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Handbook Edition
This handbook was published August 17, 2020. The policies herein are applicable to students who matriculated Summer/Fall 2020.

Fidelity
Although the degree and academic requirements in place normally will not change within any given academic year, the Columbia Mailman School of Public Health policies are reviewed and updated regularly. Columbia Public Health reserves the right to make changes at any time with appropriate, public notice to the community.

Updates/Changes
Should updates be made to this handbook, notice of such changes will be appropriately communicated to the Columbia Public Health community and cataloged below. If you note an error, broken link, etc., please bring it to the attention of the Student Academic Records & Standards (StARS) team.

Published: August 17, 2020
Offices Supporting Student Success

Office of Careers and Practice
The Office of Careers and Practice (OCP) provides resources and supports to students from enrollment through the completion of their academic program. We have two teams, Field Practice and Career Services, who work together to serve our students.

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

Career Services
The Career Services team is committed to supporting Columbia Public Health students and alumni in all aspects of career and professional development processes. We provide career counseling and coaching to help you explore, develop, and refine your career vision and goals, now and throughout the lifelong career development process. We assist in developing your skills – in self-marketing, communications, professional etiquette, and relationship-building – to empower you to achieve your career and professional goals. We also actively cultivate School-wide partnerships with a broad range of relevant employers, and establish alumni and student networks, to increase your professional opportunities.

Our menu of services and resources includes but isn’t limited to: CareerLink, the career hub for the Columbia Public Health community; professional development workshops; career fairs, plus multiple industry and department-specific events; numerous employer information sessions, networking events, etc. Please review our Career Services Handbook. This includes our Honor Code and CareerLink Terms of Service that must be followed throughout the job search and recruitment process.

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

Office of Educational Initiatives
Under the direction of the Associate Dean for Educational Initiatives, the Office of Educational Initiatives (OEI) oversees the operations, implementation, management, and evaluation of the following: MPH shared curriculum including the Core, Integration of Science and Practice, and Leadership, the MPH Certificate program, the DrPH Core curriculum, and other School-wide requirements such as the Interprofessional Experience (IPE). OEI is a source of support for students as they move through those various courses and requirements. We are committed to evidence-based pedagogy and inclusive teaching practices across all curricula and programs we manage and oversee. OEI is also the office that ensues all Columbia Public Health
degree programs are compliant with both Council on Education for Public Health (CEPH) and New York State requirements.

**Office of Enrollment Management**
The offices under the direction of the Associate Dean of Enrollment Management – Admissions, Financial Aid, and Academic Records & Standards – support students from their initial interest in our programs as prospective applicants, through their recitation of the Public Health Oath at commencement as graduates.

**Offices of Admissions and Financial Aid**
The Offices of Admissions and Financial Aid are committed to recruiting the most qualified, diverse set of applicants and providing those applicants with a seamless application-through-matriculation experience. Staff is available to answer questions about life as a Columbia Public Health student and connect you with academic departments and current students for a deeper glimpse into life on campus. Financial Aid services can help you identify sources of financial support, as well as assist with skills to maintain financial wellness. Staff also provides guidance on loan certification, loan counseling, and debt management.

**Student Academic Records & Standards**
The Student Academic Records & Standards (StARS) team oversees and facilitates the enrollment of all students within Columbia Public Health courses. Maintenance of the School’s course directory and course schedules, as well as audits for degree conferral and for student academic performance (SAP) are some of the functions of the StARS team.

**Office of Student Affairs**
At Columbia Public Health, educational experiences take place both in and out of the classroom. Under the direction of the Dean of Students, the Office of Student Affairs (OSA) oversees a wide range of student services to ensure students receive a robust and well-rounded training on the path to fulfilling public health careers. OSA’s mission is to lead a portfolio of comprehensive educational services ranging from volunteer opportunities, social and alumni networking, personal advising, and more to contribute to the education of our students through co-curricular learning tools and programs which enhance opportunities while at Columbia Public Health as well as the careers which follow.

**Student Support Services**
Student Support Services is housed in OSA and is best positioned to provide additional support to students who are navigating challenging life circumstances. Additional support may take the form of advocacy, resource referral, informal allowances, or ongoing, non-clinical support. Student Support Services also assists students with the implementation of their formal academic accommodations. If you are experiencing personal challenges that are impeding your academic success or you simply do not know where to turn, please contact Student Support Services so we can help you.

**Student Life Initiatives**
Students will find a variety of ways to enhance their experiences at the Columbia Public Health. Student involvement opportunities are continuing to evolve based on students’ needs and interests. Students are encouraged to join organizations, start their own organization, run for leadership positions within organizations and the Graduate Student Association (GSA), or participate in any of the student life activities hosted by all of the above throughout the year. All policies, procedures, and information regarding these opportunities are outlined in the Student Group Handbook located within Engage.
Engage
To learn about events and student life opportunities, students should visit Engage, the student engagement platform Columbia Public Health uses to communicate with students about all things student life and involvement. To access Engage, login using your UNI and password. Questions regarding student life opportunities should be directed to the Assistant Director of Student Life.
Communication with Students and CUIMC Email

Student Email Communication Policy
All Columbia Public Health students are to follow the email policies set forth by Columbia University Irving Medical Center (CUIMC) Information Technology. Additional, University-wide email and computer use policies can be found in Essential Policies for the Columbia Community - Student Email Communication Policy. CUIMC students should disregard the paragraph in the linked text regarding auto-forwarding of email and instead follow CUIMC guidelines. Students are expected to check their CUIMC email on a frequent and consistent basis. A student’s failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Email at CUIMC
Affiliation with the Columbia University Irving Medical Center (CUIMC) requires the use of a CUIMC email account (a.k.a., Exchange or Office 365). Students’ email addresses are designated as yourUNI@cumc.columbia.edu; yourUNI@columbia.edu auto-forwards to your CUIMC email. **CUIMC prohibits the forwarding of your Exchange email to any non-Columbia email address** (e.g., Gmail, Hotmail, Yahoo, etc.) due to information security concerns and to ensure compliance with HIPAA regulations and CUIMC IT policies and guidelines.

Transmission
Columbia Public Health sends multiple, weekly email bulletins – Transmission – to students, faculty, and staff. Transmission Action emails come from the Office of Student Affairs and include a variety of information from sponsored programs in the week ahead to the notification of upcoming deadlines. Students should browse Transmission so as not to miss this valuable information.

In Cases of Inclement Weather, School Closing, Emergencies
- Students are strongly encouraged to enroll their mobile numbers with the University’s Emergency Notification System.
- An announcement will be placed on the www.publichealth.columbia.edu homepage.
- The Columbia University Irving Medical Center (CUIMC) maintains a hotline for the medical center campus – (212) 305-7300 – and Columbia Public Health information will also be kept up to date there.
- If the School is open, you should assume your classes are being held unless you hear otherwise directly from your instructors or from the Office of Student Affairs.
- You should communicate directly with your instructors if you cannot attend class.

Primary Departmental Contacts
Administrative offices throughout Columbia Public Health work collaboratively with the academic departments to communicate and maintain consistent policies and procedures for all students. While each academic department is organized somewhat differently from the others, the student-facing units within the Office of Education have identified the following staff as primary departmental contacts for the purposes of obtaining signatures/approvals for most administrative tasks requiring them being part of the workflow. Even if the departmental contacts here don’t end up being the specific person you need to sign a form, they almost certainly will know the correct individual.
<table>
<thead>
<tr>
<th>Department</th>
<th>Primary Contact</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostatistics</td>
<td>Justine Herrera</td>
<td><a href="mailto:jh2477@cumc.columbia.edu">jh2477@cumc.columbia.edu</a></td>
</tr>
<tr>
<td>Environmental Health Science</td>
<td>Nina Kulacki</td>
<td><a href="mailto:njk2128@cumc.columbia.edu">njk2128@cumc.columbia.edu</a></td>
</tr>
<tr>
<td>Epidemiology</td>
<td>Elizabeth Ferrari, Liliane Zaretsky</td>
<td><a href="mailto:ef2109@cumc.columbia.edu">ef2109@cumc.columbia.edu</a>, <a href="mailto:bz3@cumc.columbia.edu">bz3@cumc.columbia.edu</a></td>
</tr>
<tr>
<td>General Public Health</td>
<td>Julianne Parker</td>
<td><a href="mailto:jp3600@cumc.columbia.edu">jp3600@cumc.columbia.edu</a></td>
</tr>
<tr>
<td>Health Policy and Management</td>
<td>Debra Osinsky (MPH), Marni Selman (EXEC/MHA/PTM), Amina Williams</td>
<td><a href="mailto:do79@cumc.columbia.edu">do79@cumc.columbia.edu</a>, <a href="mailto:mbs2206@cumc.columbia.edu">mbs2206@cumc.columbia.edu</a>, <a href="mailto:aw2732@cumc.columbia.edu">aw2732@cumc.columbia.edu</a></td>
</tr>
<tr>
<td>Population and Family Health</td>
<td>Chelsea Kolff</td>
<td><a href="mailto:cak2190@cumc.columbia.edu">cak2190@cumc.columbia.edu</a></td>
</tr>
<tr>
<td>Sociomedical Sciences</td>
<td>Andrea Constancio</td>
<td><a href="mailto:ac995@cumc.columbia.edu">ac995@cumc.columbia.edu</a></td>
</tr>
</tbody>
</table>
Community Standards

Students have a responsibility to familiarize themselves with and abide by all Columbia University and Mailman School community standards; especially as they relate to academic integrity, policies, procedures, and personal and professional conduct.

To ensure they are familiar with the complete array of community standards, students must review and affirm to having reviewed the following:

- The Community Standards and Conduct handbook

Students "sign" the Columbia Mailman School’s Affirmation of Community Standards by completing the Student Handbook Review assignment found on their Orientation and Transition course page within CourseWorks (aka Canvas). By doing so, students re-affirm to abide by all community standards, which were implicitly agreed upon when students enrolled at Columbia Public Health. Violations of community standards – even those that arise from one’s lack of awareness or understanding – may lead to disciplinary action up to and including dismissal for the offending student.

Conduct as an employee, a leader, or when completing practicum

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

- Represent Columbia Public Health with the highest ethical and moral standards
- Meet or exceed job responsibilities as indicated by job or project descriptions
- With as advanced notice as possible, proactively communicate disruptions to responsibilities/schedules/etc. to supervisors, advisors, colleagues.
- Be on time and complete tasks by deadlines; proactively update supervisor, etc. should there be disruptions to agreed-upon plans

Academic Integrity

A violation of academic integrity compromises the intellectual foundation of our institution. To violate that principle is one of the most serious offenses a student can commit at Columbia University. Irrespective of any disciplinary outcome, faculty members reserve the right to assign grades as they deem appropriate. The Office of Student Affairs reserves the right to partner with the Office of Student Conduct and Community Standards (SCCS) when investigating matters of alleged academic misconduct. The Community Standards and Conduct Handbook details Columbia Public Health’s expectations for academic integrity, the process by which the School addresses alleged academic misconduct, and the potential sanctions for students found in violation of the Code of Academic Integrity, which include but is not limited to dismissal from the institution.
Tuition, Fees, and Degree Requirements

Building on a legacy of academic excellence, our master’s programs educate and train the public health leaders of tomorrow. Columbia Public Health programs blend a theoretical understanding of science and society with a thorough exploration of current issues in public health. The following sections detail key features and requirements.

Student Status
There are 3 levels of status students may have while enrolled for classes at Columbia Public Health.

Full-Time
- For degree programs with tuition calculated per-credit (e.g., all Master of Science programs), twelve or more credits (12+) generates full-time status.
- For degree programs with flat-rate tuition (e.g., all MPH/MHA programs except EXEC and PTM), the residency unit (RU) generates full-time status irrespective of the number of registered for credits.
- International students must maintain full-time status – not necessarily 12+ credits for students in flat-rate programs – unless approval is granted otherwise by Columbia Public Health and the International Students and Scholars Office (ISSO).

Half-Time
- For degree programs with tuition calculated per-credit (e.g., all Master of Science programs, the Part-Time Management (PTM) program), registration of between six and less than twelve (6-11.5) credits generates half-time status.
- Please note, the number of credits not the “Part-Time” in PTM determines PTM students’ statuses. A PTM student who registers for 12+ credits would incur fees associated with full-time status; likewise, dropping below six (6) credits and into half-time status would cause a PTM student to be ineligible for Federal Student Aid, etc.
- The academic plans/pace and flat-rate tuition for Executive (EXEC) Programs in Healthcare Management (MHA/MPH) are based on half-time status and, in turn, and are accounted for by a half residency unit (½ RU) each semester.
- EXEC students must be mindful of the total number of credits they register for each semester, as a fluctuation in the number of credits may impact one’s status. An EXEC student who registers for 12+ credits would incur fees associated with full-time status; likewise, dropping below six (6) credits and into half-time status would cause an EXEC student to be ineligible for Federal Student Aid, etc.
- Students in the 6-Month Global Health MPH program are also registered for a half residency unit in their first summer term.

Part-Time
- For degree programs with tuition calculated per-credit, less than six credits (<6) generates part-time status.
- Students registered for less than 6 credits in per-credit programs are ineligible for Federal Student Aid.

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

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

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

Flat-Rate Tuition
The following degree programs are offered at a flat-rate tuition and are intended to be completed as designed and at a full-time pace in fall and spring semesters, during which the Residency Unit (RU) accounts for full-time student status and tuition irrespective of the number of registered for credits*. All other, Masters-level programs are billed per-credit.

- Columbia MPH
- Accelerated MPH
- 4+1 MPH
- MPH as a Dual Degree
- Full-Time MHA
- Executive (EXEC) Programs in Healthcare Management (MHA/MPH)*

*The academic plans/pace and flat-rate tuition for EXEC programs are based on half-time status and, in turn, and are accounted for by ½ RUs.

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

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

The value of an RU in one degree program does not necessarily equate to the same value in another program. Except in rare circumstances, the Residency Unit affords students full-time status irrespective of the number of credits one is registered for in a given semester.

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

**Full-Time Programs**

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

**Limiting Extra-Curricular Commitments During Students’ First Semester**

In order to ensure students’ academic success in their programs and due to the rigors that often accompany the first semester of a new degree program, students are strongly advised against extra-curricular work commitments during their first semester of studies. Students should not expect accommodations for extra-curricular commitments while engaged in a full-time, academic program. In subsequent semesters of one's program, course schedules may be more flexible, and students may find some part-time work doable.

**Degree Requirements, Specifications, and Credit Policies**

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

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

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

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

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

The Self, Social, and Global Awareness (SSGA) series is conceptualized as only the beginning of what the Columbia Public Health envisions as a larger, integrated component of the School’s curriculum that reflects the our mission not only to be aware of and understand structural inequities, but to develop strategies to eliminate them. **All students are required to participate in SSGA either on the date designated for their degree program** or in a make-up session TBA.

**Master of Science**

**Requirements for all MS Programs**

Students must earn a minimum of 30 credits toward a Master of Science degree. Specific credit requirements, coursework, master’s essay, and/or any practical experience needed for the MS degree vary by department/track. Further information is available through the department offering the degree. Please consult individual [department student handbooks](#) for specific details. Tuition for MS programs are billed per-credit, and students are responsible for enrolling in the appropriate minimum/maximum number of credits for their particular [student status](#).

**INTRODUCTION TO PUBLIC HEALTH COURSE**

This online course is designed to introduce students to public health and the foundational elements that have built the field. All Master of Science degree candidates must complete this course as part of their degree program. Students must complete this online Introduction to Public Health course (1.5 credits) either in the summer prior to full-time enrollment or in the first quarter of their first fall semester enrolled at Columbia Public Health. Questions regarding this requirement should be directed to the [Office of Educational Initiatives](#).

**MASTER’S ESSAY**

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

**PRACTICAL EXPERIENCE**

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

**Minimum Credit Requirements by Department**

**BIOSTATISTICS**

Credit minimums for degree:

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

**ENVIRONMENTAL HEALTH SCIENCES**

Credit minimum for degree: 36 credits
Master of Public Health

Requirements for all MPH Programs

THE MPH CORE

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

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

**MPH students may not waive any component of the Core curriculum** and are strongly discouraged from extra-curricular work commitments while in the first semester of the Core.

*Accelerated and Dual MPH students take ISP and Leadership in the fall semester only for a total of 3 credits.

PRACTICUM EXPERIENCE

All MPH Students are required to complete a field-based experience, or practicum, in order to obtain the MPH. **Students must be in good academic standing in order to begin their practicum.** Two-year MPH students complete this requirement during the summer between their first and second year. Students in MPH programs without the accompanying certificate (i.e., Accelerated, Dual, 4+1, and Executive MPH) work with their advisors to identify practicum timing best suited for their particular programs/circumstances. Specific practicum requirements vary by program/department and, in some cases, by certificate. Practicum examples include participation in an ongoing research or evaluation project; working with a government agency or in a community-based organization; or designing and conducting an independent study. The practicum must be skills and competencies-based, planned, supervised, and evaluated. This process includes completing a scope of work and obtaining approval from a faculty advisor, a departmental practicum director, and a field supervisor before starting to work on a field assignment; and the successful completion of fieldwork to the satisfaction of both the advisor and supervisor, evidenced by the students’ practicum completion/evaluation form and the field supervisor’s evaluation. **Clearance for graduation requires evidence of the satisfactory completion of this requirement.**

Each academic department offers information/overview sessions on their specific practicum requirements. Additionally, the **Office of Careers and Practice** will prompt students to engage with information sessions throughout their first year. Students are strongly encouraged to participate with all recommended sessions and office hours to support students’ practicum search, enrollment, planning, and evaluation. Attendance at the following is mandatory for students whose practicum is outside the US and/or requires IRB approval:

- Introduction to Summer Practicum and IRB for Students
• Safety and Security for International Practicum – Columbia Public Health strictly follows the policies set forth by Columbia University Global Travel for students traveling abroad for their practicum work.

INTER-PROFESSIONAL EDUCATION
Students are required to complete Inter-Professional Education (IPE) in conjunction with students from the other professional schools at the Columbia University Irving Medical Center (CUIMC). Several activities that meet this requirement are already in place (e.g., the CUIMC-wide “IPE Day”), and others are being developed (e.g., e-Introduction to IPE). These activities will be announced to all students throughout the school year. Questions regarding the IPE requirement should be directed to the Office of Educational Initiatives, as they are charged with ensuring all students complete this degree requirement.

DEPARTMENT-SPECIFIC COURSEWORK
All MPH students should utilize the Certificate Requirements database to plot their academic plans. Students in MPH programs without the accompanying certificate (i.e., Accelerated, Dual, 4+1, and Executive MPH) should also utilize this tool to map out their programs. “Accelerated MPH” and “Dual Degree” are options in the certificate dropdown menu.

ELECTIVES
In order to allow students to explore new areas and develop linkages with topics of special interest, students may register for elective courses with the permission of their advisor and paying mind to credit limits. These electives can be chosen from most Columbia Public Health course and/or by cross-registering for (most) courses offered by the schools and programs across Columbia University. Furthermore, students are permitted to register for tutorials – independent study under faculty direction.

CULMINATING EXPERIENCE
Students are required to demonstrate their ability to synthesize and integrate knowledge acquired in the classroom and from other learning experiences; and to show that they can apply those principles, concepts, and skills to their chosen area of public health practice. Departments dictate the specific requirements of the culminating experience, which may include, but is not limited to, the following:
• Expanded practicum experience requiring participation in a practicum seminar and either an additional integrative paper or presentation
• Supervised consultative experience in conjunction with a capstone seminar
• Capstone course
• Master’s essay or research project

Students in some departments must complete a master’s essay; they are advised and evaluated by faculty advisors and readers, with attention to the quality of the work and its appropriateness to the area of study.

OTHER REQUIREMENTS AS SPECIFIED BY INDIVIDUAL DEPARTMENTS
Department-specific handbooks detail any additional requirements not specified herein.
### Credit Requirements and Limitations Specific to Particular MPH Programs

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>Min Credits</th>
<th>Cumulative Max Credits</th>
<th>Fall 2020 (Max Credits)</th>
<th>Spring 2021</th>
<th>Summer 2021</th>
<th>Fall 2021</th>
<th>Spring 2021</th>
<th>Summer 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia MPH</td>
<td>52*</td>
<td>60</td>
<td>1 RU (18)</td>
<td>1 RU (18)</td>
<td>NC</td>
<td>1 RU (18)</td>
<td>1 RU (18)</td>
<td></td>
</tr>
<tr>
<td>Columbia MPH (6-Month Global Health Certificate)</td>
<td>52*</td>
<td>60</td>
<td>1 RU (21)</td>
<td>1 RU (21)</td>
<td>½ RU (6)</td>
<td>1 RU** (21)</td>
<td>1 RU** (21)</td>
<td></td>
</tr>
<tr>
<td>Accelerated MPH</td>
<td>42</td>
<td>45</td>
<td>1 RU (21)</td>
<td>1 RU (21)</td>
<td>½ RU (6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4+1 MPH</td>
<td>42</td>
<td>60</td>
<td>Partner School/ MPH Core</td>
<td>Partner School</td>
<td>½ RU^ (6)</td>
<td>1 RU (21)</td>
<td>1 RU (21)</td>
<td>½ RU^ (6)</td>
</tr>
<tr>
<td>MPH as Part of a Dual Degree Program</td>
<td>42^^</td>
<td>42</td>
<td>1 RU (21)</td>
<td>1 RU (21)</td>
<td>Optional (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Some degree/certificate combinations may require more than 52 credits
**All Columbia MPH students pay the same tuition irrespective of certificate; year-2 semesters are prorated to reflect the additional tuition paid in the summer term.

**CREDIT MAXIMUMS**

Each MPH program specifies a range of “Program Points” (i.e., credits) allowed each semester under the flat-rate tuition. Students who enroll for credits in excess of the allowed maximum will see those additional credits billed at the per-credit rate for that semester. Likewise, students are limited to a maximum, cumulative number of credits covered under the flat-rate tuition. Students will be billed at the per-credit rate for credits in excess of the cumulative maximum. Credits may not be “banked” from one semester to the next (i.e., registering for less-than the maximum allowed credits in one semester does not equate to being able to exceed the maximum in a subsequent semester). The prescribed academic plans for all department/program combinations are designed to keep students on pace toward their graduation requirements while observing these maximums. Students are responsible for managing their course loads to remain within the maximum credits allowed each semester and cumulatively.

**CONSEQUENCES OF EXCEEDING CREDIT MAXIMUMS**

All credits registered for in excess of the maximum in a given semester will be charged at the per-credit rate. Similarly, all credits registered for in excess of the cumulative maximum will be charged at the per-credit rate. This will not include any excessive credits already billed from a prior semester; however, be advised, the cumulative maximum may be exceeded in a semester when a student is taking less-than or equal-to the maximum credits/semester. Students should review their academic plans prior to registering for a new semester in order to avoid a situation where one must take required courses that would put one's semester/cumulative credit totals above the maximums. No academic plan – followed as prescribed – will force a student into this situation. Students who desire to make changes to their program, department, and/or certificate must request approval from Student Academic Records & Standards. Depending on the timing of these changes, students may need to take additional credits, which may force an overage situation, which may incur additional costs.
**Details Specific to the Columbia MPH**

- Summer terms are not generally covered by the flat-rate tuition for the Columbia MPH. For the 2020-2021 academic year only, Columbia University will operate on a three-term cycle in response to the COVID-19 global pandemic. Students who wish to utilize the Summer 2021 term under their flat-rate plan must contact Student Academic Records & Standards (StARS) prior to the conclusion of the Fall 2020 semester do discuss whether this option is feasible.

- The Columbia MPH includes an additional credential – the certificate – that provides training in a second, more focused area of expertise complementing a student's discipline. Please go to the Certificate Requirements webpage for information about certificates, including required coursework and contact information for certificate lead faculty.

- Columbia MPH students with the 3-Month Global Health Certificate (GHC) do not receive the special dispensations afforded to those in the 6-Month GHC. 3-Month GHC students will not be differentiated in this respect from the credit limitations/maximums of all other Columbia MPH students.

- Some degree/certificate combinations may require more than 52 credits.

**Details Specific to the Columbia MPH (6-Month Global Health Certificate)**

- A 6-Month Global Health Certificate (GHC) – the additional credential conferred along with the Columbia MPH – provides public health training with a global focus to complement a student's discipline. The sequential nature of some departments’ requirements are such that not all departments offer the 6-Month GHC option. Please go to the Certificate Requirements webpage for information including required, global certificate-specific coursework and contact information for certificate lead faculty.

- Students complete a six-month practicum in a low or middle-income country; the practicum typically begins in the summer term and extends through students’ second, fall semester in the program.

- Because 6-Month Global Heath Certificate (GHC) students take a reduced course load during their semester abroad, these students may take up to 21 credits per full-RU in all other semesters. A half-RU summer term between the first and second years of the program is included under the flat-rate. Global students may take between zero and six credits in the summer term.

- Tuition for the summer term is assessed even if a student registers for zero credits; year-2 semesters for Columbia MPH 6-Month GHC students are prorated to reflect the additional tuition paid in the summer term. All Columbia MPH students pay the same tuition irrespective of certificate.

- Some degree/certificate combinations may require more than 52 credits.

- Because Global Heath Certificate students take a reduced course load during their semester abroad, they may take up to 21 credits per full-RU. A half-RU summer term between the first and second years of the program is included under the flat-rate. Global students may take between zero and six credits in the summer term; tuition is assessed even if a student registers for zero credits.

**Details Specific to the Accelerated MPH**

- The prescribed academic plans for the Accelerated MPH degree includes a half-RU summer term – at the cost of one credit and part of the flat-rate tuition – during which Accelerated students may take between zero and six credits so long as their cumulative credits do not exceed 45. Students may achieve the minimum required credits for the Accelerated degree (42) in just their fall and spring semesters, but registration of the half-RU for the summer term is required irrespective of whether credits are needed that term to fulfill the degree requirements.

- Accelerated MPH students’ degrees are typically conferred in October – the conferral period for students who conclude their programs in a summer term – but students are invited to participate in the Spring 2021 commencement exercises so long as they have successfully completed at least 36 credits by the conclusion of the Spring 2021 semester.
Details Specific to the 4+1 MPH

- Presently, Columbia Public Health partners with three undergraduate colleges – Barnard, Dickinson, and Vassar – and offers our MPH degree to their students in a 4+1 format.
- Students take courses toward the completion of the MPH Core at Columbia Public Health while they “study away” from their partner school for the fall semester of their senior year. They return to their partner school for their final, undergraduate semester and then matriculate for three, consecutive semesters of residency at Columbia Public Health for the +1 portion of the program.
- Students’ departments and their particular circumstances will dictate whether their continuous registration at Columbia Public Health begins Summer or Fall 2021. Students will work closely with their academic advisors and the Student Academic Records & Standards (StARS) team during the Fall 2020 semester to develop their +1 academic plans.
- Some students may achieve the minimum required credits for the 4+1 MPH in just their Fall 2021 and Spring 2022 semesters – 42 credits, including those earned from the MPH Core – but registration of the half-RU for at least one summer term is required irrespective of whether credits are needed that term to fulfill the degree requirements.
- Students earning the 4+1 MPH may have their degrees conferred in October – the conferral period for students who conclude their programs in a summer term – but students are invited to participate in the Spring 2022 commencement exercises so long as they have successfully completed at least 36 credits by the conclusion of the Spring 2022 semester.

Details Specific to the MPH as Part of a Dual Degree

Columbia Public Health fosters a multidisciplinary approach to public health through Masters-level dual degree programs, which are offered in conjunction with partnering Columbia University graduate schools and programs. These dual degree programs provide Columbia Public Health students an opportunity to tap into the full resources of the University and to gain knowledge, skills, and perspectives in fields outside of public health. The following degree programs offered by Columbia University schools and programs may be paired with the MPH from Columbia Public Health (not to include a certificate) to be part of a dual degree program.

DUAL DEGREE COMBINATIONS WITH THE MPH

- Doctor of Dental Surgery (DDS)
- Doctor of Medicine (MD)
- Juris Doctor (JD)
- Master of Arts in Jewish Ethics (MA)
- Master of Business Administration (MBA)
- Master of International Affairs (MIA)
- Master of Public Administration (MPA)
- Master of Science in Bioethics (MS)
- Master of Science in Occupational Therapy (MSOT)
- Master of Science in Social Work (MSSW)
- Master of Science in Urban Planning (MS)

Application for admission to a dual degree program is made independently to both Columbia Public Health and the partnering school. Students should make clear their desire to pursue a dual degree at the time of application. Note: students who initially matriculate into another Columbia Public Health degree program (e.g., the Columbia or Accelerated MPH) and then elect to switch to a dual degree program will likely incur additional costs and other hurdles associated with the change of program. Students should seek the advice of the Student Academic Records & Standards (StARS) team as soon as they consider such a move.

REGISTRATION AND TUITION FOR DUAL DEGREE PROGRAMS

- Enrollment in a dual degree program requires special attention and planning to ensure that all academic and tuition payment requirements are met according to students’ specific academic plans. At Columbia Public Health, the Student Academic Records & Standards (StARS) team works directly with dual degree students to map academic plans, assist with registrations and cross-registration, and to ensure students’ successful progression through the dual degree program. Dual degree students are strongly advised to consult with their academic advisors and the financial aid offices at Columbia Public

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Health and their partner schools each term to ensure they are meeting the academic and tuition requirements for their designated degrees.

- Students register with only one school at a time and pay tuition to that school – referred to as a student’s school of primary registration or residence; they primarily follow the policies of the school at which they are paying tuition. Students must meet residency requirements for both schools. 2 residency units (RUs) are required for the MPH.

- Dual degree students must matriculate with Columbia Public Health in a fall semester and continue the subsequent spring semester for a cumulative minimum of 33 credits while in residency. (42 credits exclusively completed toward the MPH are required for the Columbia Public Health half of the dual degree.) Some students will complete all 42 credits in their semesters of residency at Columbia Public Health; others complete the remaining 9 credits of Public Health coursework through cross-registration while in residence and paying tuition at their partner schools.

- The fall semester in residence at Columbia Public Health includes at minimum the 18-credit MPH Core. Students should not plan to cross-register for any courses at their partner school while taking the MPH Core. Students may add flexibility to their schedules by combining studies from both schools (through cross-registration) in the spring semester.

- Registration continues in either school until all academic requirements have been met and the student has registered/paid for/completed the necessary number of terms/RUs/credits/requirements/etc. through each school

- Students’ financial aid awards are made through their school of primary registration. Students who apply for aid are encouraged to plan their registration well in advance for each academic year and to consult with financial aid officers, in both schools if necessary, well before the beginning of the academic year.

**Master of Health Administration**

**Requirements for all MHA Students**

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

**Details Specific to the Full-Time MHA**

**CREDIT REQUIREMENTS AND LIMITATIONS**

The Full-Time MHA requires a minimum of fifty-five (55) credits to be completed across four, full-time semesters accounted for by residency units (RUs). The Full-Time MHA specifies a range of “Program Points” (i.e., 0-18 credits) allowed each semester under the flat-rate tuition/RU. Students who enroll for credits in excess of the allowed maximum will see those additional credits billed at the per-credit rate for that semester. Likewise, students are limited to a maximum, cumulative number of sixty (60) credits covered under the flat-rate tuition. Students will be billed at the per-credit rate for credits in excess of the cumulative maximum. Credits may not be “banked” from one semester to the next (i.e., registering for less-than the maximum allowed credits in one semester does not equate to being able to exceed the maximum in a subsequent semester). The prescribed academic plan for Full-Time MHA students is designed to keep students on pace toward their graduation requirements while observing these maximums. Students are responsible for managing their course loads to remain within the maximum credits allowed each semester and cumulatively.

**CONSEQUENCES OF EXCEEDING CREDIT MAXIMUMS**

All credits registered for in excess of the maximum in a given semester will be charged at the per-credit rate. Similarly, all credits registered for in excess of the cumulative maximum will be charged at the per-credit rate. This will not include any excessive credits already billed from a prior semester; however, be advised, the
cumulative maximum may be exceeded in a semester when a student is taking less-than or equal-to the maximum credits/semester. Students should review their academic plans prior to registering for a new semester in order to avoid a situation where one must take required courses that would put one's semester/cumulative credit totals above the maximums. **No academic plan – followed as prescribed – will force a student into this situation.** Students who desire to make changes to their program must first speak with their department and then request approval from Student Academic Records & Standards. Depending on the timing of these changes, students may need to take additional credits, which may force an overage situation, which may incur additional costs.

**PRACTICUM EXPERIENCE**

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

Additionally, the Office of Careers and Practice will prompt students to engage with information sessions throughout their first year. Students are strongly encouraged to participate with all recommended sessions and office hours to support students’ practicum search, enrollment, planning, and evaluation. Attendance at the following is mandatory for students whose practicum is outside the US and/or requires IRB approval:

- Introduction to Summer Practicum and IRB for Students
- Safety and Security for International Practicum – Columbia Public Health strictly follows the policies set forth by Columbia University Global Travel for students traveling abroad for their practicum work.

**Details Specific to the Part-Time Management (PTM) Program**

**CREDIT REQUIREMENTS AND LIMITATIONS**

The PTM Program requires a **minimum of forty-five (45) credits** toward the MHA. Tuition is charged per registered credit for each semester in the program. **Part-time is defined here as taking no more than 11.5 credits per semester.**

**MAINTAINING LESS THAN FULL-TIME STATUS**

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

**PRACTICUM EXPERIENCE**

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

**Executive Masters Programs**

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

**Executive (EXEC) Programs in Healthcare Management (MHA/MPH)**

**CREDIT REQUIREMENTS AND LIMITATIONS**

The HPM Executive Programs (MHA/MPH) each require a **minimum of forty-five (45) credits** to be completed across six semesters which are accounted for by residency units (RUs). The Executive MHA/MPH specifies a range of “Program Points” (i.e., 0-12 credits) allowed each semester under the flat-rate tuition/RU. Students who enroll for credits in excess of the allowed maximum will see those additional credits billed at the per-credit rate for that semester. Likewise, students are limited to a maximum, **cumulative** number of sixty (60) credits covered under the flat-rate tuition. Students will be billed at the per-credit rate for credits in excess of the cumulative maximum. Credits may not be “banked” from one semester to the next (i.e., registering for less-than the maximum allowed credits in one semester does not equate to being able to exceed the maximum in a subsequent semester). The prescribed academic plan for EXEC Program students is designed to keep students on pace toward their graduation requirements while observing these maximums. **Students are responsible for managing their course loads to remain within the maximum credits allowed each semester and cumulatively.**

**CONSEQUENCES OF EXCEEDING CREDIT MAXIMUMS**

All credits registered for in excess of the maximum in a given semester will be charged at the per-credit rate. Similarly, all credits registered for in excess of the cumulative maximum will be charged at the per-credit rate. This will not include any excessive credits already billed from a prior semester; however, be advised, the cumulative maximum may be exceeded in a semester when a student is taking less-than or equal-to the maximum credits/semester. Students should review their academic plans prior to registering for a new semester in order to avoid a situation where one must take required courses that would put one’s semester/cumulative credit totals above the maximums. **No academic plan – followed as prescribed – will force a student into this situation.** Students who desire to make changes to their program must first speak with HPM and then request approval from Student Academic Records & Standards. Depending on the timing of these changes, students may need to take additional credits, which may force an overage situation, which may incur additional costs.

**MAINTAINING LESS THAN FULL-TIME STATUS**

The EXEC Program is intended to be completed sequentially and uninterrupted across six semesters (including summer terms), with students taking a prescribed number of classes/credits per semester. The prescribed academic plan for the EXEC Program is designed to keep students on pace toward their graduation requirements while keeping students at less than full-time status. Students who wish to register for 12 or more credits in a semester must receive approval from HPM and the Student Academic Records & Standards (StARS) team. **Twelve or more credits is considered full-time, and full-time students incur additional University fees associated with that status.**

**PRACTICUM EXPERIENCE**

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

**Executive MS in Epidemiology**

**CREDIT REQUIREMENTS AND LIMITATIONS**

The Executive MS in Epidemiology requires a **minimum of thirty (30) credits** toward the degree, including a credit-bearing course culminating in a master’s thesis. Tuition is charged per registered credit for each semester in the program. Part-time is defined here as taking no more than 11.5 credits per semester.
MAINTAINING LESS THAN FULL-TIME STATUS
The Executive MS in Epidemiology is intended to be completed sequentially and uninterrupted across five semesters (including summer terms), with students taking a prescribed number of classes/credits per semester. The prescribed academic plan is designed to keep students on pace toward their graduation requirements while keeping students at less than full-time status. Students who wish to register for 12 or more credits in a semester must receive approval from HPM and the Student Academic Records & Standards (StARS) team. Twelve or more credits is considered full-time, and full-time students incur additional University fees associated with that status.
Maintaining Good Academic Standing

Good academic standing is most simply defined as remaining continuously registered, making progress toward completing all degree requirements as prescribed by one’s program and department, and keeping a cumulative grade point average of 3.0 or better. Students must be in good academic standing to receive their degrees. Good academic standing should not be conflated with satisfactory academic progress (SAP). While achieving SAP is a necessary component of maintaining one’s good academic standing, a student may be considered not maintaining good academic standing for reasons separate from SAP.

Continuous Registration

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

Academic Plans and Co-Curricular Requirements

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

Grade Point Average (GPA)

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

Advising

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

Departmental Academic Advising

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

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Dual Degree and 4+1 Advising
Negotiating Columbia University and Mailman School of Public Health resources while a dual degree student can be a complex process. Specific academic concerns about course selection and departmental requirements are addressed within a student’s department. **Dual degree and 4+1 students are strongly advised to consult with their academic advisors and the Student Academic Records & Standards (StARS) team each term to ensure they are meeting the academic requirements for their specific degree programs.**

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

Letter Grades
Columbia Public Health uses a letter grade system. Grades are: A, B, C, with + and - as applicable, and F. Only A-C and F grades are factored into students’ GPA. Grades are defined as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td>Reserved for highly exceptional achievement. 4.33</td>
</tr>
<tr>
<td>A</td>
<td>Excellent. Outstanding achievement. 4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent work, close to outstanding. 3.67</td>
</tr>
<tr>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Very good. Solid achievement expected of most graduate students. 3.33</td>
</tr>
<tr>
<td>B</td>
<td>Acceptable achievement. Minimum GPA <strong>required</strong> for a master’s degree. 3.00</td>
</tr>
<tr>
<td>Marginal</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>Relatively acceptable achievement when balanced with excellent/good grades that will maintain a GPA of 3.0 or greater. 2.67</td>
</tr>
</tbody>
</table>

**Below what is generally expected of graduate students**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>C+</td>
<td>Persistent marks at this level and below will result in action up to and including removal from the degree program. 2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>Unacceptable performance; no credits earned. 0.00</td>
</tr>
</tbody>
</table>

Core Studios Grades (MPH only)
MPH Core faculty in collaboration with the Office of Educational Initiatives (OEI) have developed a Core-wide grading scheme across all studios. Grade ranges will be clearly published in each studio’s syllabus within CourseWorks. While future classes outside the Core may match the Core grading scheme, faculty ultimately have discretion in setting their grade ranges.

**Minimally Acceptable Performance**
Successful completion of the first semester of the Core is the foundation upon which students’ public health education is built and is the prerequisite for many subsequent classes. Students’ performance in the Core, in turn, must be held to a higher standard. Specifically, in the context of the MPH Core, students must be in good academic standing in order to begin their practicum.

**CORE GPA**
**Students with GPAs less than** 2.5 following their first semester at Columbia Public Health – when calculated for only Core studios and Leadership/ISP – will have their records reviewed by the Academic Standards Committee and **will be considered for removal from the degree program.** Students with GPAs between
2.5 and 3.0 will be reviewed by the Student Academic Records & Standards (StARS) team by way of the satisfactory academic progress (SAP) audits.

Be proactive and reach out to TAs, faculty, the StARS team, and other supportive services if you are concerned about your academic performance. The Offices of Student Affairs (OSA) and Educational Initiatives (OEI) monitor student performance on graded assignments across the Core, and intervention efforts are put in play when a student is identified as not meeting academic expectations. Keep in mind that credits across Core studios vary between 1.5 and 4.5; a grade less than a B in a 4.5 credit course will more negatively impact your GPA than the same grade or worse in a 1.5 credit class.

**RESEARCH METHODS AND APPLICATIONS**
To that point, a higher expectation is placed upon students to perform well in the Research Methods and Applications (ReMA) studio. ReMA sets the foundation for all successive departmental methods courses; therefore, MPH students must earn a grade of B or better in the Research Methods and Applications studio. Students who do not meet this standard are considered in poor academic standing – irrespective of their overall, Core GPA – and will have their records reviewed by the Academic Standards Committee for consideration of remedial steps necessary to successfully master the ReMA content.

**Remediation and/or Reconsideration**
Each student’s individual circumstances are taken into consideration when evaluating what Core remediation, if any, may be required in order for a student to return to good academic standing. The Offices of Student Affairs (OSA) and Educational Initiatives (OEI) consult with MPH Core faculty and others to present a summary of possible next steps to the Academic Standards Committee. Thereafter, students will be informed of their individual remediation plan.

Students’ remediation plans and continued success in their degree programs are contingent upon a marked improvement in their cumulative GPA. Students whose Core GPAs were below what is generally expected of graduate students (i.e., less than 2.5 cumulative GPA) will be considered for removal from their degree programs; alternatively, a student may be encouraged to take a leave of absence for at least one semester and complete a remediation plan while not enrolled at Columbia Public Health. Please remember the Office of Student Affairs – specifically, Student Support Services – is staffed to support students through just such challenging circumstances and help them return to a place of success at Columbia Public Health. Should you have any pressing questions or concerns, please feel free to contact any of us.

**F Grades**
Students who receive an F grade usually may not repeat the failed class unless the class is a requirement for the completion of one’s degree or certificate. In cases when the failed course is required, the student must re-register for the course and obtain a satisfactory grade. The F grade remains on the student’s transcript even after the course is retaken for a passing grade. Repeating a course may require a student to take additional credits beyond what is allowed under the flat-rate tuition or a student may need to re-take the failed course in an additional semester; costs associated with these circumstances are the responsibility of the student. Students who earn more than one F grade – whether in a single semester or across multiple semesters – may be terminated from their degree program.

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

**Auditing (R)**

Auditing a course generates the same tuition charges as it would if the course was taken for a grade or P/F; credits assigned the notation of R count toward the semester/cumulative maximum credits allowed under flat-rate tuition programs. R credits shall neither apply toward degree requirements nor factor into one’s GPA. (Students may take no more than six (6) credits worth of Rs and must petition to do so, as they do not have access within SSOL to select R as a grade option.)

**Petitioning to Audit a Columbia Public Health Course**

- Student Academic Records & Standards (StARS) reviews petitions from Columbia Public Health students interested in auditing Public Health courses on a rolling basis throughout the change of program periods each semester.
- Complete a Columbia Public Health Registration Form electronically or print/fill/scan. Write-in “Petition to Audit” in the lower left section of the form under the listing of Action Codes.
- Prior to the first class meeting, secure provisional permission – via email – from the instructor and/or the academic director of the department sponsoring the course. (Your instructor’s/departmental contact’s signature goes on the Term Program Approved By line of the registration form.)
- Forward your permission email and any accompanying documents – e.g., other, relevant email correspondences used in lieu of signatures, etc. – to the StARS team.
- StARS will communicate the outcomes of students’ petitions via email before the end of the change of program period. If your petition is approved, StARS will make the appropriate changes with the Registrar’s Office on your behalf.

**Other Transcript Notations**

**Unofficial Withdrawal (UW)**

Students may drop a class without notation on their transcripts up to the deadline dates indicated in the academic calendar. After these deadlines, the notation of UW is assigned to students whose names appear on the grade sheet but who have never attended or have discontinued attendance prior to the due date of substantive work. The course instructor, in consultation with the Offices of Enrollment Management (OEM) and Student Affairs (OSA), will determine what constitutes substantive work for a particular course. The assignment of a UW is not a foregone conclusion, and a letter grade based on completed work may be assigned instead. See below for requesting an Incomplete Notation. Fully withdrawing from one’s degree program requires intervention by OEM and OSA.

**Incomplete Notation (IN)**

Only the Student Academic Records & Standards (StARS) team may authorize Incompletes – a.k.a., Incomplete Notations or INs – on students’ transcripts. Incompletes may only be used for students who have met the attendance requirements of a course but when certain assignments have not been completed for reasons satisfactory to the course instructor. Students must consult with the instructor, obtain signatures, and then submit an Incomplete Request Form prior to the conclusion of the term to be eligible for INs. INs recorded in SSOL by faculty without a completed Incomplete Request Form on file with StARS will default to UWs. INs unresolved by their deadlines will convert to the final “resulting grade” agreed upon between faculty and student when submitting the Request for Incomplete Form.

Students must complete work necessary to resolve INs by the deadlines published in the academic calendar and reprinted below – approximately 18 weeks from the end of the term in which the class was taken. Faculty
have the discretion to shorten the deadline. Requests for extensions must be submitted via email to the StARS team prior to the deadline and are reviewed on a case-by-case basis. Extensions are not guaranteed.

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

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

### INCOMPLETE NOTATION DEADLINES

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

**Credit Pending (CP)**

Assigned in courses which regularly involve research or projects extending beyond the end of the term. Until such time as a passing or failing grade is submitted, satisfactory progress is implied. The designation of CP may also be used in instances when a grade is in dispute or during the investigation of alleged academic misconduct. CPs and INs are not interchangeable, and students may not request a CP, as it is only assigned by the instructor in consultation with the Office of Enrollment Management.

**Grade Notification**

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

**Grade Grievance Procedures**

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

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

Termination Due to Persistent Poor Academic Standing

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

Expected Progression

Standard Registration

Students are expected to complete their degree programs without interruption and within no more than five years. Flat-rate tuition programs are to be completed as prescribed per their respective academic plans. Continuous registration in the Part-Time Management (PTM) Program, the Executive (EXEC) Programs in Healthcare Management (MHA/MPH), and the Executive MS in Epidemiology programs includes summer registration. All other per-credit programs do not require summer enrollment to be considered continuously registered. Students must inform the Student Academic Records & Standards (StARS) team of any disruption to their continued registration; otherwise, they will be considered withdrawn from their degree programs and must be reinstated by the StARS team.

Interrupted Registration

Students who must interrupt their studies and who intend to return after a disruption of registration must apply for a formal Leave of Absence and complete a Request to Deviate from Academic Plan. Students who choose to fully withdraw from degree candidacy must inform StARS via email of their decision. Any student who has not registered for two or more years must complete an application for readmission before being allowed to resume their studies.

Extended Residence Registration

Students who carry Incomplete Notifications (INs) beyond the semester of their expected graduation must maintain continuous enrollment until they resolve their INs. The Student Academic Records & Standards (StARS) team will enroll these students in extended residence, which incurs a $500 fee. Extended residence gives students part-time status for one additional term and access to University resources needed to complete outstanding coursework; it does not constitute eligibility for financial aid or University housing.

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

Grace Period

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

Subsequent semesters do not include summer terms.

Academic Calendar

The academic calendar should be reviewed regularly, as students are responsible for all information therein and are held accountable to its dates and deadlines. Students will find required information in the calendar related to both academic and financial deadlines, due-dates, and important occasions at Columbia Public Health. Change of program (add/drop) periods, University observed holidays, and graduation application submission dates are also in the academic calendar.
Change of Program Period
The change of program periods in the fall and spring semesters run from the first day of classes through the Thursday of the second week of instruction. Summer change of program periods are shorter and vary by summer terms 1 and 2. Specific dates can be found on the academic calendar. A late registration fee is charged to students who do not register for classes prior to the start of the change of program period. No adjustment of tuition will be made for individual courses dropped after the last day of a change of program period.

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

Course Descriptions, Schedules, and Evaluations

Course Directory
The Mailman School of Public Health course directory groups courses by department or day of the week and allows for course number, instructor, and keyword searches. Clicking on the plus-sign [+] in the upper right corner of a course provides a brief description, the number of course credits, enrollment priorities and/or pre-requisites, and any additional notes. Columbia University and the Mailman School of Public Health reserve the right to withdraw, add to, or modify the courses of instruction or to change the instructors or scheduling at any time.

Evaluations
In accordance with a Columbia Mailman School Senate decision, course evaluation data is made available for all students to review on the course directory page. The presented data is compiled by student feedback via course evaluation assessments in CourseWorks. Completion of evaluations at the end of the semester is integral to the improvement of course development. For any questions about the full evaluation, please contact the respective department of the course.

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

Helpful Hints for Registration via SSOL
- View your registration appointment times by clicking on Registration Appointments in SSOL.
- View the Public Health course directory for class listings. We do not recommend using the Columbia University directory for Public Health course information, as the most comprehensive and up to date information is located through the Public Health course directory.
- Students should review their respective academic plans to ensure they are taking classes necessary to complete their degrees as prescribed.
- MPH students may find their academic plans in the Certificate Requirements database.
- MHA and MS students may obtain their academic plans from their respective department handbooks and/or departmental contacts.
Adding or Dropping a Class
Public Health Classes
Students should carefully review their degree requirements and credit policies prior to adding or dropping classes. The processes by which students adjust their class schedules change as the semester progresses. Below you will find a guide to that progression. Students should direct registration questions to their department contacts and/or the Student Academic Records & Standards (StARS) team.

CHANGE OF PROGRAM PERIOD
During the change of program period, students may adjust Columbia Public Health classes in their schedules via SSOL as they would during their registration appointments. No adjustment of tuition will be made for individual courses dropped after the last day of the change of program period.

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

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

IN-PERSON ADD/DROP
Once the above options close, students will need to complete a registration form and obtain approval from both their faculty advisor/department contact and the Student Academic Records & Standards (StARS) team to add/drop courses. Program changes must be emailed to StARS from a student’s @columbia account to verify authenticity. Please also make note of the dates in the academic calendar after which courses may no longer be dropped without the notation of Unofficial Withdrawal (UW) on one’s transcript. StARS reserves the right to permit late adds/drops.

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

Other University Classes
Students who wish to cross-register for classes at other Columbia University schools should refer to the Cross-Registration section of this handbook. Other schools’ registration policies supersede any Columbia Public Health policies regarding the adding/dropping of classes, etc.

Withdrawing from all Classes in a Semester
Registered students, who decide to withdraw from all classes in a semester, must contact the Office of Student Affairs to initiate the withdrawal process. None of the processes described in Adding or Dropping a Class (above) will allow students to drop all classes and fully withdraw from the University. Students who plan to return to their studies must also initiate a Leave of Absence and complete a Request to Deviate from Academic Plan.
Cross-Registration
For Columbia Public Health Students
One of the advantages of attending Columbia University is the ability to integrate one’s educational experience at Columbia Public Health with coursework from other schools at the University. Depending on degree requirements and in consultation with one’s advisor, Columbia Public Health students are encouraged to take appropriate courses from across the University. Cross-registration must be completed during the change of program period and cannot be done via SSOL. Columbia MPH students may not cross-register during their first semester (the MPH Core). Undergraduate courses and language courses never count toward Columbia Public Health degrees.

Cross-registration procedures were modified in the wake of the COVID-19 global pandemic and the resulting closure of the CUIMC Campus. We appreciate your patience with this temporary fix – of what was a mostly in-person process – until we are able to deploy a more streamlined workflow for cross-registration. In all instances requesting a signature, email correspondence between @columbia addresses affirming a request will suffice.

Teachers College Cross-Registration
- Complete a Columbia Public Health Registration Form electronically or print/fill/scan.
- Get email approval from your academic advisor or departmental contact to apply the cross-registered course to your degree program. (Your academic advisor’s/departmental contact’s signature goes on the “Term Program Approved By” line of the registration form.)
- Receive email confirmation from Teachers College faculty/administration to take their course(s).
- Forward the TC email and completed Columbia Public Health registration form, as well as any other email correspondences used in lieu of signatures, to the Columbia Public Health Student Academic Records & Standards (StARS) team and cc the same academic advisor or departmental contact who gave you permission cross-register. StARS will submit the form to Registrar’s Office on your behalf during the add/drop period.
- Ensure proper registration of course(s) on Student Services Online (SSOL). Remember: StARS does not submit cross-registration forms to the Registrar until the add/drop period begins. If registration is not visible on SSOL 48 hours later, contact the StARS team.
- Once visible as registered in SSOL, wait approximately another 24-48 hours for information to transfer to Teachers College (TC). (The Columbia SSOL system is not fully compatible with the TC system, hence the lag-time.) Students should keep faculty updated throughout the cross-registrations process, as faculty often can give students access to course materials in CourseWorks or similar platforms prior to the completion of the SSOL/TC registration transaction.
- The transaction is complete when registered course(s) can be reviewed on MyTC, except for courses whose faculty refrain from using any digital learning management systems (uncommon). Please be sure to review with faculty how they conduct their class and provide course content.
- If unable to login or if course content is not visible, contact the Teachers College registrar for assistance, as Columbia Public Health does not have access to the TC system.

Steps for Cross-Registration at Other Columbia Schools
- Complete a Columbia Public Health Registration Form electronically or print/fill/scan.
- Get email approval from your academic advisor or departmental contact to apply the cross-registered course to your degree program. (Your academic advisor’s/departmental contact’s signature goes on the “Term Program Approved By” line of the registration form.)
- Obtain permission from the school that offers the course(s) for which you are cross-registering. It is important to note that the process of obtaining permission to enroll in a course as a cross-registrant is overseen by the other school and not by Columbia Public Health.
Permission might rest with the instructor and/or the student affairs office at the school sponsoring the course(s). It is important to contact the school about its individual process and how you will demonstrate permission to enroll in this course.

Forward your permission – whether email correspondence or online form – and completed Columbia Public Health Registration Form, as well as any other email correspondences used in lieu of signatures, to the Columbia Public Health Student Academic Records & Standards (StARS) team and cc the same academic advisor or departmental contact who gave you permission cross-register. StARS will submit the form to Registrar's Office on your behalf during the add/drop period.

Ensure proper registration of course(s) on Student Services Online (SSOL). Remember: StARS does not submit cross-registration forms to the Registrar until the add/drop period begins. If registration is not visible on SSOL 48 hours later, contact the StARS team.

Students should keep faculty updated throughout the cross-registrations process, as faculty often can give students access to course materials in CourseWorks or similar platforms prior to the completion of the cross-registration transaction.

The transaction is complete when registered course(s) can be reviewed on SSOL and accessed via CourseWorks or similar platform, except for courses whose faculty refrain from using any digital learning management systems (uncommon). Please be sure to review with faculty how they conduct their class and provide course content. (Students can neither add nor drop non-public health courses via SSOL.)

For Students from Other Columbia University Schools

Students whose primary school of registration is not Columbia Public Health may cross-registering for as many as six (6) credits in any one semester and no more than (12) twelve credits in total. Columbia Public Health's credit policy in no way supersedes related policy at a student's primary school of registration. It is important to note that these credits may not be used for towards a future Columbia Public Health degree. (Students completing an MPH as part of a dual degree program are not held to these credit limits and stipulations.)

In order to audit a course and receive the notation of R instead of a grade, a student must obtain permission from the instructor of the course and cross-register. Auditing a course generates the same tuition charges as it would if the course was taken for a grade or P/F, and their credits may not be applied toward a degree or factored into one's GPA. When registering and at grade time, students need to remind their instructors to assign them the option of R for the class. Students do not have access to select R grade as an option from within SSOL; only faculty can assign it.

Columbia University Graduate Students

- Graduate students interested in taking Columbia Public Health courses must first complete the Cross-Registration Form electronically or print/fill/scan.
- Obtain permission from the Public Health department(s) that offers the course(s) for which you are cross-registering. It is important to note that the process of obtaining permission to enroll in a course as a cross-registrant is approved first by the department then by the Columbia Public Health Student Academic Records & Standards (StARS) team. Departmental permission might rest with the instructor and/or the academic director of the department sponsoring the course(s).
- Forward your permission – whether email correspondence or online form – and completed Cross-Registration Form, as well as any other email correspondences used in lieu of signatures, to the Columbia Public Health StARS team and cc any academic advisor or departmental contact at your home school who gave you permission cross-register. StARS will review the submitted documents and will reply all with completed and approved forms.
- Register for the course through your school of primary registration. Any change thereafter (dropping the course etc.) would also be made through your school of primary registration.
Columbia University Undergraduate Students

- Undergraduate students interested in cross-registering for a Columbia Public Health course must submit a petition to the Associate Dean for Educational Initiatives.
- First, secure provisional permission – via email – from the instructor and/or the academic director of the department sponsoring the course.
- Forward your permission email and any accompanying documents – e.g., other, relevant email correspondences used in lieu of signatures, etc. – to the Columbia Public Health Office of Educational Initiatives. Additionally, include the following in your email:
  - A written request detailing you interest in public health/a specific course, including evidence of being able to successfully manage graduate-level coursework.
  - A current transcript, including courses already registered for/anticipated to be taken in the current term.
  - A completed Cross-Registration Form.
- The Associate Dean for Educational Initiatives will review petitions on a rolling basis and submit decisions to the Student Academic Records & Standards (StARS) team for final processing.
- For fall semester classes, petitions must be received prior to the last Monday in August; petitions for spring semester classes must be received before December 15. StARS will communicate the outcomes of students’ petitions via email prior to Labor Day for fall classes and prior to the winter recess for spring classes.
- If allowed to take a course, the email from StARS will include your completed and approved form(s). Denied petitions will include next steps.
- Complete the registration for the course through your undergraduate registrar. Any change thereafter (dropping the course etc.) would also be made through your school of primary registration.

Tutorials

A tutorial is an individualized course of study in which a student works with a faculty member on an area that is not covered in a current course offering. In a tutorial course, students enter into a learning contract with a faculty member to explore an area of mutual interest, such as participation in research, in-depth exploration of an area not covered in traditional coursework, small individual projects, and so on. Prior to registering for a tutorial, students, together with their tutorial faculty member, should develop a learning contract that specifies the scope of work (SOW) for the tutorial. The SOW should clearly demonstrate that the amount of time the student will spend on the project will be equivalent to the work required of students taking a traditional graduate level course at MSPH (i.e., 42 hours per 1 credit per semester). Once the SOW is finalized and before registering for tutorials, students should seek approval by the department’s curriculum committee chair/department coordinator. Students bring the completed and approved registration form to the Office of Student Affairs for final approval and then to Registration and Student Financial Services to be registered. Normally, a tutorial course may be taken for up to three credits during the semester, depending on the amount of work it entails. There may be occasions when more credits can be granted. Tutorial credits count toward students’ semester/cumulative maximums. No more than 9 tutorial credits may be applied toward the MPH degree.

Course Evaluations

Constructive feedback from students on course evaluations is taken very seriously at the Columbia Public Health. Students’ thoughts are of immense value to ongoing, quality improvements to the particular course being evaluated and our curriculum in general. Course evaluations are administered online during the final exam period of each semester for full-term courses and immediately following the completion of half-term and summer term classes.

We feel strongly that completing all your assigned course evaluations during the allotted time is an expectation of being an engaged student at Columbia Public Health. The fact that you’ve read this deeply into
the handbook is also an indication that you are an engaged student within the community. We thank you and would like to reward your thoroughness. Click this link, which will open an email and give you further instructions for a reward. Let your peers find this on their own, as the number of rewards is limited and will be drawn at random from those who enter. Now, please continue on with this section. As public health professionals you will have the responsibility to evaluate colleagues and health initiatives. We view providing feedback on your courses as part of your professional responsibility. Individual student responses are anonymous and a summary of course evaluation data is presented to faculty and the department after the submission of final grades. While your responses are anonymous, the system does track who completes course evaluations and will automatically remind you periodically of your responsibility to evaluate a particular course.

**Requests for Transcripts and Certifications**

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

Changes to Department/Degree/Certificate after Matriculation

Request to Change Departments or Degree Programs

Students interested in switching departments or degree programs may do so only during designated periods. These are during the change of program period and Department/Program Transfer Request Period of one’s first semester of enrollment and prior to the first day of classes of one’s second semester*. See the academic calendar for specific dates. Student may only change departments once and only while achieving satisfactory academic progress.

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

Prior to matriculation and during the change of program period of students’ first, fall semester, students should direct any programmatic change requests to the Office of Admissions; following the Fall 2020 change of program period, programmatic change requests are put on hold until the Department/Program Transfer Request Period later that semester.

Students must complete a Request to Deviate from Academic Plan (RDAP) to initiate a department/program change. In addition to the requirements listed on the RDAP form, students must also include a brief personal statement similar to the Statement of Purpose and Objectives from their original SOPHAS application. This new statement should focus on the new department a student wishes to enter. Please be aware: obtaining signed documents and submitting the necessary paperwork does not guarantee the requested programmatic change, and changes to one’s degree program may have financial implications. All inquiries should be directed to Student Academic Record & Standards (StARS).

Declaring or Switching Certificates

Columbia MPH students only.

Students who still need to declare a certificate or who are interested in switching certificates may only do so during Certificate Open Enrollment. The Office of Educational Initiatives (OEI) holds certificate information sessions prior to the open enrollment during which students will receive information on where to learn more about and apply to different certificates. Look to Transmission and CourseWorks announcements for details on dates, times, and locations. Students may always explore the certificates at any time for information about requirements and application procedures. Questions about certificates should be directed to OEI.

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

Request to Deviate from Academic Plan (RDAP)

The degree programs at the Columbia Public Health are intended to be completed within their prescribed timelines, while allowing students the flexibility to explore specific areas of their chosen fields through department selectives, electives, etc. Degree programs have minimum/maximum numbers of credits students may take each semester and cumulatively across the degree, and departments provide guides (academic plans) for how students typically fulfill graduation requirements within those constraints. Students who desire/need to deviate from their academic plan must complete a Request to Deviate from Academic Plan (RDAP) for consideration of an amended plan. Students who do not follow the steps described in the RDAP and who deviate from their academic plans without ultimate approval from the Student Academic
Records & Standards (StARS) team may encounter a number of challenges (e.g., additional costs related to tuition and fees). Even an approved amended academic plan may have an impact on the cost of a student's degree and financial aid. The programmatic change process can be complicated and lengthy, so students must work closely with their advisors, department, and StARS to develop their approved amended academic plan as soon as it appears a change in program plan is necessary.

Transfer of Credit

Master of Science

No transfer of credit is accepted towards the MS degree.

Master of Public Health

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

Master of Health Administration

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

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

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

Compilation of Federal Regulations (CFR)

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

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

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

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

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

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

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

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

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

Maximum Time Frame (Credits) and Pace of Completion
The degree programs at the Columbia Public Health are intended to be completed as prescribed within their respective academic plans. The time frame within which students are expected to complete their degree programs is bookended by the minimum credits required for one’s degree program and the maximum number of credits a student is allowed to attempt as a degree-seeking candidate. The pace by which students are expected to progress through their degree programs is a 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. Students whose pace of completion in any given semester falls below what is indicated in the table below are not maintaining satisfactory progress.
### Flat-rate degree programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum credits required/Maximum flat-rate credits</th>
<th>Credits allowed in excess of the flat-rate*</th>
<th>Maximum Time Frame (credits)</th>
<th>Pace of Completion (percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Health Administration (MHA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time MHA</td>
<td>55/60</td>
<td>12</td>
<td>72</td>
<td>76</td>
</tr>
<tr>
<td>Executive MHA</td>
<td>45/60</td>
<td>6</td>
<td>66</td>
<td>68</td>
</tr>
<tr>
<td>Master of Public Health (MPH)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Time MPH</td>
<td>52/60</td>
<td>12</td>
<td>72</td>
<td>72</td>
</tr>
<tr>
<td>Dual Degree w/ MPH</td>
<td>42/42</td>
<td>12</td>
<td>54</td>
<td>78</td>
</tr>
<tr>
<td>Accelerated MPH</td>
<td>42/45</td>
<td>12</td>
<td>57</td>
<td>74</td>
</tr>
<tr>
<td>Executive MPH (offered only within HPM)</td>
<td>45/60</td>
<td>6</td>
<td>66</td>
<td>68</td>
</tr>
</tbody>
</table>

### Per-credit degree programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum credits required for degree</th>
<th>Additional allowed</th>
<th>Maximum Time Frame (credits)</th>
<th>Pace of Completion (percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Health Administration (MHA)</td>
<td>45</td>
<td>9</td>
<td>54</td>
<td>83</td>
</tr>
<tr>
<td>Part Time Management (PTM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Public Health (MPH)</td>
<td>52</td>
<td>9</td>
<td>61</td>
<td>85</td>
</tr>
<tr>
<td>Part Time MPH (with OEM approval)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Science (MS)</td>
<td>30-36</td>
<td>6-12</td>
<td>42</td>
<td>71</td>
</tr>
<tr>
<td>Biostatistics: Clinical Research Methods; Patient Oriented Research; Pharmaceutical Statistics; Statistical Genetics; Theory &amp; Methods</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Health Sciences</td>
<td>36</td>
<td>12</td>
<td>42</td>
<td>71</td>
</tr>
<tr>
<td>Epidemiology; Population and Family Health; Sociomedical Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive MS (offered only within EPI)</td>
<td>30</td>
<td>9</td>
<td>39</td>
<td>77</td>
</tr>
</tbody>
</table>

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* in excess of the cumulative maximum afforded under the flat-rate. For per-credit degree programs, the number of additional credits is based on the minimum credits required for the degree.

* Additional tuition charges will apply.

The School will **notify students** whose pace of completion falls below the threshold indicated in the above tables that they are not achieving SAP and will communicate this status to Student Financial Services for those students who receive Federal Student Aid (FSA). For students receiving FSA, not achieving SAP **for the first time** will place the student into a Warning status; financial aid **will not** be disrupted in the subsequent semester. The full implications of a financial aid warning are discussed in its own section of the policy below. Irrespective of whether they are FSA eligible, **all students** whose pace of completion falls below 100 percent are subject to interventions from the School as noted below:

<table>
<thead>
<tr>
<th>Pace (percent)</th>
<th>Status</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Well done!</td>
<td>No intervention as long as GPA is 3.0 or greater (see preceding section).</td>
</tr>
<tr>
<td>99 – 75</td>
<td>Notice</td>
<td>Students will receive notice from OEM with steps to resolve this status by the conclusion of the subsequent term. Students may opt to meet with OEM to discuss an academic plan, but this is not required.</td>
</tr>
</tbody>
</table>
Formal Warning

Students will receive a formal warning from OEM with steps to resolve this status by the conclusion of the subsequent term. Students may opt to meet with OEM to discuss an academic plan; this is not required but encouraged.

Academic Plan

Students must meet with OEM to develop an academic plan toward the successful completion of one’s degree program. A registration hold is put in place until this plan is approved by OEM and the student’s department.

Possible separation

Students must meet with OEM to discuss the practicality of continuing in the degree program and whether it is prudent to separate from the School either temporarily (leave of absence or permanently.

Effect/Treatment of “Atypical” Courses/Situations

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

Incompletes

The implications of carrying INs into a new semester can be understood in terms of one’s pace of completion. Incompletes are not considered earned credits until a grade is submitted for the outstanding class(es), and they necessarily push a student’s pace of completion below 100 percent. Carrying any number of INs will incur some intervention by StARS. If a student holds an IN for a course which is a pre-requisite for a subsequent course, the student may not register for the subsequent course until the IN is resolved.

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

Unofficial Withdrawal

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

Full Withdrawal from all Classes in a Term

Students must take active steps in order to withdraw fully from a degree program, and this process may not be completed via SSOL. Simply not registering for classes does not equate to a withdrawal from one’s degree program. Similarly, if a registered student then decides to withdraw from all classes in a term, the student still has not effectively withdrawn from the degree program. In order to fully withdraw, students must contact the Office of Enrollment Management. The University Registrar determines the refund rate for full withdrawal. The School determines the deadlines for dropping classes without notations on one’s transcript. These deadlines are the same for fully withdrawing from a degree program as they are for dropping an individual class; the implications for SAP are also the same.
Course Repetitions
Students may not repeat courses for credit toward their degrees or to improve their GPAs, except in cases when a student has received an F or qualified for a UW in a required course. In these cases, the student must re-register for the course and obtain a satisfactory grade. The F grade or UW remains on the student’s transcript even after the course is retaken for a passing grade. While the new grade will not replace the F/UW grade on one’s transcript, OEM will informally recalculate a student’s GPA – for the purpose of determining SAP – without considering the F. (UWs do not calculate into GPA, but they do factor into the total credits attempted, which may impact a student’s pace of completion and/or maximum time frame.) Repeated grades count toward the maximum number of attempted credits toward the degree.

Dual Degrees
Columbia 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.

Advanced Standing
Advanced standing is not applicable for master’s students and, therefore, has no implication for SAP.

Transfers of Credits from Other Schools or Institutions
Transfer credits do not impact the cumulative GPA, but they do count as both attempted and completed credits. Please note that not all programs accept transfer credits.

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

Emergency Declarations and/or University-Wide Changes
In the event of a local, state, or nation-wide emergency, and /or when Columbia University deems circumstances necessary to implements a pass/fail grading system University-wide:

• Any courses graded as pass/fail will be counted in the total number of attempted hours used to determine students’ maximum time frame and pace of completion for their respective degree programs.
• Passing grades: When a course is successfully completed and given a grade of P, the credits are added to the total number of attempted and earned credits hours; however, P grades do not factor into the GPA calculation.
• Failing grades: When a course is not successfully completed and the student is given a grade of F, the F is treated no differently than under typical circumstances and will negatively impact a student’s progression and GPA.
• Any student who fails a SAP assessment as a result of a qualifying emergency will be allowed to submit an appeal.
• Any and all treatment of Satisfactory Academic Progress (SAP) updates and changes will abide by existing statutory regulation on SAP, any temporary statutory relief provided by Congress, and any temporary guidance provided by the US Department of Education (ED).

Immediate Impact
For students whose return to good academic standing is reliant upon achieving a “target GPA” and are, in turn, stymied by P grades that do not factor into the GPA calculation:
• The Offices of Enrollment Management (OEM) and Student Affairs (OSA), in conjunction with the academic departments and their representative(s), will evaluate the circumstances of individual students whose qualitative measures (GPA) cannot be assessed numerically.

• Academic departments will make recommendations to the Academic Standards Committee as to whether a student would have reasonably met the “target GPA” necessary to achieve SAP.

Residual Impact
For students whose quantitative measures of satisfactory academic progress may be negatively impacted by the University-wide policy changes in response to COVID-19:

• While there may not be an immediate effect to the Spring 2020 term, students who fail the maximum time frame component of SAP in Spring 2020 – or a subsequent term – may require special consideration due to a prior disruption of their academic standing as a result of COVID-19 in the Spring 2020 and any other impacted term.

• Any student who fails or withdraws from a Spring 2020 course as a result of a qualifying emergency would not have this course count negatively toward their maximum timeframe calculation.

• Per the CARES act Section 3509, “an institution of higher education may, as a result of a qualifying emergency, exclude from the quantitative component of the calculation any attempted credits that were not completed by such student without requiring an appeal by such student.”

• Any student who, as a result of a qualifying emergency, fails or withdraws from a course for the Spring 2020 term would not have this course count negatively toward their pace of progression.

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 Columbia Public Health is utilizing for the measuring of academic progress in accordance with its own academic policy, the Office of Enrollment Management will accept the decision of advisors in the Office of Student Affairs and/or the student’s academic department 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 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.

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

<table>
<thead>
<tr>
<th>Status (all students)</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well done!</td>
<td>GPA: No intervention as long as pace of completion is 100% (see following section). Pace: No intervention as long as GPA is 3.0 or greater (see preceding section).</td>
</tr>
<tr>
<td>Notice</td>
<td>Pace only: Students will receive notice from OEM with steps to resolve this status by the conclusion of the subsequent term. Students may opt to meet with OEM to discuss an academic plan, but this is not required.</td>
</tr>
</tbody>
</table>
**Formal Warning**

| | GPA: Students will receive a formal warning and may opt to meet with OEM to discuss an academic plan, but this is not required. OEM expects students will bring their cumulative GPA above 3.0 in the following semester. 
| Pace: Students will receive a formal warning from OEM with steps to resolve this status by the conclusion of the subsequent term. Students may opt to meet with OEM to discuss an academic plan; this is not required but encouraged. |

**Academic Plan**

| | GPA and Pace: Students must meet with OEM to develop an academic plan toward the successful completion of one’s degree program. A registration hold is put in place until this plan is approved by OEM and the student’s department. |

**Possible separation**

| | GPA and Pace: Students must meet with OEM to discuss the practicality of continuing in the degree program and whether it is prudent to separate from the School either temporarily (leave of absence or) permanently. |

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**Federal Student Aid-Specific Definitions**

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

**Warning**

Columbia Public Health conducts its SAP reviews each fall and spring semester. Doing so allows the School to place students who receive FSA into a Warning status the first time they do not achieve SAP. Disbursement of FSA is allowed without disruption. Students will receive an email notifying them of this Warning status; the accompanying School-specific status, which may indicate School-level intervention; and the next steps for returning to and maintaining SAP.

Students in an FSA Warning status must return to SAP in the next semester of enrollment, or they will be placed in a Probation status (see below). It is possible for a student to not achieve SAP in one semester (Warning), return to SAP in the subsequent semester, and then be placed into a Warning status again in the third semester should SAP not be achieved.

**Probation**

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

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

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

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

Appeals

Students who have not met SAP standards in consecutive semesters are determined to be ineligible for Federal Student Aid (FSA) as a result of a Probation status. Students do have the opportunity and are strongly encouraged to appeal the decision to the Office of Enrollment Management (OEM). Columbia Public Health neither puts restrictions on who may appeal nor for what reason an appeal may be submitted.

The appeal process includes a meeting between the student, a representative from the student’s department, and/or a member of the OEM team. (Should a student not be able to meet in person, this meeting may be conducted via a Zoom web-conference.) Prior to that meeting, students must prepare the following:

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

Any additional details pertaining to an appeal will be included in the email notification students receive informing them of their status.

Academic Plans

Students complete their academic plans with guidance from and/or stipulations set forth by their department. Departmental representatives review students’ plans with the Offices of Enrollment Management (OEM) and Student Affairs (OSA). Academic plans may be recommended in many cases but are required of all students who appeal their SAP decisions.

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

Restoring Eligibility

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

Notifications

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

Student Academic Records & Standards (StARS) will notify all students who are not meeting SAP standards. This notification will be sent via email to the student’s @cumc.columbia.edu email account, which is consistent with the Columbia Public Health email policy. Students should expect notification approximately two weeks following the deadline for faculty to submit grades.
Separating from the School

Leaves of Absence and Reinstatement from Leave

Voluntary Leave

General Information

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

After a temporary withdrawal, students often return better prepared to make the most of their academic opportunities. Students are urged to pay particular attention to the deadlines for requesting reinstatement. Students are required to check their @columbia email while on leave, as this is the official means of communication used at Columbia Public Health. Students should direct their questions regarding their LOA to the Office of Student Affairs (OSA) and Student Support Services.

Leave of absence requests are generally approved for two semesters with a maximum of four semesters. Exceptions to these limits will be considered on a case-by-case basis through a petition to the student’s department and final approval by the Dean of Students. Students who have not registered for two or more years must reapply to the school. Unless a student is granted an exception in extenuating circumstances, a student is permanently withdrawn after they exceed the maximum time period and must reapply for admission through the standard Columbia Public Health admissions process.

All students who will not continue with their registration but who intend to return to their studies must apply for a formal Leave of Absence (LOA). Any request for a leave must be accompanied by a Leave of Absence form and a Request to Deviate from Academic Program. All students must meet with their department, secure department approval, and return the above forms to OSA.

While on leave, it is expected that students will remove themselves from the greater-Columbia University community and will not spend time on campus; therefore, students’ IDs will be deactivated until their LOAs formal end and they return to their studies. Students may not earn course credits during semesters while on LOA.

Academic Standing

If a student voluntary begins a LOA on or before the add/drop deadline, any previously-registered-for-courses for the semester being left will be withdrawn from the student’s academic record and will not count toward required residency units (if applicable). If a leave begins after that deadline, courses will remain on the transcript, and the semester will count toward required residency units (if applicable). When students depart after the deadlines listed above, they must be aware that they will likely fall behind in credits necessary to continue toward satisfactory progress. Students should consult with the Office of Student Affairs (OSA) and the Student Academic Records & Standards (StARS) team to develop a reasonable academic plan that attempts to outline the completion of one’s degree considering the potential constraints of the degree requirements, allotted residency units, etc. Students may not earn course credits during semesters while on LOA. Please note that whatever academic standing students depart with at the onset of the LOAs, they will then resume upon return to their degree programs.
Financial Aid
It is vital that students direct all financial aid questions to the Financial Aid Office. A student who is away from their program for more than a semester may be required to begin loan repayments; therefore, it is important to schedule an exit interview with Financial Aid to discuss the options for a particular loan before leaving. A student who defaults on a loan will be unable to receive any further aid until appropriate payments are made. A student who owes money to Columbia University will be put on financial hold and will thereby not be able to register for classes; it is the student's responsibility to be aware of any debts that could prevent registration.

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

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

Withdrawal Procedures
To take a voluntary leave of absence, complete the following:
- Meet with your department and advisor as soon as possible to discuss the leave.
- Complete and submit a Leave of Absence Request Form. Requests may be submitted to the Office of Student Affairs (ARB 1014).
- Complete and submit a Request to Deviate from Academic Plan (RDAP) to the Office of Student Affairs (ARB 1014).
- If you are a resident of Columbia Housing and are requesting a Voluntary Leave during the semester, contact the Office of Housing Service right away to talk through the vacating process.
- If you receive financial aid, notify the Office of Financial Aid at (212) 305-4113 or sphfinaid@columbia.edu.
- If you are covered by a Columbia health insurance plan, contact the insurance office at (212) 305-3400 to complete the process to ensure full coverage. If you have waived Columbia insurance, you must contact your own insurance provider for details on coverage.
- If you are an international student, please note that you must leave the United States within 15 days of your withdrawal date. Contact the International Students and Scholars Office (ISSO) at cumc-intl-students@columbia.edu or (212) 305-8165.

The Office of Student Affairs will send an email informing you that your request for withdrawal has been approved. Once you have received the official notification from the School, you can contact Student Financial Services at (212) 342-4790 to inquire about the status of your refund.

Reinstatement Deadlines and Procedures
You must complete the following reinstatement procedure by:

<table>
<thead>
<tr>
<th>Semester of Intended Return</th>
<th>Deadline for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 31</td>
</tr>
<tr>
<td>Spring</td>
<td>November 15</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
</tr>
</tbody>
</table>
All financial obligations to the University must be cleared before reinstatement. No student will be reinstated who has not met the following requirement:

Submit a letter to your department and the Office of Student Affairs requesting reinstatement. The letter should review the circumstances that led to the leave, describe in detail any activities pursued while out of school, and explain why you now feel able to resume studies successfully. Students must also include an academic plan and updated Request to Deviate from Academic Plan (RDAP) for successful completion of the degree program, which must be approved by the department and the Office of Student Affairs.

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

Medical Leave

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

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

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

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

Academic Standing

Except as explained below, students who leave in good academic standing will return in good academic standing; students who leave on academic action will return on academic action. If a medical leave begins on or before the School’s drop/add deadline, the semester will not appear on the record and will not count toward the program progression. If a leave begins after that deadline, courses will remain on the transcript, and the semester will count. Ordinarily, students who are authorized to withdraw for medical reasons after the drop/add period will receive an Unofficial Withdrawal (UW) for each of their courses for the term. These notations indicate an authorized withdrawal from the courses. In rare cases, when a student must leave for medical reasons beyond the relevant deadline, a student and OSA can work together with the faculty to
determine whether an **Incomplete (IN)** would be a more appropriate notation on the transcript. In order to be eligible for this, the student must have completed all work for the course except the final paper, exam, or project; the course must not have required attendance; and the student must obtain the approval of the relevant OSA administrators and the faculty by filling out the **Incomplete Request Form**. Students should consult with OSA for more details.

As noted, in rare cases, students who initiate a leave beyond the deadline listed above may qualify for authorized Incompletes in their courses. Students who have been approved for authorized Incompletes in the last semester before their Medical Leave must complete the work of each course upon their return to campus by the Incomplete Notation Deadlines. If the work is not completed by the Incomplete Notation Deadlines during the semester in which the student returns, the grade will convert to the contingency grade listed on the Incomplete Request Form or an F. Due dates of incomplete work should be determined in consultation with the instructor and OSA and then documented on the Incomplete Request Form. This information must be confirmed **prior** to the student being reinstated.

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

**Financial Aid**

It is vital that students direct all financial aid questions to the Financial Aid Office at (212) 305-4113 or sphfinaid@columbia.edu. A student who is away from school for more than a semester may be required to begin loan repayments; therefore, it is important to schedule an exit interview with Financial Aid to discuss the options for a particular loan before leaving. A student who defaults on a loan will be unable to receive any further aid until appropriate payments are made. A student who owes money to Columbia will be put on financial hold and will thereby not be able to register for classes; it is the student's responsibility to be aware of any debts that could prevent registration.

**Campus Involvement while on Leave**

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

**Procedures**

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

- Meet with your department as soon as possible to discuss the leave.
- Make a formal request to the Office of Student Affairs in writing (electronic or hard copy).
- Submit supporting documentation from a licensed healthcare practitioner, in consultation with Student Health Services. Documentation is required before a leave can be granted.
- Submit a complete **Leave of Absence Form** to OSA.
- Consult with your department to complete a **Request to Deviate from Academic Plan (RDAP)** and submit to OSA.
- If approved to take Incompletes, complete an **Incomplete Request Form** for each course approved for this notation in partnership with the instructor(s) and submit all forms to OSA for final approval.
• Notify the Financial Aid Office, if relevant, at (212) 342-4790 or sphfinaid@columbia.edu.
• Work with your department and OSA to determine the date of your withdrawal.
• You may be asked to complete an assessment with a third-party evaluator covered by Columbia Public Health. Please consult with the Office of Student Affairs about this possible requirement.
• Make sure you are in compliance with all University Housing policies and procedures, if applicable
• If you are covered by a Columbia health insurance plan, contact the insurance office at (212) 305-3400 to complete the process to ensure full coverage. If you have waived Columbia insurance, you must contact your own insurance provider for details on coverage.
• If you are an international student, you must contact the International Students and Scholars Office (ISSO) at (212) 305-8165 immediately to discuss next steps related to your visa status.

The Office of Student Affairs will email the student informing them that the request for a medical leave of absence has been approved. Students who after one month have not received any refunds due, should contact Student Financial Services at (212) 342-4790 to inquire about the refund status.

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

• Submit a letter (by email or fax) to the Dean of Students in the Office of Student Affairs requesting reinstatement by the above deadline. The letter should review the circumstances that led to the leave, describe in detail any activities pursued while away, explain why you now feel able to resume studies successfully, and outline a plan for continued support.
• Submit a letter (by email or fax) to the Dean of Students from the medical practitioner(s) with whom you have been working by the above deadline. The letter should describe the treatment, progress made, and an evaluation of your readiness to return to full-time study at Columbia. The letter must also address the continued care plan recommended for your return so that you can be connected to the appropriate services upon return.

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

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

Support upon Return to Campus
In addition to the Office of Student Affairs, CUIMC provides several support resources:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Phone number</th>
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<tbody>
<tr>
<td>Student Health Services</td>
<td>212-305-3400</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>212-305-3400</td>
</tr>
<tr>
<td>Center for Student Wellness</td>
<td>212-305-3400</td>
</tr>
<tr>
<td>Disability Services</td>
<td>212-854-2388 (Voice/TTY)</td>
</tr>
<tr>
<td>Office of the University Chaplain</td>
<td>212-854-1493</td>
</tr>
</tbody>
</table>
Questions
Students should direct any questions regarding their medical leave or reinstatement to the Office of Student Affairs.

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

Reinstatement
Students who have taken formal Leaves of Absence should refer to the above section which includes procedures for reinstatement following a leave. Students whose continued registration is disrupted for reasons not communicated to the Student Academic Records & Standards (StARS) team will have a registration hold placed on their student account and must submit to review for reinstatement by the StARS team. Students not registered for two or more years must meet with their department prior to applying for readmission. Reinstatement is not guaranteed.

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

- An online application for readmission
- A current resume or CV
- A personal statement describing why the lapse in registration was necessary and what current circumstances assure completion of the degree program
- An academic plan for successful completion of the degree program, which must ultimately be approved by one’s department and OSA
- One letter of recommendation (optional or at the request of one’s department)

Complete the online application and submit the above by the following deadlines:

- July 31 for Fall readmission
- November 15 for Spring readmission

Students’ academic records and readmissions material will be reviewed by their department and the Admissions Committee. An interview may be required. Reinstatement may require that the student take new courses and meet updated academic requirements. Reinstatement is not guaranteed. Questions should be directed to ph-admit@columbia.edu.

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

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

<table>
<thead>
<tr>
<th>Graduation application due-dates</th>
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<tbody>
<tr>
<td>August 1</td>
<td>October conferral</td>
</tr>
<tr>
<td>December 1</td>
<td>February conferral</td>
</tr>
<tr>
<td>February 1</td>
<td>May conferral</td>
</tr>
</tbody>
</table>

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

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

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

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

**Appeals Process Governing Degree Candidacy Termination**
Academic assessment of students resides with the faculty. With the faculty, Columbia Public Health has developed academic progress guidelines for students. Appeals related to individual course grades (or graded assignments within a course) are governed by the Grade Grievance Procedures.

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

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