COLUMBIA | MAILMAN SCHOOL OF PUBLIC HEALTH

Mailman School of Public Health Student Handbook

2026-2027

Questions regarding the Mailman School of Public Health can be directed to the Office of Student Affairs.

Handbook Information

1 Edition

This version of the handbook was published in August 2026. The policies herein are applicable to all students enrolled with the Mailman School of Public Health.

2 Other Student Handbooks and Policies

In addition to this handbook, students will have access to department handbooks. Students are responsible for familiarizing themselves with all school and department policies and procedures. School-wide policies contained in this handbook supersede conflicting School publications. Degree-specific requirements, milestone requirements, and doctoral program requirements remain governed by the applicable department handbook and University policies.

3 Fidelity/Updates/Changes

Although the degree and academic requirements will not change during the academic year, Columbia University Mailman School of Public Health policies are reviewed and updated regularly. The Mailman School of Public Health reserves the right to make changes at any time. Significant handbook changes will be communicated to the School community and cataloged below for one academic year.

- Section 4.2 Flat Rate Tuition Programs
- Section 4.3 Master Student Residency Unit Assignment
- Section 11.1.1: Details Specific to the MPH Core
- Section 11.1.3: Details Specific to the Accelerated MPH
- Section 16.1: Unofficial Withdrawal (UW)
- Section 16.1: W Grades
- Section 16.2 Incompletes
- Section 20: Department Transfers (MPH students only)
- Satisfactory Academic Progress and Academic Standing
- Section 30: Doctoral Student Satisfactory Academic Progress and Academic Standing
- Section 39: Student Grievance Procedures
- Section 40: Distance Learning Complaint Procedure

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University Policies

Columbia University maintains a growing catalog of University Policies. While comprehensive of non-academic, University-wide policies, it is not exhaustive. Students may consult with the Office of Student Affairs to be directed to the most appropriate resource.

Community Standards

Students have a responsibility to familiarize themselves with and abide by all Columbia University Policies and Mailman School community standards. At the Mailman School of Public Health, the Student Honor Code and Professional Guidelines delineate the expectations of students to ensure their suitability to become public health professionals. In addition, the Standards and Discipline for student conduct and community standards sets forth the conduct and academic guidelines for all Columbia students.

1 Academic or Behavioral Misconduct

Students commit to the Community Standards and the University's Standards & Discipline at the time of enrollment. Violations of community standards – even those that arise from one's lack of awareness or understanding – are subject to Dean's Discipline.

As described in Standards and Discipline, the Dean's Discipline Overview is "the process utilized to investigate and respond to allegations of behavioral or academic misconduct." Students found responsible for violating standards set forth by the University or Mailman School of Public Health may be subject to sanctions for the behavior. Sanctions indicating a student is not in good disciplinary standing, including but not limited to Disciplinary Probation may restrict them from participating in academic or extracurricular activities and/or University organizations (including teaching assistant appointments, awards, leadership roles, committee roles, etc.) or restricted from University Services.

1 Academic Integrity

An academic integrity policy violation compromises the intellectual foundation of the institution. Violating these policies is one of the most serious offenses a student can commit at Columbia University. In these instances, faculty members retain the autonomy to assign grades as they deem appropriate. The Office of Student Affairs (OSA) partners with the Center for Student Success and Intervention (CSSI) (CSSI) when alleged academic misconduct reports are submitted. Details about the review process when allegations arise can be found in Standards & Discipline, as well as the Student Honor Code and Professional Guidelines. Students found in violation may be restricted from participating in academic or extracurricular activities and/or University organizations (including teaching assistant appointments, awards, leadership roles, committee roles, etc.) or restricted from University Services.

2 Student Email Communication

Columbia University has established email as an official means of communication with students and expects that every student will read email on a frequent and consistent basis. A student's failure to read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

All Mailman School of Public Health students are to follow email policies set forth by Columbia University Irving Medical Center Information Technology (CUIMC IT).

Registration, Tuition, and Enrollment Status

3 Registration

Registration is the process by which eligible students enroll in Mailman School of Public Health courses. Most students will engage in the registration process via Vergil. Some departments may elect to pre-register students for their required coursework. Students should consult with their individual departments to determine whether they will be pre-registered for any courses. Courses for which students are not pre-registered should be added by students during the appropriate registration period. Enrollment and enrollment status signify the conclusion of the Registration process. University Regulations further dictate:

- "No student registered in any school or college of the University shall at the same time be registered in any other school or college, either of Columbia University or of any other institution, without the specific authorization of the dean or director of the school or college of the University in which he or she is first registered."
    - Violation of this policy can lead to the rescission of an offer of admission, or removal of degree candidacy.
- "The privileges of the University - including but not limited to attending class, University housing, maintaining a Columbia ID, etc. - are not available to any student until he or she has completed registration."
- "The University reserves the right to withhold the privilege of registration or any other University privilege from any person with an unpaid debt to the University."

3.1 Late Registration

Students who have not registered for any classes by the end of the change of program period will not be allowed to enroll that term. As such:

- New students would be required to request a deferral to the following year
- Current students would be required to file a leave of absence

3.1.1 Late Registration Fee

Students are expected to register for and enroll in courses prior to the first day of the semester. Registration holds may sometimes delay a student's ability to register. It is up to the student to resolve all holds preventing their registration. Students who register on or after the first day of the semester (including during the change of program period), will be assessed a late registration fee of $100.

3.1.2 Student Arrival to Campus

Students not enrolled in online programs are expected to arrive to campus in time for the start of the semester including the first day of classes. With joint Office of Education and academic department approval, select students may be afforded the opportunity to arrive later. However, students must arrive on campus by the second calendar Monday of the semester. Those unable to arrive by the second calendar Monday will either need to request a deferral (new students) or leave of absence (current students).

4 Tuition

Comprehensive information on all applicable tuition and fees are posted to on the Student Financial Services website. Students whose Enrollment Status is full-time will incur University fees associated with that status. Any policies for opting out are maintained by the department responsible for the fee. Students below full-time status interested in select student services may be able to opt-in. Any policies for opting in are maintained by the department responsible for the fee. Full-time students are automatically enrolled in the student health insurance plan, unless they have comparable coverage and waive out by the end of the open enrollment period posted to the Student Health on Haven website. No student can waive the Health and Related Services fee.

Students enrolled with the Mailman School of Public Health are charged tuition one of two ways: Per-credit Rate Tuition Program or Flat Rate Tuition Program.

4.1 Per-Credit Rate Tuition Programs: DrPH, MS

A student's tuition charge and enrollment status are determined by the number of credits they have registered for at the close of a semester's change of program period, the timing of which precedes the production date of the semester's second billing statement.

A student's tuition is the product of the number of registered credits and the per-credit rate. Students are responsible for monitoring their student e-billing accounts via Vergil 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. International students should consult with the International Students & Scholars Office for questions pertaining to visa status.

Per-credit tuition rate programs are generally completed as predetermined by their academic plans to achieve the minimum number of required credits.

4.2 Flat Rate Tuition Programs: Executive HPM, All MHA degrees, All MPH degrees

A student who has entered a flat-rate degree program has committed to paying the full tuition associated with that degree. Regardless of the number of registered credits, a student's tuition and enrollment status is pre-determined and dependent on their assigned Residency Unit.

Flat-rate programs have academic plans designed to be completed in a predetermined number of consecutive semesters tracked by Residency Units (RUs). The table below indicates the typical progression through flat-rate programs. Students are automatically registered for the appropriate RU each term. Deviations from an academic plan may incur additional fees and increase the total, expected cost of a flat-rate tuition program. In a flat rate tuition program, students are limited to a maximum number of credits each semester and for the entire program. Students who enroll for credits more than these maximums will be billed for those credits at the per-credit rate.

4.3 Master Student Residency Unit Assignment

PROGRAMS	Fall 1	Spring 1	Summer 1	Fall 2	Spring 2	Summer 2	Fall 3
Columbia MPH *	1 RU	1 RU	Fees only**	1 RU	1 RU		
4+1 MPH	Partner school	Partner School		1 RU	1 RU	Fees only^	
Accelerated MPH	1 RU	1 RU	Fees only^				
Dual MPH (year in Residence with Mailman School)^^	1 RU	1 RU	Fees only**				
Advanced MPH	½ RU	½ RU		½ RU	½ RU		
Full-Time MHA	1 RU	1 RU	Fees only**	1 RU	1 RU		
Part-Time MHA	½ RU	½ RU	½ RU	½ RU	½ RU	½ RU	½ RU
HPM Executive MPH/MHA	½ RU	½ RU	½ RU	½ RU	½ RU	½ RU	

**Some degree/certificate combinations may require more than 52 credits as minimum*
***Students may take summer courses for no additional tuition but must pay applicable fees. Credits earned in a summer term apply toward one's degree cumulative maximum*
^Tuition obligations achieved in Fall/Spring; some departments require summer classes
^^At least 33 credits must be taken while in residence at Columbia Public Health

4.4 PhD Residency Unit

A full-time student must register for a full Residence Unit (RU), Extended Residence, or Matriculation & Facilities (M&F) each semester (fall and spring), whether the student is taking courses or not. Students in PhD programs may not register part-time.

All PhD students are required to complete a **total of six Residence Units**. PhD students entering with a master's degree may be granted transfer credits and two Residence Units of advanced standing toward the required total of six.

PhD students who have completed all six Residence Units then register for Matriculation & Facilities (M&F) to maintain continuous registration through the term in which they distribute the dissertation.

A full description of the PhD Residency Unit and Enrollment requirements is available on the Graduate School of Arts and Sciences website.

	Transfer Credit	Year 1	Year 2	Year 3	Year 4 through distribution of dissertation
With previous Masters	2 RUs of Advanced Standing	2 RUs	2 RUs	M&F	M&F
No Masters	N/A	2 RUs	2 RUs	2 RUs	M&F

5 Enrollment Status

5.1 Full-time, Half-time, and Part-time Status

There are three possible student status levels while enrolled at the Mailman School of Public Health. For students in per-credit rate tuition programs, the number of enrolled credits determines their status. For students in flat-rate tuition programs, the residency unit determines their status. After completing academic coursework, doctoral students' enrollment status is determined by their Continuous Registration requirement.

Status	Per-Credit Rate Tuition Programs	Flat Rate Tuition Programs
Full-Time	• Student registers for at least 12 credits • Eligible for Federal Student Aid with FAFSA Application	• Student is assigned one Residency Unit (RU) granting full-time status irrespective of registered credits • Eligible for Federal Student Aid with FAFSA Application
Half-Time	• Student registers for at least 6 but less than 12 credits • Students in programs with required, summer coursework may be certified as half-time • Eligible for Federal Student Aid with FAFSA Application	• **Executive HPM and Advanced MPH** – Student is assigned a Half Residency Unit (½ RU) maintaining half-time status unless student registers for 12 or more credits • Eligible for Federal Student Aid with FAFSA Application
Part-Time	• Student register for less than 6 credits • Ineligible for Federal Student Aid	• Students maintaining continuous enrollment following expected graduation are assigned part-time status • Ineligible for Federal Student Aid

6 Learning Hours in and outside the classroom

New York State equates one course credit to approximately three hours a week of coursework (two hours of outside class work for every one hour of in-class work) across approximately 14 instructional weeks in any given semester. For example, students registered for 12 credits can expect approximately 36 total hours of coursework in a week.

Degree Requirements

The following sections detail some key features and requirements for Mailman School of Public Health degree programs. Specific course requirements are maintained by individual academic departments. Students should review this section in its entirety and refer to the appropriate resources for further specifics.

7 Maintain Continuous Enrollment until expected graduation

Degree seeking students must be continuously enrolled per their degree plans. Master's students are expected to complete all degree program requirements within **five years** of their date of matriculation (referred to as the maximum time to degree). Doctoral students are expected to complete all degree

program requirements within **seven years** of their date of matriculation (referred to as the maximum time to degree).

All degree programs have been designed to be completed sequentially and uninterrupted with predetermined academic plans (some with credit or course limitations). Academic plans are designed to keep students on pace toward their expected graduation while keeping students at the appropriate enrollment status.
Only a formal leave of absence will postpone a student's maximum time to degree. Students who allow their continuous enrollment to lapse without a leave of absence and are within their maximum time to degree must apply for readmission before being allowed to return (readmission is not guaranteed). Students with incomplete requirements requiring additional semesters of class registration are subject to additional tuition and fees beyond what might have been originally expected.

7.1 Continuous Registration for Doctoral Students

Following the completion of academic coursework, Doctoral students must continue their registration every fall and spring until they distribute their dissertation. PhD candidates continue their registration by enrolling in either a Residency Unit, Matriculation and Fees, or an Extended Residency. DrPH Candidates continue their registration through Doctoral Research Registration. Students should consult with their academic departments on the most proper course of registration.

7.2 Outstanding Master's Requirements at the Time of Expected Graduation

Students are expected to complete all requirements toward their degrees within the number of semesters or residency units prescribed by their degree program's academic plan. Those who do not complete all requirements must maintain continuous enrollment until their degree is conferred.

7.2.1 Continuous Enrollment Fee for Master's Students

Should it be required, the Office of Student Affairs (OSA) will automatically apply a continuous enrollment fee **($500 a semester**) every fall and spring semester until any outstanding degree requirements have been completed or the maximum time to degree has expired. Students registered for continuous enrollment will be individually reviewed for satisfactory academic progress based upon progress toward completion of outstanding degree requirements.

Students who reach their maximum time to degree without completing their missing requirements will be removed from degree candidacy.

7.2.2 Applying the Continuous Enrollment Fee

Students with outstanding requirements may be subject to the Continuous Enrollment Fee **pending completion of missing degree requirements.** Students may not deactivate the continuous enrollment and must defer their degree conferral until the following University conferral period each time they are registered for the continuous enrollment fee.

7.2.2.1 Students with ungraded coursework

Students carrying Incomplete Notations for coursework after their last semester of required registration have until the posted deadline for reconciling Incomplete Notations in the Academic Calendar during which time the continuous enrollment fee may be applied if taking place during the fall or spring semester. All applicable policies related to Incomplete Notations including not completing work by the designated date are applied and maybe subject to additional semesters of registration during which all applicable tuition and fees will apply if the resulting grade is an F.

7.2.2.2 Students with a missing culminating project or APEx

Students' ability to avoid the continuous enrollment fee when missing requirements in the form of a culminating project such as master's essays, thesis, capstones or APEx is determined by their expected graduation period. Master's students scheduled to graduate during either the October or February degree conferral period must have all requirements completed prior to the start of that semester to avoid the continuous enrollment fee. Master's students scheduled to graduate during the May degree conferral period must have all requirements completed prior to the start of the fall semester to avoid the continuous enrollment fee.

The continuous enrollment fee gives students part-time status as well as access to university resources needed to complete outstanding requirements. It does not constitute eligibility for additional course registration, financial aid, or University housing. Additional fees (such as student activity fee, CUIMC IT fee, Health Related Services fee, etc.) will also be incurred while students continue to be enrolled.

7.2.2.3 Students requiring additional semesters of class registration

Students with outstanding requirements requiring additional semesters of class registration will be charged at the per-credit rate for all future terms.

8 Minimum Grade Point Average (GPA)

The Mailman School of Public Health requires all Master's students to have a 3.0000 GPA or better in order to graduate. The Mailman School will not confer degrees to students whose GPA falls below a 3.0000.

Most doctoral programs require their students to achieve grades of B+ or better for required coursework, which translates to an overall GPA requirement of greater than 3.3300. Doctoral students should consult with their departments regarding minimally acceptable GPA.

9 Applied Practice Experience

The Applied Practice Experience (APEx) is required for all accredited Master of Public Health (MPH), Master of Health Administration (MHA) and Doctor of Public Health (DrPH) programs. Some Master of Science (MS) degree programs within the departments of Biostatistics and Environmental Health Sciences also require students to complete this requirement.

The APEx provides an opportunity to apply classroom knowledge and skills to meaningful fieldwork and to make significant contributions to public health organizations and agencies, locally and globally. Field projects address every area of public health practice including environmental health sciences, health policy and management, population and family health, epidemiology, sociomedical sciences and biostatistics. It must be planned, supervised, and evaluated by an academic department and site supervisor.

Students in the two-year MPH and MHA generally complete this requirement during the summer between their first and second years. Students in the Accelerated and Dual MPH work with their advisors to identify practicum timing best suited for their program and circumstances. Students in the 4+1 MPH complete their practicum in the summer after they have fully matriculated to the Mailman School of Public Health and completed two semesters of department coursework.

To begin an APEx students must be in good academic standing. At the completion of the APEx students will submit two final products which reflect the fulfillment of a minimum of three Public Health Foundational Competencies and two Departmental Competencies. Some departments may require additional APEx related deliverables.

An Office of Field Practice provides an array of school-wide resources to support and promote quality international and domestic field practice experiences for students, faculty, and host organizations.

9.1 Trainings

Attendance to the Safety and Security for International Practicum training is mandatory for students whose APEx is outside the United States. The Mailman School of Public Health strictly follows the policies set forth by Columbia University Global Travel for students traveling abroad for their practicum.

Attendance to the Introduction to Summer Practicum and IRB training is required for students whose APEx requires IRB approval.

10 Introduction to Public Health Requirement for select MHA, Executive Management, MS, and PhD students

Per the Council on Education for Public Health (CEPH), all master and doctoral students registered with a school of public health are required to have grounding in foundational public health knowledge. All MPH students receive this foundational public health knowledge through the MPH Core curriculum.

All other non-MPH students who do not have a previous bachelor's or master's degree from a CEPH-accredited school or program, are therefore required to complete a non-credit Introduction to Public Health requirement. Students in need of completing the non-credit Introduction to Public Health requirement are invited to an asynchronous online course the summer prior to beginning their program.

Failure to complete the Introduction to Public Health requirement may prohibit a student from continuing in their academic program until such time the requirement is completed. Completion of Course and Co-Curricular Requirements

Students are expected to complete their course requirements via predetermined academic plans as prescribed by their academic department and the Mailman School of Public Health. Students must also complete additional, co-curricular requirements (e.g., seminar/lecture attendance, etc.) required by their academic department or the Mailman School of Public Health.

All MPH students may find their degree course requirements and academic plans in the Certificate Requirements database.

MHA, MS, and doctoral students may obtain their degree course requirements and plans from their respective department handbook and/or departmental contact.

10.1 Stellic for Masters Students

An additional tool for reviewing degree requirements is Stellic - a degree audit and tracking tool populated with students completed and in progress courses compared against their degree requirements.

Stellic allows students to ensure registered courses meet their department requirements. Those interested in learning more about Stellic should visit the Student Guide on CourseWorks created by the Office of Student Affairs. Any questions or concerns regarding Stellic can be directed to the Office of Student Affairs. Please note the Planner feature of Stellic does not constitute registration; students will still need to register via Vergil.

11 Degree-Specific Requirements

In addition to the general degree requirements detailed below, students in specific subsets of degree programs may have other requirements to complete.

11.1 Master of Public Health (MPH)

11.1.1 Details Specific to the MPH Core

Students will be pre-registered for the MPH Core requirement, it includes:

- Six credit-bearing studios (courses)
  - 15 total credits
- Integration of Science and Practice (ISP)
  - 3 total credits for full-time and 4+1 MPH students
  - 1.5 total credits for Accelerated, Dual, and Advanced MPH students
- Personal Leadership in Public Health
  - 1.5 total credits

Students are strongly discouraged from extra-curricular work commitments while in the Core their first semester.

No component of the MPH Core curriculum may be waived, delayed, or fulfilled by transfer credits.

Progression through the MPH Core will vary based on the prescribed academic plan of a student (including variations between Accelerated, Dual, Advanced, and 4+1 students). The Office of Educational Initiatives will support students with completion of their MPH Core requirement.

11.1.2 Details Specific to the Columbia (two-year) MPH

The Columbia MPH includes a certificate that provides training in a second, more focused area of expertise complementing a student's department requirements. Please visit the Certificate Requirements webpage for required coursework and contact information of certificate lead faculty.

Credit Requirements and Limitations

The Columbia (two-year) MPH requires a minimum of 52 credits toward the degree (or total credits required by the department and certificate requirements combined). Under the flat-rate tuition, students are limited to 18 credits (may register for up to 21 credits with academic approval) in a single semester and 60 credits for the entirety of their program.

11.1.3 Details Specific to the Accelerated MPH

Accelerated students may elect to take coursework in addition to the MPH Core during their first Fall semester; they will be contacted by the school to identify an appropriate course and ensure it does not conflict with the MPH Core. Enrollment in those courses is pending approval from the students' academic department and the department offering the course. Accelerated students admitted after outreach has occurred should consult their academic advisor or department contact for information on registering for a course.

The sequence of some departmental coursework may require registration in a summer term.

Accelerated MPH students' degrees are conferred in October

Credit Requirements and Limitations

The Accelerated MPH requires a minimum of 42 credits toward the degree. Under the flat-rate tuition, students are limited to 21 credits in a single semester and 45 credits for the entirety of their program.

11.1.4 Details Specific to the 4+1 MPH

Students take courses at the Mailman School of Public Health during the fall semester of their senior year. The 4+1 students return to their partner school for their final, spring undergraduate semester. The 4+1 students then fully matriculate to the Mailman School of Public Health for two consecutive semesters of registration. Students must fully matriculate to the Mailman School of Public Health following the completion of their undergraduate program. Students in the 4+1 program may not defer their enrollment.

The sequence of some departmental coursework may require registration in a summer term.

Students in the 4+1 MPH have their degrees conferred in October.

Credit Requirements and Limitations

The 4+1 MPH requires a minimum of 42 credits toward the degree. Under the flat-rate tuition, students are limited to 21 credits in a single semester and 51 credits for the entirety of their program (inclusive of the credits earned while completing the MPH Core Curriculum.

11.1.5 Details Specific to the MPH as Part of a Dual Degree

Prior to enrollment, Dual degree students must have been admitted to or previously enrolled with a partner program. Otherwise, students will default to the Columbia MPH.

Dual degree students may elect to take coursework in addition to the MPH Core during their first Fall semester; they will be contacted by the school to identify an appropriate course and ensure it does not conflict with the MPH Core. Enrollment in those courses is pending approval from the students' academic department and the department offering the course.

At least 33 credits must be taken while in residence at the Mailman School of Public Health.

Degrees for both programs must be conferred at the same time.

Credit Requirements and Limitations

The Dual MPH requires a minimum of 42 credits toward the degree. Under the flat-rate tuition, students are limited to 21 credits in a single semester and 45 credits for the entirety of their program.

11.1.6 Details Specific to the Advanced MPH

Advanced MPH students complete the entirety of their program online over four semesters of registration. Advanced MPH students progress through their program at half-time status with a ½ Residency Unit assigned each semester.

Credit Requirements and Limitations

The Advanced MPH requires a minimum of 42 credits toward the degree. Under the flat-rate tuition, students are limited to 11 credits in a single semester and 45 credits for the entirety of their program.

11.2 Master of Healthcare Administration (MHA) and HPM Executive Programs

The Department of Health Policy & Management (HPM) pre-registers MHA and HPM Executive students for all their required coursework.

11.2.1 Details Specific to the Full-Time (FTM) MHA

All Master of Health Administration (MHA) students take a core management curriculum.

Credit Requirements and Limitations

The Full-time MHA requires a minimum of 55.5 credits toward the degree. Under the flat-rate tuition, students are limited to 18 credits (may register for up to 21 credits with academic approval) in a single semester and 60 credits for the entirety of their program.

11.2.2 Details Specific to the Part-Time MHA

Credit Requirements

The Part-time MHA requires a minimum of 45.5 credits toward the degree.

11.2.3 Details Specific to HPM Executive Programs (MHA/MPH)

Credit Requirements and Limitations

The Executive MPH and MHA with Health Policy and Management requires a minimum of 45 credits toward the degree. Under the flat-rate tuition, students are limited to fewer than 12 credits in a single semester and 60 credits for the entirety of their program.

11.3 Master of Science (MS)

Master of Science requirements vary by the department offering the degree. Students should reference their department-specific handbooks for MS degree requirements and expectations.

11.3.1 Credit Requirements

Department	Credits
Biostatistics	Clinical Research Methods track: 30 credits Patient Oriented Research track: 30 credits Pharmaceutical Statistics track: 35 credits Public Health Data Science track: 36 credits Statistical Genetics track: 36 credits Theory & Methods track: 36 credits
Environmental Health Sciences	36 Credits
Epidemiology	30 Credits
Population and Family Health	30 Credits
Sociomedical Sciences	30 Credits

11.4 Doctoral Degree Programs

11.4.1 Details Specific to the Doctor of Public Health (DrPH)

Students enrolled in the DrPH program will be pre-registered to the required DrPH Core Curriculum that spans the student's first three semesters. These DrPH programs meet all of the competencies required by the Council on Education for Public Health.

DrPH Core Curriculum

- PUBH P9070: Case Studies in Public Health Practice and Leadership I (1.5 credits)
- PUBH P9071: Case Studies in Public Health Practice and Leadership II (1.5 credits)
- PUBH P9040: Seminar in Managerial and Organizational Behavior (1.5 credits)
- PUBH P9050: Seminar in Strategic Management (1.5 credits)
- PUBH P9060: Essentials for Teaching and Communication (1.5 credits)

In addition to the DrPH Core, students will also have to complete both the Applied Practicum Experience (APEx) and Integrative Learning Experience (ILE). More information about the ALE and ILE will come from your department.

11.4.2 Doctor of Philosophy (PhD)

The PhD, while conferred by the Graduate School of Arts & Sciences (GSAS), is administered by the Mailman School of Public Health department offering the degree. Students should reference their department-specific handbooks for degree requirements and expectations. Students should also work closely with their advisors and the Office of Student Affairs to navigate Columbia University, Mailman School of Public Health, and GSAS policies and procedures as they pertain to registration and the dissertation.

12 Graduating from Degree Programs

The Mailman School of Public Health confers degrees three times a year – in October, February, and May. In order to have their degree conferred, **MPH, MHA, MS, and, DrPH students** must apply for graduation. Students who apply for graduation will have their academic record reviewed by the Office of Student Affairs and their academic department.

Students who fail to graduate are subject to the Continuous Enrollment **requirement. Students who fail to graduate will also need to file a new graduation application when and only when they have completed all remaining requirements.**

PhD students completing their degree should follow guidelines provided by the Graduate School of Arts and Sciences.

- GSAS Dissertation Toolkit

12.1 Participating in Commencement Activities

The Mailman School of Public Health only hosts one commencement ceremony annually, known as Class Day, in May. Similarly, the University only hosts one University-wide Commencement ceremony.

October and February graduates of the two most recent conferral periods are eligible to participate in Commencement. Masters students are eligible to participate in commencement activities provided they have no more than six credits to complete the program. **Doctoral Students are eligible to participate in select commencement activities provided they have deposited for May graduation or intend to**

deposit in time for October graduation (those students who failed to graduate would need to continue their registration). Students graduating with a PhD will only participate in the Mailman School Class Day and University Commencement, not the PhD Convocation.

Grading at the Mailman School of Public Health

The below policies apply only to Mailman School of Public Health courses. Students who cross-register for classes at other Columbia University schools should refer to the policies of each respective school. The Mailman School of Public Health does not dictate a standard grading scale, and faculty ultimately have discretion in setting their grade ranges.

13 Letter Grades

The Mailman School of Public Health follows a letter grade system. Grades are defined and weighted for the purpose of Grade Point Average (GPA) as follows:

Excellent		Weighted GPA Value
A+	Reserved for highly exceptional achievement.	4.33
A	Excellent. Outstanding achievement.	4.00
A-	Excellent work, close to outstanding.	3.67
Good		
B+	Very good. Solid achievement expected of most graduate students.	3.33
B	Good. Acceptable achievement.	3.00
Marginal		
B-	Acceptable achievement, but below what is generally expected of graduate students.	2.67
Below what is generally expected of graduate students		
C+	Low achievement, above minimally acceptable level.	2.33
C	Low achievement, but only minimally acceptable.	2.00
C-	Very low performance.	1.67
Failing Grade		
F	Failure. Course usually may not be repeated unless it is a required course.	0.00

14 Pass/Fail Grading Option

The pass/fail grading option (P/F) is not available for required courses. The P/F grading option may be eligible for select courses with permission from the instructor and the student's advisor. For applicable classes, students may change their grade option by the deadline dates indicated in the academic calendar. Requests for taking a course pass/fail must be received before the deadline; late requests will not be accepted.

P grades do not factor into students' GPA. If you receive an F grade for a course that is P/F, it will be calculated into your GPA. Full-time MPH and MHA students may not exceed nine credits total of Pass grades. Accelerated, Dual, Advanced and 4+1 MPH students and MS students may not exceed six credits total of Pass grades. Students may visit the Mailman School website for information on requesting a course be taken pass/fail. Please note some courses, at the discretion of the instructor and according to

course content, are graded only on a pass/fail basis. Courses with a predetermined grading of pass/fail do not count against these limits.

15 Auditing (R)

R credits shall neither apply toward degree requirements nor factor into a student's GPA. Degree seeking students may audit no more than six credits worth of coursework. Requests for auditing a course must be received prior to the posted date for changing grading options for full semester, 1st quarter and 2nd quarter courses in the Academic Calendar. Late requests will not be accepted. Requests can be sent by email to the Office of Student Affairs with copy to the students' academic department. Requests for auditing a course will also be reviewed and approved by the department and faculty offering the course. Requests to Audit courses are not a guarantee

15.1 Participation

Students must register for courses they are auditing and subject to any applicable credit limitations and tuition cost. Informal observation of courses without formal registration is strictly prohibited.

Students permitted to audit a course for R credit are expected to fully attend and participate in the course. The terms for participation should be determined in consult with the teaching faculty ahead of time.

16 Other Transcript Notations

16.1 W Grades

16.1.1 Unofficial Withdrawal (UW)

Students may drop a class without notation on their transcripts before the deadline dates specified in the academic calendar. After the deadline, the notation of UW is assigned to students whose names appear on the grade sheet but who have never attended or have discontinued attendance without notice prior to the due date of substantive work. The course instructor, in consultation with Enrollment Services, 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. UWs do not calculate into a student's GPA.

16.1.2 Withdrawal (W)

Students may drop a course without a transcript notation through the "Last Day to Drop with Permission" deadline published in the Academic Calendar.

A Withdrawal (W) notation is assigned when a student voluntarily withdraws from a course after the drop deadline but on or before the published W request deadline. A W notation appears on the transcript in place of a letter grade and does not calculate into a student's GPA.

Students who remain enrolled in a course after the W request deadline are ineligible to withdraw and will receive the final grade earned based on their academic performance in the course.

16.2 Incompletes (IN)

Incompletes are extensions intended to be used only when a student has met the participation expectations of a course and only if the faculty has determined that remaining coursework can be completed by the

published deadline in the academic calendar. Students must submit a Request for Incomplete Form (including faculty signature) by email prior to the last day of the semester. INs recorded in Vergil without a completed Request for Incomplete Form may be switched to a final grade with missing work graded as a zero.

The dates by which student Incompletes must be reconciled are published in the academic calendar (referred to as the IN-notation period). Faculty in consultation with students are responsible for determining an appropriate deadline for IN coursework anytime between the end of the term and the end of the IN-notation period. INs unresolved by the deadline will convert to the final letter-grade earned with missing materials accounted for, which may result in an F.

16.3 Credit Pending (CP)

A Credit Pending (CP) notation is assigned in courses that 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 until a final grade is submitted.

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.**

17 Grade Grievance Procedures

The following steps represent the grade grievance procedure for final course grades of B- or below (grades above B- are ineligible beyond the informal review).

- **Step One (informal review):** Questions about a course grade should be discussed first with the course instructor to understand how the grade was determined and attempt to address any specific concerns.
- **Step Two (formal review):** Should the student continue to have concerns or questions about a course grade, this should be discussed with the program head or department chair (or their designee) responsible for the course for a possible mediation of the dispute. Students and faculty are encouraged to center the discussion on determining if an error was made in computing the grade and that all grading followed all written policies outlined in the class syllabus.
- **Step Three (formal request):** If the student is unable to resolve their concerns in either of the first two steps, a formal request for review may be submitted to the Office of Student Affairs within 10 business days of the final grade being posted.

17.1 Formal Request

Grounds for submitting a formal grade grievance are considered on the below two criteria only:

- **Calculation Error**: Arithmetic error in the calculation of a student's grade.
- **Procedural Error**: The student believes their final grade is not reflective of all written policy or procedures as outlined in course related materials including the syllabus, CourseWorks site, assignments, or other relevant course resources.

The request should be submitted in writing (email is acceptable) to the Office of Student Affairs with detailed information as it relates to either of these criteria along with any other supporting documentation.

Once the formal request is submitted, the Dean of Students will convene the Academic Standards Committee (ASC) to be chaired by the Vice Dean for Education for review. Following review of the submission, the ASC at their discretion may but are not required to consult with the student, the primary instructor, or program head and department chair. Additionally, they may request access to items such as

the class syllabus or other materials. The decision of the ASC will be communicated to the student at the conclusion of this review and is not subject to appeal.

18 Uncovering Grades

The Mailman School of Public Health does not participate in the uncovering of grades (uncovering refers to changing courses with P/F grade back to a letter grade). Students interested in changing the grading option for elective courses must do so by the deadline dates posted in the Academic Calendar for full term, 1st quarter, and 2nd quarter courses.

Adjustments to Academic Plans

19 Transfer of Credit

19.1 MS and DrPH

Master of Science (MS) and Doctor of Public Health (DrPH) degree programs do not accept transfer credits.

19.2 MPH and MHA

- Transfer credits cannot have been counted or awarded towards another degree or credential.
- Courses must have been completed within the preceding five years at an accredited institution.
- Transfer credits must be from classes in which a student received a letter grade of B+ or better.
- Transfer credits do not reduce the number of residency units required for the degree, and all other degree requirements remain in effect. Transfer credits are generally only accepted as elective credit.
- The Office of Student Affairs (OSA) reviews the request in partnership with the student's academic department and provides final notification of whether the transfer credits may be counted toward the degree program.
- Courses from a separate institution taken during the period in which a student is enrolled with the Mailman School are not eligible.

19.2.1 Master of Public Health (MPH)

- A request to transfer credits may be submitted only after a student's first semester of study at the Mailman School of Public Health and must be submitted before a student's final semester of study.
- Transfer credits must be from an accredited school or program in public health.
- A request to transfer credits must be submitted via email to the Office of Student Affairs and department academic director. It is within the advisor's discretion to determine whether the course meets the standards of department requirements. Requests must include the course syllabus as well as an official transcript from the institution where the credits were earned.
- If approved, a maximum of nine credits may be transferred toward the Columbia MPH and a maximum of three credits for the Accelerated MPH.
    - MPH students completing their degrees as part of a dual degree or the 4+1 program may not transfer credits beyond those already allowed per the stipulations of the respective programs.
- Transfer credits may not be applied toward the Core curriculum.
- Questions on this procedure should be emailed to the Office of Student Affairs.

19.2.2 Master of Health Administration (MHA) and Executive HPM Programs

- A request to transfer credits should be made prior to a student's first semester of study.

- Transfer credits may be from another accredited, masters-level degree school or PhD program approved by the MHA program advisor.
- A request to transfer credits must be submitted via email to the MHA academic advisor. It is within the advisor's discretion to determine whether the course meets the standards of department requirements. Requests must include the course syllabus as well as an official transcript from the institution where the credits were earned.
- If approved, a maximum of six credits may be transferred toward the MHA.
- Questions and requests should be emailed to the Director of MHA and Executive Programs (HPM).

20 Department Transfers (MPH students only)

The Mailman School of Public Health reviews department transfer requests in a limited capacity. Students interested in transferring departments may do so only during their first semester. At no stage, other than final approval and confirmation from the Office of Student Affairs is a transfer request guaranteed and at the discretion of the Office of Education and Mailman School academic departments. Students interested in a transfer are subject to the same admissions standards and criteria during the regular admissions process. Students may only change departments once and only while in good standing. Scholarships between programs may be non-transferable. Students with scholarships should consult with the Office of Financial Aid to determine eligibility.

Students interested in transferring departments should contact the Office of Student Affairs.

21 Declaring or Switching Certificates (Columbia MPH students only)

Students who need to declare a certificate or who are interested in switching certificates can do so during certificate open enrollment during the first semester. During open enrollment, all students in the Columbia MPH must declare, confirm, or change their certificate. The Office of Educational Initiatives (OEI) holds certificate information sessions prior to the open enrollment period during which time, students will receive information on where to learn more about and how to apply for different certificates. Questions about certificates should be directed to OEI.

Some certificates have specific academic pre-requisites, require completion of a supplemental application, or can only be combined with certain MPH degree departments.

22 Transfer Between Program Types

Students admitted to the Mailman School of Public Health are generally admitted into varying program types including full-time, accelerated, dual, 4+1, executive, part-time, or online. Any changes to students intended degree or program type almost exclusively occurs prior to registering for the first semester of a student's program. Subject to admissions requirements and the same review process, requests for changes after being admitted and prior to registration are not guaranteed. After registration and the start of a student's first semester with the Mailman School of Public Health, the following transfer rules apply (others may be considered on a case-by-case basis and are at the discretion of the Mailman School of Public Health):

- Transfer between the MPH full-time, accelerated, dual, or 4+1 is not permissible
- Transfer between MS from different departments is not permissible
- Transfer between the MPH and MHA in the Executive (EXEC) Programs in Healthcare Management is permissible and as designated by the Department of Health Policy and Management

- Transfer from the Online MPH to the Accelerated MPH with General Public Health will be considered in a limited capacity
- Transfer from the Online MS in epidemiology to the in-person MS in epidemiology will be considered in a limited capacity

Scholarships between degrees or programs may be non-transferable. Students with scholarships should consult with the Office of Financial Aid to determine eligibility.

22.1 Dual Degree Candidacy

Students considering dual-degree programs are strongly encouraged to apply to both schools as early as possible. Students interested in dual degree programs can either apply simultaneously to both schools or apply to the Dual MPH once registered with a partner program (students are also subject to the partner programs policy on dual degree candidacy). Students cannot apply for the dual degree program after beginning their studies at the Mailman School of Public Health. Admitted dual degree students who at the time of registration for their first fall semester who are not confirmed as admitted to a partner program will be transferred to the two-year MPH.

Satisfactory Academic Progress and Academic Standing

The following policy on satisfactory academic progress (SAP) is applicable to all students at the Columbia University Mailman School of Public Health. 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.

Academic departments with doctoral programs are responsible for establishing, monitoring, and enforcing the satisfactory academic progress requirements applicable to students enrolled in doctoral programs. Because doctoral programs differ in curriculum, milestones, examinations, research expectations, and degree requirements, students should consult their departmental handbook and program leadership for the specific standards that apply to their program. Departments may establish standards for doctoral students that may exceed School-wide minimum requirements. Doctoral students are expected to comply with their review procedures and subject to the policies maintained by them.

23 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.

24 At least as strict…

Academic progress requirements at the 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.

25 Consistent Application

The Office of Student Affairs ensures the consistent application of SAP standards to all Federal Student Aid (FSA) programs and FSA recipients within institutionally defined categories of students.

26 Evaluating Satisfactory Academic Progress and Academic Standing

Students are responsible for tracking and maintaining their own academic progress and ensuring they have met all University, School, and departmental requirements. **The Office of Student Affairs conducts SAP evaluations at the conclusion of each fall and spring term, and sets expectations intended to help students return to satisfactory academic progress and good academic standing.** Students not achieving SAP should expect notifications from OSA after final grades are submitted. For certain programs requiring summer enrollment (e.g., Executive programs and the Part-Time Management program), an additional evaluation period may be conducted in August.

When evaluating academic progress, the School reviews:

- Cumulative GPA
- Completion of coursework at the required pace of completion (unearned credit versus earned credit)

26.1 Grade Point Average (GPA)

Students are expected to maintain a cumulative GPA of no less than 3.0000. The Office of Student Affairs will notify students whose cumulative GPA falls below 3.0000. **All students whose GPA falls below 3.0000 are considered not making satisfactory academic progress and in poor academic standing and may be** terminated from their degree program.

26.2 Maximum Time Frame (Credits) and Pace of Completion

The Office of Student Affairs and academic departments audits students' academic progress each semester to ensure students meet the benchmarks of their respective degree programs and are meeting an acceptable pace of completion. To successfully complete earned credits, students must receive a passing grade. **Unearned credits result from F and** W grades**.**

The pace of completion by which students are expected to progress through their degree programs is the percentage value calculated by a student's minimum required credits divided by the maximum number of credits a student is allowed to attempt as a degree-seeking candidate (also known as the maximum timeframe). **Should the percentage value of earned credits divided by attempted credits fall below**

the pace of completion, a student would be considered as not making satisfactory academic progress and in poor academic standing.

26.2.1 Pace of Completion by Program

For flat-rate degree programs, when circumstances warrant a deviation from one's academic plan, the maximum time frame allows students approximately an additional semester's worth of credits more than the posted credit limits. For per-credit degree programs, the number of additional credits is based on the minimum credits required for the degree generally affording one additional semester.

Flat-rate degree programs	Minimum credits required	Maximum Time Frame (credits)	Pace of Completion (percent)
Master of Health Administration (MHA)			
Full Time MHA	55.5	72	76
Executive MHA	45	57	78
Master of Public Health (MPH)			
Full Time MPH	52	72	72
Dual Degree w/ MPH	42	54	78
Accelerated MPH	42	54	78
Executive MPH	45	57	78

Per-credit degree programs	Minimum credits required for degree	Maximum Time Frame (credits)	Pace of Completion (percent)
Master of Health Administration (MHA)			
Part Time Management (PTM)	45.5	57	78
Master of Science (MS)			
Biostatistics: Clinical Research Methods; Patient Oriented Research; Pharmaceutical Statistics; Statistical Genetics; Theory & Methods	30-36	42	71
Environmental Health Sciences	36	48	75
Epidemiology; Population and Family Health; Sociomedical Sciences	30	42	71
Online MS with epidemiology	30	42	71

26.2.2 Effect of unearned credits

Below is a non-exhaustive list of how the most common unearned credits negatively impact a student's satisfactory academic progress.

26.2.2.1 F and W Grades

Students who earn an F or W grade cannot repeat the course unless it is a requirement for the completion of the degree program. In cases when the course is required, the student must re-register for the course and obtain a satisfactory grade. The F and W grades remain on the transcript even after the course is retaken for a passing grade. In instances when a student is assigned an F or W grade in a pre-requisite course, the student may not begin the subsequent course until re-sitting for a passing grade (if allotted the opportunity).

Students who earn more than one F or W grades – whether in a single semester or across multiple semesters – are considered not making satisfactory academic progress and in poor academic standing. The SAP implications of an F or Ws may only be rectified by:

- retaking a course for a passing grade (only one additional opportunity is provided)
- or by complying with a department approved academic plan.

Students who fail to meet either of these expectations may be terminated from their degree program.

26.2.2.2 Pace of Completion for Fs and W grades

Further implications of either an F or W grade can be understood in terms of one's pace of completion. Fs and Ws factor into a student's attempted credit, which means that a student's pace of completion will fall below 100 percent. Students below 100 percent may be considered not making satisfactory academic progress and in poor academic standing.

26.2.2.3 Course Repetitions and GPA

Students cannot 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 W in a required course. While the new grade will not replace the F or W grade on the transcript, the Office of Student Affairs will informally recalculate a student's GPA for the purpose of determining SAP without considering the F. Repeated courses count toward the maximum number of attempted credits toward the degree. Repeated courses may incur additional tuition and fees.

26.2.2.4 Incompletes

The implications of carrying INs into a new semester can be understood in terms of pace of completion. Incompletes are considered unearned credits and push a student's pace of completion below 100 percent. Carrying any number of INs will incur some intervention by the Office of Student Affairs. The pace of completion implications of an IN may only be rectified by replacing the IN by the end of the IN-notation period. INs assigned a final grade will be calculated into a student's Cumulative GPA to determine if any adjustments to their SAP assessment is required.

If a student holds an IN for a course that is a pre-requisite for a subsequent course, the student may not begin the subsequent course until the IN is resolved. Three or more INs on a transcript will prevent a student from progressing onto future coursework until the INs are resolved. Any number of INs may prevent a student from beginning their practicum.

26.3 Dual Degrees

The Mailman School of Public Health 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.

26.4 Advanced Standing

Advanced standing is not applicable for master's students and, therefore, has no implication for SAP at The Mailman School of Public Health.

26.5 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.

26.6 Changes of Degree Program/Deviations from Academic Plan

Only students achieving SAP and in good academic standing 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.

26.7 Satisfactory Academic Progress and COVID-19

Students enrolled at the Mailman School of Public Health during Spring 2020, Fall 2020, and Spring 2021 whose SAP was negatively impacted by the required pass/fail grading are eligible for amended SAP requirements.

26.8 Manual Adjustments due to System Limitations

In cases in which there are any other limitations or nuance of a student's academic records in any Columbia University or Mailman School of Public Health systems in use for the storage of academic records, such that what is reflected in the system(s) does not fully represent what The Mailman School of Public Health is utilizing for the measuring of academic progress in accordance with its own academic policy, the Office of Student Affairs will accept the decision of advisors in the student's academic department and/or the Office of Student Affairs as overriding the data in the system(s) of record. This may include, but is not limited to, Executive MHA and MPH students in their first two semesters of registration, whose academic calendars differ from those of other degree programs; a student who re-registered for and passed a class for which a grade of F or UW/W was assigned the first time the student took the class, and the student's GPA must be hand-recalculated; a student registered for sequential courses, which by necessity require the assignment of a CP until the student completes the entire series of courses; etc.

27 Status Definitions for Satisfactory Academic Progress and Academic Standing

27.1 Federal Student Aid-Specific Definitions

Certain status definitions are applicable only to students who receive FSA and who find themselves not making SAP. Students who fail to achieve SAP are placed either into either an FSA Warning or FSA Probation status.

27.1.1 FSA Warning

The Mailman School of Public Health places 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 and the accompanying School-specific status, which may indicate School-level intervention.

Students in an FSA Warning status must return to satisfactory academic progress (SAP) during their next semester of enrollment or become ineligible for Federal Student Aid. It is possible for a student to not achieve SAP in one semester (Warning), achieve SAP in the subsequent semester, and then be placed into a Warning status again in the third semester should SAP not be achieved.

27.1.2 FSA Probation

A student who fails to achieve Satisfactory Academic Progress (SAP) following a semester of FSA Warning **becomes ineligible for Federal Student Aid (FSA)**. Students will receive an email notifying them of this and any accompanying School-specific information. Such students may then submit an appeal explaining the circumstances that prevented them from meeting SAP standards and what has changed that will allow them to meet SAP requirements in the future.

Students whose appeal is approved will be placed on **FSA Probation** and may regain eligibility to receive Federal Student Aid during the probationary period. The School may require the student to comply with an Academic Agreement or Academic Plan as a condition of the approved appeal.

Students will receive written notification of the appeal decision and any conditions associated with their probationary status.

Some academic plans may take more than one semester for a student to achieve 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.

27.2 Mailman School of Public Health School-Specific Definitions

The Columbia Mailman School of Public Health closely aligns its own satisfactory academic progress policies with those required under Federal regulations for students receiving Federal Student Aid (FSA).

The Office of Student Affairs (OSA), in conjunction with the School's academic departments, audits students' academic progress each fall and spring semester. Students are assigned a SAP and Academic Standing status reflective of their academic performance after each semester.

27.2.1 Fall Review

SAP and Academic Standing Status	Continuing Students	New Students
Academic Warning		Cumulative GPA between 2.6700 and 3.0000 or 1 F grade in a non-required course
Academic Probation	Cumulative GPA below 3.0000. or Any number of F grades. or More than 1 IN grade or More than 2 W grades	Cumulative GPA below 2.6700 or More than 1 F grade unless it is a required course or More than 2 IN grades

27.2.2 Spring Review

SAP and Academic Standing Status	Continuing Students not Achieving SAP for a 2nd term	Continuing Students not Achieving SAP for a 1st term
Academic Warning		Cumulative GPA between 2.6700 and 3.0000 or 1 F grade in a non-required course
Academic Probation	Cumulative GPA below 3.0000. or Any number of F grades. or More than 1 IN grade or	Cumulative GPA below 2.6700 or More than 1 F grade unless it is a required course or More than 2 IN grades

	More than 2 W grades	

The Office of Student Affairs reserves the right to fluctuate between the above SAP and Academic Standing Statuses (e.g. Academic Warning or Academic Probation) depending on the expected date of graduation and overall academic performance of the student. **Further, students whose performance falls well below Mailman School of Public Health academic standards may forgo a SAP and Academic Standing Status and be directly considered for termination of degree candidacy even after just one semester of enrollment.**

27.3 Notifications of SAP and Academic Standing Status

Students who are not achieving SAP and in poor academic standing must be notified of their status. **The Office of Student Affairs will notify all students via email to the student's Columbia email account.** Students should expect notification following the deadline for faculty to submit grades.

28 Consequences of not achieving Satisfactory Academic Progress

When evaluating academic progress, the School checks a qualitative measure (GPA), as well as completion of coursework at the required pace of completion (unearned credit versus earned credit). Students are not achieving SAP if they qualify for any of the above-mentioned status definitions for Satisfactory Academic Progress and Academic Standing and are:

- at risk of losing their FSA eligibility (per the Federal Student Aid-Specific Definitions)
- at risk of jeopardizing their degree candidacy at the Mailman School of Public Health and may be eligible for termination from their degree program
- at risk of being removed from activities or services: A student may be restricted from participating in academic or extracurricular activities and/or University organizations (including teaching assistant appointments, awards, leadership roles, committee roles, etc.) or restricted from University services

Students who receive notification of their SAP and Academic Standing Status may be required to submit either an Academic Agreement or Academic Plan following their performance during the most recently reviewed semester. Additionally, students receiving Federal Student Aid may be required to submit an FSA Appeal Request to reinstate their eligibility for Federal Student Aid.

28.1 Academic Agreement

Students in need of signing an Academic Agreement will be provided a set of academic standards that they must abide by to assist students in returning to satisfactory academic progress. Standards may include target GPAs for subsequent semester, retaking a course, and more.

Failure to meet the standards noted in the Academic Agreement may prevent a student from returning to satisfactory academic progress, thereby impacting their eligibility for Federal Student Aid as well as their degree candidacy with the Mailman School of Public Health.

28.2 Academic Plans

Students in need of an Academic Plan develop them in partnership with their department. Academic Plans will provide a set of academic standards and course requirements designed to assist students in returning to satisfactory academic progress. Standards may include target GPAs for subsequent semester, retaking a course, and more. Designated course requirements may span between one and three semesters. Academic

departments approve academic plans after reviewing with students. Academic Plans are signed by the student, academic department, and Office of Student Affairs.

Failure to adhere to the conditions of an Academic Plan may prevent a student from returning to satisfactory academic progress, thereby impacting their eligibility for Federal Student Aid as well as their degree candidacy with the Mailman School of Public Health.

28.3 Restoring FSA Eligibility for Students on Probation

Students who have not met SAP standards in consecutive semesters are determined to be ineligible for Federal Student Aid (FSA). Students have the option to appeal the decision. The previously outlined requirements for Academic Agreements and Academic Plans support the requirements of an FSA appeal. In addition to the Academic Agreement or Academic Plan, students on FSA probation will be required to submit a Federal Student Aid (FSA) Appeal Request. FSA Appeal Requests should include a full explanation of why a student failed to meet SAP, documentation verifying the circumstances that led to their inability to meet SAP, and what has changed that will allow the student to meet the requirements in the future.

Students who fail to submit either an Academic Agreement or Academic Plan and FSA Appeal Request as directed by their SAP notification will remain ineligible for Federal Student Aid.

29 Termination Due to Poor Satisfactory Academic Progress and Academic Standing

Students who are not making satisfactory academic progress and in poor academic standing in one or more semesters may be terminated from their degree programs. A student terminated from their degree program will receive an official letter from the Office of Student Affairs.

If the student disagrees with the decision of termination, the student may appeal to the Vice Dean for Education within seven business days of receiving the official notification. Grounds for appeal are considered on two criteria:

- **Procedural Error:** Student must identify and define with specificity any errors in the evaluation of their academic progress and how it negatively impacted the final decision.
- **New Information:** Students wishing to submit new information must explain why this information was not made available to school officials when notified of their SAP and Academic Standing Status and how this information would have substantially impacted the final decision.

The Vice Dean for Education will review the appeal. The decision of the appeal is final and will be sent to the student and the student's department within seven business days of the appeal request.

30 Doctoral Student Satisfactory Academic Progress and Academic Standing

Academic departments with doctoral programs are responsible for establishing, monitoring, and enforcing the satisfactory academic progress requirements applicable to students enrolled in doctoral programs. Because doctoral programs differ in curriculum, milestones, examinations, research expectations, and degree requirements, students should consult their departmental handbook and program leadership for the specific standards that apply to their program. Departments may establish standards that exceed School-wide minimum requirements.

In general, doctoral students can expect Satisfactory Academic Progress evaluations to include a review of factors such as:

- Academic performance in coursework, including grade and GPA requirements.
- Completion of required coursework and credit requirements.
- Timely completion of program milestones, examinations, practica, research requirements, theses, dissertations, integrated learning experiences, or other department-specific requirements.
- Progress toward degree completion within established program timeframes.
- Compliance with academic plans or conditions associated with academic standing actions.
- Professional, research, and conduct expectations where applicable to the program.

Students who fail to maintain satisfactory academic progress may be placed on an academic standing status identified by their program, required to complete an academic improvement plan, restricted from certain academic activities, or subject to dismissal from the program.

When academic progress concerns arise, students may receive written notification outlining:

- The academic standards that have not been met.
- The student's updated academic standing.
- Any required actions or conditions necessary to return to satisfactory standing.
- Applicable deadlines and benchmarks for improvement.
- Potential consequences of continued failure to meet program requirements.
- Information regarding available appeal procedures, if applicable.

Academic improvement plans may include specific performance expectations, milestone completion requirements, registration conditions, timelines for improvement, or other requirements determined by the department. Students are expected to comply with all conditions established by the academic program. Departments may dismiss a student whose academic performance, milestone completion, degree progress, or compliance with an academic plan does not meet program requirements. Notices of dismissal will include information regarding the basis for the decision and any applicable appeal process.
For the purposes of academic standing and degree progression, doctoral students must satisfy both School-wide policies and any additional requirements established by their academic program. Where departmental standards exceed School requirements, the departmental standards will apply.

Withdrawal and Dropping a class

31 Withdrawal

Withdrawal is described as the act of dropping all courses in a single semester and ceasing participation in all academic activity. Withdrawal may also be referred to those instances where a student looks to cease participation in their degree program in its entirety. Withdrawal is not to be confused with dropping a class or multiple classes. Provided one class is left, the student is considered registered for that term.

Students may choose to withdraw in-term or between terms. Students who withdraw with the intention of returning must file a Leave of Absence with the Mailman School of Public Health. Students who withdraw from the program in its entirety would need to submit a new application if they wanted to return later. When students withdraw from the term, a notation is added to their transcript indicating they have been withdrawn.

Failure (intentional or otherwise) to attend classes does not constitute a formal withdrawal or drop of a class. Students who cease attending but do not formally drop a class will receive a grade of UW (Unofficial Withdrawal) for the class and are responsible for applied tuition and fees.

Students considering a withdrawal should also consider impact on student health insurance with Student Health on Haven, visa implications with the International Students and Scholars Office, and access to on-campus Medical Center housing.

31.1 Financial implications for withdrawal

The act of withdrawal has strong financial implications. Students are encouraged to consult with the Office of Student Affairs and their academic department in a timely manner to understand these implications.

Firstly, all students who withdraw from the term will be charged a $75 withdrawal fee. Depending on the Withdrawal Effective Date (typically defined as the date the Withdrawal or Leave of Absence Notification Request is submitted to Columbia University), students may be entitled to some pro-rated refund of tuition and subject to changes to the amount of Federal Student Aid awarded.

31.1.1 Refund Schedule

A refund schedule is available below. Please note the Mailman School of Public Health matches the University Academic Calendar.

- Week 1 & Week 2
  - 100% tuition and fees (except document fee) refunded
- Week 3
  - 90% tuition refunded; no fees refunded
- Week 4
  - 80% tuition refunded; no fees refunded
- Week 5
  - 70% tuition refunded; no fees refunded
- Week 6
  - 60% tuition refunded; no fees refunded
- Week 7
  - 50% tuition refunded; no fees refunded
- Week 8
  - 40% tuition refunded; no fees refunded

Further considerations as defined by the University include:

- “Columbia University refunds 100% of tuition before the change of program period ends. For Fall and Spring Semester: Week 1 and Week 2 occur during the change of program period.”
- “Week 3 begins on the first Monday after the change of program period ends each semester. Each week begins on a Monday.”
- “Fees such as the Health Service fee, the Student Medical Insurance premium, the University facilities fee, course fees, and late fees are not refundable if the withdrawal takes place after the change-of-program period. If the withdrawal takes place before or during the change-of-program period, these fees are refunded in full. The one-time document fee and application fee are not refundable.”
- “There is no difference in the proration schedule whether charging per point or flat rate tuition.”

31.1.2 Federal Student Aid

Title IV Federal Aid is awarded on the assumption students will attend class for the entirety of the semester starting with the first day of classes noted on the Academic Calendar. In instances where students cease academic activity and withdraw from all classes in a single semester, they may no longer be eligible for the full amount of Title IV funding originally awarded and be subject to returning unearned aid. For information on how this eligibility is determined please visit Student Financial Services. Students are also strongly encouraged to connect with the Office of Financial Aid. Students who withdraw and have received Federal Student Aid will also be subject to Federal Student Loan Exit Counseling.

31.1.3 Other financial considerations

Helpful information for other financial considerations such as private loans or employee benefits can be found on the Student Financial Services website.

31.2 Steps to withdraw

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. **Not registering for classes does not equate to a withdrawal from one's degree program and is in violation of the** continuous enrollment degree requirement.

To withdraw from the term a student must complete:

- A Mailman School Request to Withdraw form. Please contact the Office of Student Affairs to receive this form
- A Columbia University Withdrawal or Leave of Absence Notification Request

We strongly recommend students consult with the Office of Student Affairs and their Academic department prior to submitting the University request.

32 Dropping a class

Students may register and withdraw from semester classes during registration periods posted to the Academic Calendar and in accordance with their assigned registration appointment times posted to Vergil. Registration typically consists of one to two registration periods and the Change of Program Period. Following the Change of Program Period, students must obtain approval to either add or drop a class from their schedule.

Students may drop a course without a transcript notation through the "Last Day to Drop with Permission" deadline published in the Academic Calendar. Students seeking to withdraw from a course after this deadline but before the published W Request deadline should follow posted registration procedures for dropping full-semester, 1st quarter, or 2nd quarter classes from their schedule. Students who withdraw during this period will receive a W notation on their transcript.

In circumstances when students have been referred to the Honor Board or the Dean's Discipline process, a student may not drop or withdraw from the class in question to avoid participation in subsequent hearings and possible sanctions.

33 First semester departure

New students who have registered and enrolled in their first semester who later determine they must separate from the Mailman School are subject to either a deferral or withdrawal with leave of absence (if they intend to return).

New students who separate from the Mailman School of Public Health during the change of program period in their first semester of enrollment will be subject to a deferral. Students should contact both the Office of Student Affairs and Office of Admissions. Requests for deferral prior to the start of the first semester may be sent to the Office of Admissions only.

New students who separate from the Mailman School of Public Health after the change of program period in their first semester of enrollment will need to request a withdrawal from the Office of Student Affairs and possibly a leave of absence if intending to return. Students withdrawing from the semester after the change of program period may be entitled to some pro-rated refund of tuition and are subject to a $75 withdrawal fee.

Students should strongly consider their enrollment and commitment prior to starting with the Mailman School of Public Health.

Leave of Absence and Reinstatement from Leave

Students who need to pause their studies must apply for a formal Leave of Absence (LOA). **Students are not permitted to advance in their degree program while on LOA.** This may include but is not limited to requirements such as earning course credits or completing a practicum.

Students who do not re-enroll within their requested timeframe or submit a request to extend their LOA must reapply to the school. Deadlines and procedures for requesting a return from leave are noted below. Students are expected to monitor their Columbia email while on leave, as this is the official means of communication used at The Mailman School of Public Health.

Leave of absence requests are generally approved for one to two semesters with a maximum of four semesters.

Students who request a Leave of Absence in-term – meaning after the start of the current semester – will be subject to a withdrawal. Students should understand the full implications of a withdrawal, including financial, as outlined in the section above. Students who request a Leave of Absence between terms are not subject to the same withdrawal conditions.

Any general questions regarding LOA should be directed to the Office of Student Affairs.

34 Financial Implications for Leave of Absence

For a student taking a leave for any reason, it is vital that students communicate with the Office of Financial Aid regarding any aid received. 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 requesting a leave. A student who defaults on a loan will be unable to receive any further aid until appropriate payments are made.

All financial obligations to the University must be cleared before reinstatement. **A student with a tuition balance will have a Student Financial Services hold and will not be able to register for classes.** It is the student's responsibility to be aware of any debts that could prevent registration.

Pending budgetary constraints and funding availability, students who go on leave and were previously awarded grant or scholarship funding are not guaranteed a renewal of that funding. Students are welcome to discuss funding eligibility with the Office of Financial Aid regarding any awarded scholarships. Ramifications for outside scholarships should be discussed with the provider directly.

35 Types of Leave

35.1 Voluntary Leave (including Uniformed Service Leave of Absence)

35.1.1 General Information

A voluntary leave from The Mailman School of Public Health is granted to students who wish to take time away from their studies for a variety of reasons, including, but not limited to, employment opportunities, personal or family circumstances, and military service. **A voluntary leave of absence (LOA) is not designated for a student's own health condition** (see 31.2 Medical Leave). Students taking any type of leave will have a registration hold placed on their account until a formal request to resume the program has been approved by the Office of Student Affairs

35.1.2 Requesting Voluntary Leave

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

- Meet with your departmental advisor as soon as possible to discuss the leave and potential impact on your academic progression.
- Make a formal request by submitting the Leave of Absence Request Form to the Office of Student Affairs via email.
- Complete a Columbia University Withdrawal or Leave of Absence Notification Request

Students will receive an email informing them if the request for leave of absence has been approved. Students expecting a refund after an approved leave request and withdrawal from the semester should contact Student Financial Services at cumc-rfs@columbia.edu with any questions.

35.2 Medical Leave

35.2.1 General Information

A student should pursue a medical leave of absence when experiencing health challenges that prohibit them from performing at their optimum and a pause is necessary to return to good health. **If a student experiences a health emergency that requires a lengthy hospital stay, the School will ask them to take a leave of absence.**

35.2.2 Requesting Medical Leave

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

- Make a formal request by submitting the Leave of Absence Request Form to the Office of Student Affairs via email.
- Complete a Columbia University Withdrawal or Leave of Absence Notification Request
- For a Medical Leave to be granted, students must include a letter from a licensed medical professional indicating:
    - Support for the leave of absence
    - Their recommendation for the length of leave
    - **Please do not include diagnostic or private medical information**
- Students requesting a medical leave may be asked to complete an assessment with a third-party evaluator covered by The Mailman School of Public Health. If necessary, this requirement will be clearly communicated in writing to students.

Students will receive an email informing them if the request for a leave of absence has been approved. Students expecting a refund after an approved leave request and withdrawal from the semester should contact Student Financial Services at cumc-rfs@columbia.edu with any questions.

35.3 While on leave

35.3.1 International Students

If you are an international student, you must immediately contact the International Students and Scholars Office (ISSO) at cumc-intl-students@columbia.edu to discuss next steps related to your visa status.

International students taking anything other than a medical leave must leave the United States within 15 days of their withdrawal date.

35.3.2 Academic Standing while on leave

If a student begins a leave on or before the add/drop deadline, any previously-registered courses for the semester will be removed from the student's academic record and will not count toward required Residency Units. If a leave begins after that deadline, courses may remain on the transcript, and the semester may count toward required residency units.

Courses left on the transcript may be assigned a W grade or Incomplete Notation (IN), whichever is deemed appropriate following consultation with teaching faculty. Should an IN be deemed appropriate and in compliance in the IN policy, students would resume work on rectifying the INs when they return from leave and are subject to the IN deadline of that semester. **Unless the requesting student is unavailable, the Request for Incomplete form must be submitted alongside the Leave of Absence Request form.** Otherwise, a W grade or final letter-grade with missing materials accounted for may be assigned.

Students departing after the add/drop deadline may see an impact to their satisfactory academic progress. Please note that whatever academic standing students depart with at the start of the leave, they will then assume upon return to their degree programs.

35.3.3 Housing while on leave

Students who live in University housing and opt to take a leave must contact the Office of Housing Services, as they may have to vacate their on-campus housing assignment. Students taking a leave will not be penalized for breaking their lease. Students must follow all moving-out procedures set forth by the Office of Housing Services.

35.3.4 Campus Involvement while on Leave

While on leave, students will remove themselves from the greater-Columbia University community and not participate in activities such as auditing classes, required practicum, student groups, University event programming, or otherwise spend time on campus. Therefore, the student Columbia ID and swipe access are deactivated during the leave.

35.3.5 Health Insurance

If students are covered by the Student Health on Haven insurance plan, they should contact the insurance office at (212)-305-3400 or shsinsurance@cumc.columbia.edu to discuss coverage while on leave. If students have waived Columbia insurance, they must contact their own insurance provider for details on coverage.

35.3.6 Reinstatement from Medical Leave

Students returning from an approved medical leave must include a letter from a licensed medical professional supporting the return to the academic program (do not include medical diagnosis or medical information). Please note that students on a medical leave will not be reinstated to attend a Columbia summer session.

Students returning from medical leave should meet with Student Support Services and the department during the first two weeks of the semester to ensure a smooth transition back to the campus community.

Readmission

36 Readmission

Students who have been dismissed for academic or disciplinary reasons are not eligible for re-admission.

Students required to apply for re-admission include:

- Students not on a formal leave and not enrolled for one or more consecutive semesters but still within their time to degree.
- Students on a Leave of Absence for two years or more but still within their time to degree.
- Students whose Leave of Absence has expired and has not returned.

To apply for readmission complete the online application by the following deadlines (or following business day if the deadline falls on a weekend):

- June 1 for Fall consideration
- October 1 for Spring consideration

Academic records and readmission materials will be reviewed by the department, the Academic Standards Committee, and the Admissions Committee. An interview may be required. Students who are readmitted will become subject to all current requirements. A program may require a student to retake examinations and/or courses as deemed necessary. Coursework taken more than five years prior to the application for readmission may not be used toward degree requirements upon readmission. Readmission is not guaranteed. Questions should be directed to the Office of Student Affairs.

Resources for PhDs

37 PhD Parental Accommodation

The Mailman School of Public Health offers PhD students the opportunity to devote their full attention and effort to the demands of new parenthood. New parents interested in ceasing their work and learning responsibilities may do so through a twelve-week paid leave followed by an optional twelve-week unpaid leave. While similar, this accommodation remains separate from a leave of absence whereby continued registration and funding may remain a required component of the accommodation, but a leave of absence would function as a temporary but full separation from the School where student standing is reduced to no registration.

Responsibilities that may be suspended include class and course-related requirements, work towards the dissertation, and research and/or lab related work. The intention of this accommodation is to relieve new parents of all academic and professional concerns, and effectively to pause all such obligations during this

period so that the student may return to academic work still in good standing. Students in poor academic standing prior to beginning their leave may need to take remedial steps, provided and approved by their academic department, prior to returning.

The Parental Accommodation begins on the date of birth, adoption, or guardianship and is not granted retroactively. Students granted leave are asked to provide a copy of the birth certificate or other applicable document as soon as they're able. Any exceptions to the parental accommodation policy or timeline must be reviewed by the student, academic director of PhD programs for their department, and the Vice Deans for Education and Doctoral Programs.

In addition to the above please note the following:

1. Students applying for Parental Accommodation must have successfully completed at least one semester of study. Students who are expecting a child within their first semester of study should request a deferral.
2. So that academic departments may make appropriate arrangements, students applying for the Parental Accommodation should develop an academic plan for review by the department outlining updated plans for completing their degree and dissertation requirements. Additionally, students should be prepared to discuss arrangements for teaching and research assignments required by their appointment.
3. Suspended activities may include course-related requirements, work towards the dissertation, and research and/or lab related work.
4. Students granted accommodation must work with their academic department to ensure they are registered for the appropriate registration category (Residence Unit or Matriculation and Facilities) for the term(s) during which their leave occurs. The act of registration maintains student eligibility for services such as campus access, housing, and student insurance. If the accommodation period extends between the fall and spring semester, students must ensure proper registration for both terms.
5. The period of accommodation applies to calendar weeks, rather than weeks of an academic term. If a period of Parental Accommodation overlaps with an academic break (including summer or winter), the break period will be included in the period of accommodation.
6. *Twelve-week paid leave:* Students receiving the initial twelve-week paid leave must maintain continuous registration and will remain eligible for services such as campus access, housing, and student insurance as well as receiving their typical funding provided by the academic department.
7. *Twelve-week unpaid leave:* Following the conclusion of their twelve-week paid leave, students may apply for an additional twelve weeks of unpaid leave. Students taking the unfunded extension will register for Matriculation and Facilities (M&F), and **will be responsible for paying their tuition, student medical insurance, student health service fee and all other applicable university fees.** Additionally, students will not be allowed to work for their departments or as research assistants during this time. Students interested in the twelve-week unpaid leave should submit their application one month prior to their scheduled return.
9. The period of Parental Accommodation will run concurrently with any other applicable State and Federal leave benefits. In other words, students on Parental Accommodation cannot collect additional State or Federal leave benefits while simultaneously receiving funding from the Mailman School of Public Health. Pregnant students are encouraged to register for a consultation on accommodations with the University's Title IX Coordinator who works to ensure "that Columbia's programs and classrooms are accessible to all pregnant students".

10. In the event of illness or a need for a personal or medical leave of absence, students should make use of the leave of absence policy available. A leave of absence will usually begin following the accommodation period.

Students interested in applying for the Parental Accommodation must submit the Mailman School Parental Accommodation form to the Office of Student Affairs at least four months before the expected start of the accommodation. Upon submission of the application, students should begin consulting their academic advisor to develop an updated academic plan for degree completion including a revised time-to-degree. Students should also ensure they have consulted with their academic department on any non-course related activities required by their appointment.

The accommodation will be confirmed when the advisor has signaled satisfactory completion of this step. Upon completion, the Office of Student Affairs will communicate the final approval to the student, students' academic advisor, department academic director, and department administrator.

38 PhD Childcare Subsidy

Parents registered in years one through five of their PhD programs are eligible to receive one $5,500 subsidy per academic year for each child who is 1) under the age of six and 2) not yet attending kindergarten. If both parents are Mailman School of Public Health PhD students, they both may apply individually for the childcare subsidy.

PhD students who are expecting a child or in the process of adopting a child will be eligible to apply for the childcare subsidy only after the child is born or legally adopted. The child's birth certificate or adoption documents are required to complete the application.

If you have received the childcare subsidy in a previous academic year or have applied for Parental Accommodation, you are not required to resubmit your child's birth certificate or adoption documents.

Parents may submit the Childcare Subsidy Application form once per academic year and are encouraged to do so by October 1. Students who are on leave or become new parents may apply by December 15, March 1, or June 1. Please note that the Mailman School processes applications for the childcare subsidy four times each year (at the time of each deadline), and not on a rolling basis.

Student Grievance

39 Student Grievance Procedures

The Mailman School of Public Health is committed to fostering intellectual inquiry in a climate of academic freedom, integrity, mutual respect, and professional conduct. Students and faculty alike are expected to uphold these principles and engage with one another in an atmosphere of tolerance and civility. Faculty have the right to present a broad range of ideas, evidence, and interpretations, including those that may challenge or differ from students' perspectives, but they must do so in an environment that is open to divergent views. The rights, duties, and obligations of faculty are outlined in the Faculty Handbook, which affirms that faculty should conduct their teaching with accuracy, respect for differing

viewpoints, and adherence to professional and ethical standards. Faculty should confine their classes to the subject matter covered by their courses and not use them to advocate any political or social cause.

Students who believe a Mailman School policy, procedure, or action has been applied improperly or unfairly, or who believe the responsibilities described above have not been met, may seek resolution through the grievance procedures outlined below. Whenever possible, students are encouraged to resolve concerns informally before initiating a formal grievance.

Students may also consult with the Columbia University Ombuds Office for information, clarification of University policies, and confidential guidance. The Ombuds Office does not conduct formal investigations or issue decisions.

As a reminder, the Office of Student Affairs serves as mandatory reporters and have "a Duty to Report any instance or allegation of prohibited conduct - discrimination, harassment, retaliation or gender-based misconduct - that involves any **undergraduate or any graduate student**. Columbia employees are required to report any information that they learn about or observe." In essence, the Office of Student Affairs is a non-confidential resource and will refer to appropriate university offices as required. Students interested in a confidential resource can review a list of them here.

Students who wish to submit a formal grievance to the Mailman School anonymously may do so by submitting this form. While anonymous reporting is permitted, it may limit the department/school/office's ability to effectively respond to the reported concern.

These procedures do not apply to:

- Grade disputes, which are governed by the Grade Grievance Procedures.
- Allegations of academic misconduct or behavioral misconduct, which are governed by University Standards & Discipline processes.

Complaints alleging discrimination, harassment, gender-based misconduct, or retaliation, which are reviewed through the appropriate University offices, including the Office of Institutional Equity.

39.1 Informal Resolution

Students should first discuss their concerns directly with the individual, office, faculty member, or administrator involved whenever appropriate. Many concerns can be resolved through clarification, communication, or corrective action at this stage. When students feel that one of their instructors has not met the requirement that faculty should confine their classes to the subject matter covered by their courses and not use them to advocate any political or social cause, they may also discuss their concerns with the department chair or dean.

Students who are uncomfortable addressing the issue directly or who are unable to resolve the concern informally may consult with the Office of Student Affairs for guidance regarding next steps.

39.2 Formal Grievance

Students who believe their concerns have not been appropriately resolved through informal means may submit a formal grievance to the Office of Student Affairs.

The written grievance should include:

1. Description of the concern.
2. The date(s) of the incident or action.
3. Any attempts made to resolve the matter informally.
4. Supporting documentation.

The Dean of Students will acknowledge receipt of the grievance and may request additional information from the student or other parties, as necessary.

39.2.1 Review

The Dean of Students or designee will review the grievance and determine the most appropriate course of action. Depending on the nature of the concern, the review may include consultation with faculty, staff, academic department leadership, or other University offices.

The Office of Student Affairs may:

1. Determine that the grievance does not fall within the scope of this procedure, and dismiss the report.
2. Recommend an informal resolution.
3. Refer the matter to another University office with jurisdiction.
4. Conduct a review and issue a written decision.

The form and scope of the review are at the discretion of the Mailman School of Public Health.

39.2.2 Appeal

Students who believe there was a procedural error in the handling of the grievance or who possess substantive new information unavailable at the time of the original review may submit a written appeal to the Vice Dean for Education within ten business days of the decision.

The appeal must identify:

- The specific procedural error, and/or
- The new information and why it was not previously available.

The Vice Dean for Education will review the appeal and issue a final decision. The determination of the Vice Dean for Education is final and not subject to further review within the Mailman School of Public Health.

39.3 Retaliation

Retaliation against any student who raises a concern, seeks advice, participates in a grievance review, or submits a grievance in good faith is prohibited. Allegations of retaliation may be referred to the appropriate University office for review.

40 Distance Learning Complaint Procedure

Student consumer complaints against an institution operating under SARA must first go through the institution's own procedures for resolution of grievances. Students should first address complaints to the school within Columbia where they are registered.

Student consumer complaints regarding online programs at Columbia University Mailman School of Public Health should be directed to Sandra Bernal Garcia, associate dean for student affairs and dean of students, at sb64@cumc.columbia.edu.

Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of New York State. If a person bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed, within two years of the incident about which the complaint is made, to the SARA Portal Entity in the home state of the institution against which the complaint has been lodged.

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