility
General Federal Methodology: All students applying for financial assistance are required to submit the Free Application for Federal Student Aid (FAFSA) for determination of their federal eligibility. Notification of the school's academic requirements is made in person and via electronic and paper formats. These requirements are as strict as the school’s academic progress policy for students who are not receiving assistance under the Title IV and Higher Education Act programs.

34 CFR 668.34 – Student Assistance General Provisions
This policy sets reasonable satisfactory academic progress policy standards for determining whether an otherwise eligible student is making satisfactory academic progress in one’s educational program and may receive assistance under the Title IV, and Higher Education Act programs.

At least as strict...
Academic progress requirements at the Columbia University Mailman School of Public Health are identical for all students, irrespective of their financial aid application or eligibility status or whether they receive Title IV aid.

Consistent Application
The Office of Enrollment Management ensures the consistent application of SAP standards to all Federal Student Aid (FSA) programs and FSA recipients within institutionally defined categories of students.
Regular Evaluations

Students are ultimately responsible for tracking and maintaining their own academic progress and ensuring they have met all University, School, and departmental requirements (both academic and co-curricular). It is understood that life circumstances may prevent some students from meeting these minimum standards, so systems and services are in place to put students back in good standing. The Office of Enrollment Management (OEM) conducts SAP evaluations at the conclusion of each fall and spring term, provides support to students who fall below SAP, and makes recommendations intended to return students to good academic standing. Students not making SAP should expect notifications from OEM approximately two to three weeks following the deadline for faculty to submit grades (see the academic calendar). For certain programs requiring summer enrollment (e.g., Executive programs and the Part-Time Management program), an additional evaluation period may be conducted in mid to late August.

Grade Point Average (GPA)

The School uses a letter grade system to evaluate students on a 4.0 scale. Students are expected to maintain a cumulative GPA of no less than 3.0000. (SSOL calculates GPA out to four decimal places. The School will use this number when determining SAP and will not round up. For brevity, GPA throughout this document and elsewhere may be cited with fewer or no decimal points.) The School will not confer degrees of students whose GPA is below 3.

The School will notify students whose cumulative GPA falls below 3.0 that they are not achieving SAP and will communicate this status to Student Financial Services for those students who receive Federal Student Aid (FSA). For students receiving FSA, not achieving SAP for the first time will place the student into a Warning status; financial aid will not be disrupted in the subsequent semester. The full implications of a financial aid warning are discussed in its own section of the policy below. Irrespective of whether they are FSA eligible, all students whose GPA falls below 3.0 are subject to interventions from the School as noted below:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Status</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0000 and above</td>
<td>Well done!</td>
<td>No intervention as long as pace of completion is 100% (see following section).</td>
</tr>
<tr>
<td>2.9999 – 2.6700</td>
<td>Formal Warning</td>
<td>Students will receive a formal warning and may opt to meet with OEM to discuss an academic plan, but this is not required. OEM expects students will bring their cumulative GPA above 3.0 in the following semester.</td>
</tr>
<tr>
<td>2.6699 – 2.3300</td>
<td>Academic Plan</td>
<td>Students must meet with OEM to develop an academic plan toward the successful completion of one’s degree program. A registration hold is put in place until this plan is approved by OEM and the student’s department.</td>
</tr>
<tr>
<td>2.3299 and below</td>
<td>Possible separation</td>
<td>Students must meet with OEM to discuss the practicality of continuing in the degree program and whether it is prudent to separate from the School either temporarily (leave of absence) or permanently.</td>
</tr>
</tbody>
</table>

Maximum Time Frame (Credits) and Pace of Completion

The degree programs at the Columbia Mailman School are intended to be completed as prescribed within their respective academic plans. The maximum time frame within which students are expected to complete their degree programs is calculated by the maximum number of credits a student is allowed to attempt as a degree-seeking candidate. A student’s pace of completion is understood as a percentage value calculated by the cumulative number of earned credits divided by the cumulative number of credits attempted within the degree program. Students in all degree programs — excluding Executive MHA/MPH — are expected to maintain a pace at or above 75 percent; Executive MHA/MPH students are expected to maintain a pace at or above 67 percent.
## Masters Students Handbook

### Flat-rate degree programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum credits required</th>
<th>Credits allowed in excess of the flat-rate</th>
<th>Maximum Time Frame (credits)</th>
<th>Pace of Completion (percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master of Health Administration (MHA)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time MHA</td>
<td>55/60</td>
<td>12</td>
<td>72</td>
<td>75</td>
</tr>
<tr>
<td>Executive MHA</td>
<td>45/60</td>
<td>0</td>
<td>60</td>
<td>67</td>
</tr>
<tr>
<td><strong>Master of Public Health (MPH)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time MPH</td>
<td>52/60</td>
<td>12</td>
<td>72</td>
<td>75</td>
</tr>
<tr>
<td>Dual Degree w/ MPH</td>
<td>42/42</td>
<td>12</td>
<td>54</td>
<td>75</td>
</tr>
<tr>
<td>Accelerated MPH</td>
<td>42/45</td>
<td>12</td>
<td>57</td>
<td>75</td>
</tr>
<tr>
<td>Executive MPH (offered only within HPM)</td>
<td>45/60</td>
<td>0</td>
<td>60</td>
<td>67</td>
</tr>
</tbody>
</table>

### Per-credit degree programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum credits required</th>
<th>Additional allowed</th>
<th>Maximum Time Frame (credits)</th>
<th>Pace of Completion (percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part Time Programs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Health Administration (MHA)</td>
<td>45</td>
<td>9</td>
<td>54</td>
<td>75</td>
</tr>
<tr>
<td>Part Time Management (PTM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Public Health (MPH)</td>
<td>52</td>
<td>9</td>
<td>61</td>
<td>75</td>
</tr>
<tr>
<td>Part Time MPH (with OEM approval)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Master of Science (MS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biostatistics: Statistical Genetics; Theory and Methods</td>
<td>36</td>
<td>12</td>
<td>48</td>
<td>75</td>
</tr>
<tr>
<td>Biostatistics: Pharmaceutical Statistics</td>
<td>35</td>
<td>12</td>
<td>47</td>
<td>75</td>
</tr>
<tr>
<td>Biostatistics: Clinical Research Methods; Patient Oriented Research</td>
<td>30</td>
<td>12</td>
<td>42</td>
<td>75</td>
</tr>
<tr>
<td>Environmental Health Sciences; Epidemiology; Population and Family Health; Sociomedical Sciences</td>
<td>30</td>
<td>12</td>
<td>42</td>
<td>75</td>
</tr>
<tr>
<td>Executive MS (offered only within EPI)</td>
<td>30</td>
<td>9</td>
<td>39</td>
<td>75</td>
</tr>
</tbody>
</table>

For flat-rate degree programs – excluding Executive MHA/MPH – when circumstances warrant a deviation from one’s academic plan, the maximum time frame allows students an additional semester’s worth of credits in excess of the cumulative maximum afforded under the flat-rate. For per-credit degree programs, the number of additional credits is based on the minimum credits required for the degree. Part-time programs and the Executive MS program allow students an additional nine credits; all other MS programs allow an additional twelve credits.

* Additional tuition charges will apply.

The School will notify students whose pace of completion falls below the threshold indicated in the above tables that they are not achieving SAP and will communicate this status to Student Financial Services for those students who receive Federal Student Aid (FSA). For students receiving FSA, not achieving SAP for the first time will place the student into a Warning status; financial aid will not be disrupted in the subsequent semester. The full implications of a financial aid warning are discussed in its own section of the policy below. Irrespective of whether they are FSA eligible, all students whose pace of completion falls below 100 percent are subject to interventions from the School as noted below:
Pace (percent) | Status | Intervention
---|---|---
100 | Well done! | No intervention as long as GPA is 3.0 or greater (see preceding section).
99 – 75 | Notice | Students will receive notice from OEM with steps to resolve this status by the conclusion of the subsequent term. Students may opt to meet with OEM to discuss an academic plan, but this is not required.
74 – 67 | Formal Warning | Students will receive a formal warning from OEM with steps to resolve this status by the conclusion of the subsequent term. Students may opt to meet with OEM to discuss an academic plan; this is not required but encouraged.
66 - 51 | Academic Plan | Students must meet with OEM to develop an academic plan toward the successful completion of one’s degree program. A registration hold is put in place until this plan is approved by OEM and the student’s department.
50 and below | Possible separation | Students must meet with OEM to discuss the practicality of continuing in the degree program and whether it is prudent to separate from the School either temporarily (leave of absence) or permanently.

**Effect/Treatment of “Atypical” Courses/Situations**

The Office of Enrollment Management (OEM), in conjunction with the School’s academic departments, audits students’ academic progress each semester to ensure students meet the benchmarks of their respective degree programs. In addition to GPA, pace of completion, and maximum time frame, other atypical courses and/or situations may affect one’s satisfactory academic progress. Below is a non-exhaustive list of the most common atypical courses and/or situations; their respective effects on SAP; and how students may resolve situations disruptive to SAP.

**Incompletes**

Only the Office of Enrollment Management (OEM) may authorize Incompletes on students’ transcripts. Incompletes – a.k.a., Incomplete Notations or 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 Enrollment Management 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 can be understood in terms of one’s pace of completion. Incompletes are not considered earned credits until a grade is submitted for the outstanding class(es), and they necessarily push a student’s pace of completion below 100 percent. Carrying any number of INs will incur some intervention by OEM. If a student holds an IN for a course which is a pre-requisite for a subsequent course, the student may not register for the subsequent course until the IN is resolved.

INs unresolved by their deadlines will convert to the final “resulting grade” agreed upon between faculty and student when submitting the Request for Incomplete Form. INs recorded in SSOL by faculty without a completed Incomplete Request Form on file with OEM will default to UWs.

Students who carry INs beyond their semester of expected graduation must maintain continuous registration with the School until they resolve their INs. Continuous registration allows access to School and University resources (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 the Columbia Mailman School, but they would be held to this policy should the INs not be resolved by the completion of residency at their partner school.)

Withdrawals
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 (unofficial withdrawal) is assigned to a student whose name appears on the grade sheet but who has never attended or has discontinued attendance prior to the due date of substantive work in the course. (The course instructor, in consultation with the Office of Enrollment Management, 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. Fully withdrawing from one’s degree program requires intervention by the Office of Enrollment Management (OEM).

Unofficial Withdrawal
The implications of an unofficial withdrawal (UW) can be understood in terms of one’s pace of completion. UWs factor into a student’s attempted credits and necessarily push a student’s pace of completion below 100 percent. Unlike INs, which ultimately resolve to a letter grade, UWs are a permanent fixture of a student’s transcript and can have longer lasting implications upon one’s SAP. Carrying any number of UWs will incur some intervention by OEM. The SAP implications of a UW may only be rectified by retaking the course for an acceptable letter grade or by developing an acceptable academic plan with OEM.

Full Withdrawal from all Classes in a Term
Students must take active steps in order to withdraw fully from a degree program, and this process may not be completed via SSOL. Simply not registering for classes does not equate to a withdrawal from one’s degree program. Similarly, if a registered student then decides to withdraw from all classes in a term, the student still has not effectively withdrawn from the degree program. In order to fully withdraw, students must contact the Office of Enrollment Management. The University Registrar determines the refund rate for full withdrawal. The School determines the deadlines for dropping classes without notations on one’s transcript. These deadlines are the same for fully withdrawing from a degree program as they are for dropping an individual class; the implications for SAP are also the same.

Course Repetitions
Students may not repeat courses for credit toward their degrees or to improve their GPAs, except in cases when a student has received an F or qualified for a UW in a required course. In these cases, the student must re-register for the course and obtain a satisfactory grade. The F grade or UW remains on the student’s transcript even after the course is retaken for a passing grade. While the new grade will not replace the F/UW grade on one’s transcript, OEM will informally recalculate a student’s GPA – for the purpose of determining SAP – without considering the F. (UWs do not calculate into GPA, but they do factor into the total credits attempted, which may impact a student’s pace of completion and/or maximum time frame.) Repeated grades count toward the maximum number of attempted credits toward the degree.

Dual Degrees
The Columbia Mailman School evaluates the satisfactory academic progress of students only while in residency at the School. All courses taken while in residency at the School will be considered when calculating a student’s GPA, pace of completion, and maximum time frame.

Advanced Standing
Advanced standing is not applicable for Masters students and, therefore, has no implication for SAP.
Transfers of Credits from Other Schools or Institutions
Transfer credits do not impact the cumulative GPA, but they do count as both attempted and completed credits.

Please note that not all programs accept transfer credits.

Changes of Degree Program/Deviations from Academic Plan
Only students making SAP will be allowed to change their degree program. Students who change programs are held to the same standards for quantitative and qualitative measures and maximum time frame as students who originally matriculated in the program.

Status Definitions
Columbia Mailman School-Specific Definitions
The Columbia Mailman School of Public Health aligns its own satisfactory academic progress policies with those required under Federal regulations for students receiving Federal Student Aid (FSA). The School has made efforts to use terminology that is applicable to all students irrespective of whether they receive FSA, and this section is meant to provide clear definitions.

<table>
<thead>
<tr>
<th>Status (all students)</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well done!</td>
<td>GPA: No intervention as long as pace of completion is 100% (see following section). Pace: No intervention as long as GPA is 3.0 or greater (see preceding section).</td>
</tr>
<tr>
<td>Notice</td>
<td>Pace only: Students will receive notice from OEM with steps to resolve this status by the conclusion of the subsequent term. Students may opt to meet with OEM to discuss an academic plan, but this is not required.</td>
</tr>
<tr>
<td>Formal Warning</td>
<td>GPA: Students will receive a formal warning and may opt to meet with OEM to discuss an academic plan, but this is not required. OEM expects students will bring their cumulative GPA above 3.0 in the following semester. Pace: Students will receive a formal warning from OEM with steps to resolve this status by the conclusion of the subsequent term. Students may opt to meet with OEM to discuss an academic plan; this is not required but encouraged.</td>
</tr>
<tr>
<td>Academic Plan</td>
<td>GPA and Pace: Students must meet with OEM to develop an academic plan toward the successful completion of one’s degree program. A registration hold is put in place until this plan is approved by OEM and the student’s department.</td>
</tr>
<tr>
<td>Possible separation</td>
<td>GPA and Pace: Students must meet with OEM to discuss the practicality of continuing in the degree program and whether it is prudent to separate from the School either temporarily (leave of absence) or permanently.</td>
</tr>
</tbody>
</table>

Federal Student Aid-Specific Definitions
Certain status definitions are, however, applicable only to students who receive FSA and who find themselves not making SAP. These FSA-specific definitions are as follows:

Warning
The Columbia Mailman School conducts its SAP reviews each fall and spring semester. Doing so allows the School to place students who receive FSA into a Warning status the first time they do not achieve SAP. Disbursement of FSA is allowed without disruption. Students will receive an email notifying them of this Warning status; the accompanying School-specific status, which may indicate School-level intervention; and the next steps for returning to and maintaining SAP.
Students in an FSA Warning status must return to SAP in the next semester of enrollment, or they will be placed in a Probation status (see below). It is possible for a student to not achieve SAP in one semester (Warning), return to SAP in the subsequent semester, and then be placed into a Waning status again in the third semester should SAP not be achieved.

**Probation**

A student will always first receive an FSA Warning prior to being placed into a Probation status. A student who does not return to SAP following the semester of FSA Warning will automatically be placed into a Probation status and the **disbursement of FSA will be held until the student submits a successful SAP appeal.** Students will receive an email notifying them of this Probation status; the accompanying School-specific status, which may indicate School-level intervention; and the steps for submitting an appeal and, ultimately, returning to and maintaining SAP. The process for completing an appeal is discussed in a following section, and its intention is to develop an academic plan with students in order to put them on a trajectory toward the successful completion of their degrees.

Some academic plans may take more than one semester for a student to return to SAP. It is possible for students to remain in a Probation status for successive semesters, as long as they keep to their academic plans. Even in these cases, a student’s FSA will be held until the academic plan can be reassessed based on the student’s performance during the first semester of probation.

Students who are placed into an FSA Probation status and who do not complete the appeal process will not receive aid until they return to SAP and until the School conducts their next, scheduled SAP review.

**Provisions for a Financial Aid Warning Status**

The Columbia Mailman School conducts its SAP reviews each fall and spring semester. Doing so allows the School to place students who receive FSA into a Warning status the **first time** they do not achieve SAP.

**Appeals**

*This section pertains only to students appealing FSA Probation status.*

Students who have not met SAP standards in consecutive semester are determined to be ineligible for Federal Student Aid (FSA) as a result of a **Probation status.** Students do have the opportunity and are strongly encouraged to appeal the decision to the Office of Enrollment Management (OEM).

The appeal process includes meeting with a member of the OEM team. (Should a student not be able to meet in person, this meeting may be conducted via a Zoom web-conference.) Prior to that meeting, students must prepare the following:

- A proposed academic plan for all remaining semesters
  - MPH students may access their plans from the [MPH Course Requirements page](#).
  - MHA and MS students should obtain their academic plans from their [department handbook](#) and/or [departmental contact](#).
- A brief reflection upon the aggravating factors that led to the unsatisfactory academic progress and the steps to be taken to return to good standing.
- (For students with INs) Ensure [Incomplete Request Forms (opens as pdf)](#) have been submitted to OEM. Students may substitute emails from faculty for the requisite signatures.

Any additional details pertaining to an appeal will be included in the email notification students receive informing them of their status.
Academic Plans
An academic plan is completed by the student and a member of the OEM team, who reviews the plan with the student’s department. This is required for all students who appeal the SAP decision.

Students with a successful appeal must meet the terms set forth in their academic plan in order to maintain federal aid eligibility.

Restoring Eligibility
Students may restore eligibility for FSA by successfully completing an appeal or by returning their SAP status to acceptable levels.

Notifications
Students who are not meeting SAP standards must be notified of this status, how it impacts financial aid eligibility, their right to appeal, instructions on the appeal procedure, and how the results of the appeal procedure may impact their eligibility.

The Office of Enrollment Management will notify all students who are not meeting SAP standards. This notification will be sent via email to the student’s @cumc.columbia.edu email account, which is consistent with the School’s email policy. Students should expect notification approximately two weeks following the deadline for faculty to submit grades.
Separating from the School

Leaves of Absence and Reinstatement from Leave

Voluntary Leave

General Information

A voluntary leave from the Columbia Mailman School of Public Health is granted to students who wish to take time away from their studies for a variety of reasons, including employment opportunities, personal or family circumstances, the desire to travel, or simply to gain perspective on their academic and career priorities. A voluntary leave is not designated for a student’s own health condition. (Please see the Medical Leave of Absence policy for those scenarios.)

After a temporary withdrawal, students often return better prepared to make the most of academic opportunities at the School. Students are urged to pay particular attention to the deadlines for requesting reinstatement. Students are required to check their Columbia email while on leave, as this is the official means of communication used by the School. The Office of Student Affairs (OSA) and Student Support Service should be consulted with any questions.

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. Unless a student is granted an exception in extenuating circumstances, a student is permanently withdrawn after they exceed the maximum time period and must reapply for admission through the School’s regular admissions process.

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.

While on leave, it is expected that students will remove themselves from the Columbia community and will not spend time on campus. Please note that students will not receive credit for any courses taken during a voluntary leave.

Academic Standing

If a voluntary leave begins on or before the School’s add/drop deadline, the semester will not appear on the academic record and will not count toward required residency units (if applicable). If a leave begins after that deadline, courses will remain on the transcript, and the semester will count toward required residency units (if applicable). When students depart after the deadlines listed above, they must be aware that they will likely fall behind in credits necessary to continue toward satisfactory progress. Students should consult with the Office of Student Affairs to create a reasonable academic plan to ensure completion of the degree in the allotted residency units. Students are not permitted to earn credits toward the degree while on voluntary leave from the School. Please note that whatever academic standing a student departs with, they will then resume upon return to their program.

Financial Aid

It is vital that students direct all financial aid questions to the Financial Aid Office at (212) 342-4790 or sphfinaid@columbia.edu. A student who is away from their program for more than a semester may be required to begin loan repayments; therefore, it is important to schedule an exit interview with Financial Aid to discuss the options for a particular loan before leaving. A student who defaults on a loan will be unable to
receive any further aid until appropriate payments are made. A student who owes money to the School will be put on financial hold and will thereby not be able to register for classes; it is the student’s responsibility to be aware of any debts that could prevent registration.

**Housing**

Students who live in University housing must contact the [Office of Housing Services](#) at (212) 305-4357 when they determine they will be taking a leave, as they will have to vacate their on-campus housing assignment. Students taking a leave will not be penalized for breaking the lease. It is imperative that students follow the moving out procedures set forth by the Office of Housing Services.

**Campus Involvement while on Leave**

Students are not permitted to audit classes, be involved in student groups or Columbia University affiliated activities, or otherwise spend time on campus during a leave. To reinforce this expectation, the student ID and swipe access are deactivated during the leave.

**Withdrawal Procedures**

To take a voluntary leave of absence, complete the following:

- Meet with your department and advisor as soon as possible to discuss the leave.
- Complete and submit a [Leave of Absence Request Form](#). Requests may be submitted to the Office of Student Affairs (ARB 1014).
- Complete and submit a [Request to Deviate from Academic Plan (RDAP)](#) to the Office of Student Affairs (ARB 1014).
- If you are a resident of Columbia Housing and are requesting a Voluntary Leave during the semester, contact the Office of Housing Service right away to talk through the vacating process.
- If you receive financial aid, notify the Office of Financial Aid Office at (212) 342-4790 or sphfinaid@columbia.edu.
- If you are covered by a Columbia health insurance plan, contact the insurance office at (212) 305-3400 to complete the process to ensure full coverage. If you have waived Columbia insurance, you must contact your own insurance provider for details on coverage.
- If you are an international student, please note that you must leave the United States within 15 days of your withdrawal date. Contact the [International Students and Scholars Office (ISSO)](#) to discuss your plans at cumc-intl-students@columbia.edu or (212) 305-8165.

The Columbia Mailman School will send you an official notification that your withdrawal has been processed and informing you whether you will be receiving a refund. This notification is in addition to the courtesy email you will receive from the Office of Student Affairs informing you that your request for withdrawal has been approved. Once you have received the official notification from the School, you can contact [Student Financial Services](#) at (212) 342-4790 to inquire about the status of your refund.

**Reinstatement Deadlines and Procedures**

You must complete the following reinstatement procedure by:

<table>
<thead>
<tr>
<th>Semester of Intended Return</th>
<th>Deadline for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
</tr>
</tbody>
</table>

All financial obligations to the University must be cleared before reinstatement. No student will be reinstated who has not met the following requirement:
Submit a letter to your department and the Office of Student Affairs requesting reinstatement. The letter should review the circumstances that led to the leave, describe in detail any activities pursued while out of school, and explain why you now feel able to resume studies successfully. Students must also include an academic plan and updated Request to Deviate from Academic Plan (RDAP) for successful completion of the degree program, which must be approved by the department and the Office of Student Affairs.

Students not registered for two or more years must apply for readmission. Reinstatement is not guaranteed.

**Medical Leave**

**General Information**
A medical leave is granted to a Columbia Mailman School of Public Health student whose health interferes with successful full-time study. Students are urged to pay particular attention to the deadlines for requesting reinstatement. Students are required to check their Columbia email while on leave as this is the official means of communication used by the University [LINK]. The Office of Student Affairs (OSA) should be consulted with any questions.

A leave can be granted for a minimum of one term and a maximum of two years. Students may only return in the fall or spring term, not in the summer sessions. The length of the leave must fall within these parameters and be accompanied by an individualized assessment by a healthcare practitioner at the start and end of leave. As a general matter, the expectation is that a medical leave of absence will not extend beyond a two-year leave of absence. Unless a student is granted an exception in extenuating circumstances, a student is permanently withdrawn after they exceed this maximum time period and must reapply for admission through the school’s regular admissions process.

Students must consult with their department to initiate a leave and then provide medical documentation to support the request for a medical leave to the Office of Student Affairs. Medical leaves must be accompanied by an individualized assessment of the student’s particular healthcare needs.

While on leave, students must be actively engaged in a course of medical treatment that leads to recovery. In order to be reinstated, a student must apply by November 1 for spring term reinstatement and by June 1 for fall term reinstatement by submitting a letter to the Office of Student Affairs describing the steps the student has taken to address the issue. In addition, the student’s healthcare practitioner must submit a letter indicating the treatment, prognosis, and that the student is medically cleared to return to full-time study. The healthcare practitioner must be the licensed practitioner who has treated the student for the condition which occasioned the leave.

**Academic Standing**
Except as explained below, students who leave in good academic standing will return in good academic standing; students who leave on academic action will return on academic action. If a medical leave begins on or before the School’s drop/add deadline, the semester will not appear on the record and will not count toward the program progression. If a leave begins after that deadline, courses will remain on the transcript, and the semester will count. Ordinarily, students who are authorized to withdraw for medical reasons after the drop/add period will receive an Unofficial Withdrawal (UW) for each of their courses for the term. These notations indicate an authorized withdrawal from the courses. In rare cases, when a student must leave for medical reasons beyond the relevant deadline, a student and OSA can work together with the faculty to determine whether an Incomplete (IN) would be a more appropriate notation on the transcript. In order to be eligible for this, the student must have completed all work for the course except the final paper, exam, or project; the course must not have required attendance; and the student must obtain the approval of the relevant OSA administrators and the faculty by filling out the Incomplete Request Form. Students should consult with OSA for more details.
As noted, in rare cases, students who initiate a leave beyond the deadline listed above may qualify for authorized Incompletes in their courses. Students who have been approved for authorized Incompletes in the last semester before their Medical Leave must complete the work of each course upon their return to campus by the Incomplete Notation Deadlines. If the work is not completed by the Incomplete Notation Deadlines during the semester in which the student returns, the grade will convert to the contingency grade listed on the Incomplete Request Form or an F. Due dates of incomplete work should be determined in consultation with the instructor and OSA and then documented on the Incomplete Request Form. This information must be confirmed prior to the student being reinstated.

When students depart after the deadlines listed above, they must be aware that they will likely fall behind in credits necessary to remain in good academic standing. To determine whether or not they will fall behind, students should consult with their advisor, department, and OSA. Students should work with their department to create a reasonable academic plan to ensure completion of the degree by completing a Request to Deviate from Academic Plan (RDAP) form. Students are not permitted to earn credits toward the degree while on medical leave from the University, as the purpose of the leave is to regain full health in order to return and resume full-time study. In some cases, healthcare practitioners may recommend that students take courses at home institutions as part of the recovery process. Those points will not, however, count toward the Columbia degree.

Financial Aid
It is vital that students direct all financial aid questions to the Financial Aid Office at (212) 342-4790 or sphfinaid@columbia.edu. A student who is away from school for more than a semester may be required to begin loan repayments; therefore, it is important to schedule an exit interview with Financial Aid to discuss the options for a particular loan before leaving. A student who defaults on a loan will be unable to receive any further aid until appropriate payments are made. A student who owes money to Columbia will be put on financial hold and will thereby not be able to register for classes; it is the student’s responsibility to be aware of any debts that could prevent registration.

Campus Involvement while on Leave
Students are not permitted to audit classes, be involved in student groups or Columbia University affiliated activities, or otherwise spend time on campus during a leave. To reinforce this expectation, the student ID and swipe access are deactivated during the leave.

Procedures
To take a medical leave of absence, complete the following:

- Meet with your department as soon as possible to discuss the leave.
- Make a formal request to the Office of Student Affairs in writing (electronic or hard copy).
- Submit supporting documentation from a licensed healthcare practitioner, in consultation with Student Health Services. Documentation is required before a leave can be granted.
- Submit a complete Leave of Absence Form to OSA.
- Consult with your department to complete a Request to Deviate from Academic Plan (RDAP) and submit to OSA.
- If approved to take Incompletes, complete an Incomplete Request Form for each course approved for this notation in partnership with the instructor(s) and submit all forms to OSA for final approval.
- Notify the Financial Aid Office, if relevant, at (212) 342-4790 or sphfinaid@columbia.edu.
- Work with your department and OSA to determine the date of your withdrawal.
- You may be asked to complete an assessment with a third party evaluator covered by the Columbia Mailman School. Please consult with the Office of Student Affairs about this possible requirement.
- Make sure you are in compliance with all University Housing policies and procedures, if applicable.
• If you are covered by a Columbia health insurance plan, contact the insurance office at (212) 305-3400 to complete the process to ensure full coverage. If you have waived Columbia insurance, you must contact your own insurance provider for details on coverage.

• If you are an international student, you must contact the International Students and Scholars Office (ISSO) at (212) 305-8165 immediately to discuss next steps related to your visa status.

The Office of Student Affairs will send an official letter to a student’s permanent address indicating that the medical leave of absence has been processed. This notification is in addition to the courtesy email a student will receive from the Office of Student Affairs informing that the request for a medical leave of absence has been approved.

Students who after one month have not received any refunds due, should contact Student Financial Services at (212) 342-4790 to inquire about the refund status.

**Reinstatement**

Following is the procedure for requesting to return from medical leave. Students must complete all parts of the following reinstatement procedures by **June 1 to be eligible to return for the fall term or November 1 to be eligible to return for the spring term**. Please note that students on a medical leave may not be reinstated to attend a Columbia summer session. Also note that all financial obligations to the University must be cleared before reinstatement. In order to begin reinstatement, students must have a conversation with the Office of Student Affairs and must do the following:

• Submit a letter (by email or fax) to the Dean of Students in the Office of Student Affairs requesting reinstatement by the above deadline. The letter should review the circumstances that led to the leave, describe in detail any activities pursued while away, explain why you now feel able to resume studies successfully, and outline a plan for continued support.

• Submit a letter (by email or fax) to the Dean of Students from the medical practitioner(s) with whom you have been working by the above deadline. The letter should describe the treatment, progress made, and an evaluation of your readiness to return to full-time study at Columbia. The letter must also address the continued care plan recommended for your return so that you can be connected to the appropriate services upon return.

• If you completed a pre-medical leave assessment by a third-party evaluator*, you will be required to complete a post-medical leave assessment by a third-party evaluator, covered by the School. Please consult with the Office of Student Affairs to see if this pertains to your situation.

* After you have met with the third party evaluator in person, you may be officially reinstated or denied reinstatement. You will receive a letter and an email from the Office of Student Affairs letting you know the official decision.

Once officially reinstated, you will receive a registration time so that you can sign up for courses for the coming term. Normally, students will be able to register in late August for the fall and in mid-January for the spring term. In any case, the student will be given registration times as soon as possible after their official reinstatement.

Students are urged to meet with Student Support Services/Office of Student Affairs during the first two weeks of the semester when they return and with their department, to ensure a smooth transition back to the campus community.

**Support upon Return to Campus**

In addition to the Office of Student Affairs, CUIMC provides several support resources:

Student Health Services – (212) 305-3400
Mental Health Services – (212) 305-3400
Center for Student Wellness – (212) 305-3400
Disability Services – (212) 342-3128 (Voice/TTY)
Office of the University Chaplain – (212) 854-1493

Questions
Students should direct any questions regarding their medical leave or reinstatement to the Office of Student Affairs.

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 SSO, 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 initiate a Leave of Absence and complete a Request to Deviate from Academic Plan.

Reinstatement
Students who have taken formal Leaves of Absence should refer to the above section which includes procedures for reinstatement following a leave. Students not registered for two or more years must meet with their department prior to applying for readmission. Reinstatement is not guaranteed.

Readmission
Students who have had a lapse in registration for two or more years and/or who have outstanding degree requirements spanning longer than two years must apply for readmission to complete their degree requirements. This process also applies to students who have been academically dismissed and desire to re-enroll. This can be accomplished by submitting the following:

- An online application for readmission
- A current resume or CV
- A personal statement describing why the lapse in registration 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
- One letter of recommendation (optional or at the request of one’s department)

Complete the online application and email ph-admit@columbia.edu with any questions.

Submit the above by the following deadlines:
- July 31 for Fall readmission
- November 15 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.

Graduation
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>October</td>
</tr>
<tr>
<td>December 1</td>
<td>February</td>
</tr>
<tr>
<td>February 1</td>
<td>May</td>
</tr>
</tbody>
</table>

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.**

**Commencement 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](#).

**Outstanding Requirements at the Time of Expected Graduation**
Students who do not complete the practicum, master's thesis or capstone paper requirements must maintain continuous enrollment until they complete the outstanding requirement. The Office of Student Affairs (OSA) will register these students in extended residence every semester until the outstanding requirement has been completed.

**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 for any reason, 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.