

*** Introduction and Welcome**

Message from the Dean

Welcome to the website of the Graduate School of Arts and Sciences at Columbia University. Situated in New York City among many of the world's finest cultural institutions, Columbia has one of the country's oldest and most distinguished graduate schools. To help you make the most of your graduate education here, this set of web pages delineates our regulations and procedures and describes various resources available to you.

The Graduate School's mission is to ensure excellence in the training of graduate students at Columbia. The education we offer here is applicable to a wide range of careers inside and outside the academy. To prepare students for the many opportunities that await them upon graduation, the Graduate School makes every effort to ensure excellence at all levels of graduate education.

The Graduate School promotes the integration of graduate students into the research and educational missions of the University. It oversees the quality of all aspects of graduate education in the Arts and Sciences departments and establishes policies and standards that define best practices in these programs. To this end, I meet annually with department chairs and Directors of Graduate Studies in the Arts and Sciences and organize periodic reviews of M.A. and Ph.D. programs. The Graduate School pays close attention to the diversity and intellectual collegiality of its programs; we maintain an Office of Minority Affairs and support a number of student groups and work closely with the International Students and Scholars Office (ISSO) and the Office of Diversity Initiatives.

GSAS is the chief advocate for our graduate students' needs qua students. An important goal of my office is to ensure that any service roles you hold are treated as secondary to your need to have the time and resources to complete your degree expeditiously and efficiently.

The Graduate School actively supports those areas of graduate student life that are not considered academic but are critical to success. It works with the Graduate Student Advisory Council (GSAC) and University support offices to promote the interests of graduate students in areas such as financial aid, health care, counseling, and housing. It also has a special interest in supporting students in their professional development. Through the GSAS Teaching Center, GSAS recognizes its role in training the future professoriate and, through its support of the Center for Career Education, it recognizes that there is a vast range of career options for M.A. and Ph.D. recipients.

We are here to assist you and make sure that you have the best possible experience as a student, as a scholar, and as a person.

With my very best wishes for success at Columbia and beyond,

Henry C. Pinkham, Dean

Student Responsibilities

The GSAS Bulletin and the hyperlinked web sites within it describe most of the rules and regulations that apply to students in the Graduate School of Arts and Sciences. All M.A., M.Phil., and Ph.D. students should familiarize themselves with and follow the regulations of the University, the Graduate School, and their individual programs of study. Please be aware that lack of knowledge about University, GSAS and/or departmental rules and policies cannot excuse students for failure to comply with these regulations.

Students should also familiarize themselves with the information contained under the general heading of Current Students at the top of the main web page of the Graduate School of Arts and Sciences.

Although the degree and academic requirements in place normally will not change within any given academic year, other GSAS policies are reviewed and updated regularly. The Graduate School of Arts and Sciences reserves the right to make changes at any time. To be certain of a GSAS rule or policy, please contact gsas_dean@columbia.edu or call 212-854-2861.

Columbia University admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students in the University. It does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, national or ethnic origin, disability, citizenship status, marital status, or Vietnam Era or disabled veteran status in administration of its educational policies, admissions policies, scholarship and loans programs, and athletic or other University-administered program.

Columbia University is committed to providing a working and learning environment free from unlawful discrimination and discrimination and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. It does not discriminate against or permit harassment of applicants for employment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, national origin, age, alienage and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, military status, partnership status, genetic predisposition or carrier status, arrest record, or any other legally protected status.

Nothing in these policies shall abridge academic freedom or the University's educational mission. Prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to classroom subject matter.

Degree and Non-Degree Programs of GSAS

Ph.D. Programs: Arts and Sciences Programs, Dual-degree Programs, Programs outside the Arts and Sciences

Ph.D. programs within the Arts and Sciences

Anthropology

Art History and Archaeology

Astronomy

Biological Sciences

Chemical Physics

Chemistry

Classical Studies

Classics

Earth and Environmental Sciences

East Asian Languages and Cultures

Ecology, Evolution and Environmental Biology

Economics

English and Comparative Literature

French and Romance Philology

Germanic Languages

History

Italian

Mathematics

Middle East and Asian Languages and Cultures

Music

Philosophy

Physics

Political Science

Psychology

Religion

Slavic Languages

Sociology

Spanish and Portuguese

Statistics

Sustainable Development

Theatre

Dual-degree Programs at the Doctoral Level

J.D.-Ph.D. Program

(Participating departments: Economics, History, Philosophy, Political Science, Psychology, Sociology)

M.D.-Ph.D. Program

(Participating departments and programs: Biochemistry and Molecular Biophysics; Biological Sciences; Biomedical Informatics; Chemistry; Epidemiology; Genetics and Development; Cellular, Molecular, and Biophysical Studies; Microbiology; Neurobiology and Behavior; Nutrition; Cell Biology and Pathobiology; Pharmacology; Physiology and Cellular Biophysics; Psychology; and Statistics)

Ph.D. Programs outside the Arts and Sciences

Graduate School of Architecture, Planning and Preservation:

Architecture; Urban Planning

Graduate School of Business:

Business

The Fu Foundation School of Engineering and Applied Science:

Applied Physics and Applied Mathematics; Biomedical Engineering; Chemical Engineering; Civil Engineering and Engineering Mechanics; Computer Science; Earth and Environmental Engineering; Materials Science (Henry Krumb School of Mines); Electrical Engineering; Industrial Engineering and Operations Research; Mechanical Engineering

Graduate School of Journalism:

Communications

College of Physicians and Surgeons:

Biochemistry and Molecular Biophysics; Biomedical Informatics; Cell and Molecular Biology; Cellular Physiology and Biophysics; Genetics and Development; Mechanistic Basis of Health and Disease; Microbiology, Immunology and Infection; Molecular, Structural, Cell and Genetic Studies; Neurobiology and Behavior; Nutritional and Metabolic Biology; Pathobiology and Molecular Medicine; Pharmacology and Molecular Signaling

Mailman School of Public Health:

Biostatistics; Environmental Health Sciences; Epidemiology; Sociomedical Sciences

School of Social Work:

Social Work

Teachers College:

Education

Free-standing M.A. Programs: Arts and Sciences Programs, Dual-degree Programs, Programs outside the Arts and Sciences

M.A. Programs within the Arts and Sciences

African-American Studies

American Studies (L.S.M.A.)

Anthropology

Art History and Archaeology

Biotechnology

Classical Studies

Classics

Climate and Society

Conservation Biology

East Asia: Regional Studies

East Asian Languages and Cultures

East Asian Studies (L.S.M.A.)

English and Comparative Literature

French and Romance Philology

French Cultural Studies (offered in Paris only)

Germanic Languages

History

Human Rights Studies (L.S.M.A.)

Islamic Studies (L.S.M.A.)

Italian

Japanese Pedagogy (summer only)

Jewish Studies (L.S.M.A.)

Latin America and the Caribbean: Regional Studies

Mathematics of Finance

Medieval Studies (L.S.M.A.)

Middle East and Asian Languages and Cultures

Modern Art: Critical and Curatorial Studies

Modern European Studies (L.S.M.A.)

Museum Anthropology

Oral History

Philosophical Foundations of Physics

Philosophy

Political Science

Quantitative Methods in the Social Sciences

Religion

Russia, Eurasia, and Eastern Europe: Regional Studies

Russian Translation

Slavic Cultures

Slavic Languages

Sociology

South Asian Studies (L.S.M.A.)

Spanish and Portuguese

Statistics

Dual-degree Programs at the Master's Level

M.A. in Earth and Environmental Science – M.S. in Journalism (with the Graduate School of Journalism at Columbia)

M.A. in International and World History - M.Sc. in International and World History (with London School of Economics)

M.A. in Mathematics of Finance - M.S. in Applied Mathematics (with Ecole Polytechnique, Paris)

M.A. in Quantitative Methods in the Social Sciences – M.P.A. (with the School of International and Public Affairs at Columbia)

M.A. in Religion – M.S. in Journalism (with the Graduate School of Journalism at Columbia)

M.A. Programs outside the Arts and Sciences

School of the Arts: Film Studies

Graduate School of Journalism: Journalism

College of Physicians and Surgeons: Biomedical Informatics

School of Dental and Oral Surgery: Dental Sciences

Non-degree Programs

Students participating in any of the following non-degree programs must first be registered in a GSAS degree program. Criteria and procedures for admission are overseen by the specific programs.

Applied Mathematics

Atmospheric and Planetary Science

Biophysics and Biophysical Chemistry

Buddhist Studies

Chemical Biology

Comparative Literature and Society

Human Rights

Jewish Studies

Mathematical Structures for Environmental and Social Sciences

Medieval and Renaissance Studies

Operations Research

Public Policy

Yiddish Studies

Academic Policies

Registration Requirements

Registration is the process whereby an eligible student reserves a seat in a particular course or selects an academic registration status. It is accomplished by following the procedures announced in advance of each term's registration period.

Academic registration status

All students (with the exception of Liberal Studies students) must register for an academic status: a whole or fractional Residence Unit (RU), Extended Registration (ER), or Matriculation and Facilities (M&F). The whole Residence Unit, Extended Residence, and Matriculation and Facilities are considered full-time registration statuses.

Registering for courses

If students wish to attend courses, they must register for specific courses in accordance with the procedures established for the term in question. Anticipated dates of registration are listed in the Academic Calendar. Any changes in these dates will be announced by the Registrar in advance of the registration period.

While registration is a necessary prerequisite for enrollment in a class, registration alone does not constitute enrollment, nor does registration alone guarantee the right to participate in a class. In some cases, students will need to obtain the approval of the instructor or of a representative of the department that offers a course.

Enrollment is the completion of the registration process and affords the full rights and privileges of student status. Before a student may be certified as enrolled in good standing, he or she must also satisfy administrative obligations such as paying prior term bills and demonstrating compliance with New York State's public health law requiring immunity from measles, mumps, and rubella and certification regarding Meningococcal Meningitis.

According to University regulations, each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the student's connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college, either of Columbia University or of any other institution.

The privileges of the University are not available to any student until he or she has completed registration. A student who is not officially registered for a University course

may not attend the course. No student may register after the stated period unless he or she obtains the written consent of the appropriate dean or director.

The University reserves the right to withhold the privilege of registration or any other University privilege from any person with an unpaid debt to the University.

Registration Unit and other registration categories

In addition to registering for individual courses, students in the Graduate School of Arts and Sciences are required to register for Residence at the University. In all Ph.D. programs and most M.A. programs, this is done by registering for Residence Units during the academic year (see below for exceptions). Residence Units, not credit points, provide the basis for tuition charges.

Two Residence Units are required for the free-standing Master of Arts degree. Six Residence Units are required for the M.Phil., Ph.D., and D.M.A. degrees; this total includes two Residence Units required for the M.A. earned as part of a Ph.D. degree.

A full-time student must register for a Residence Unit or Extended Residence (see below) each semester, whether or not the student is taking courses. Students in Ph.D. programs may not register part-time.

With the exceptions listed below, part-time students in free-standing M.A. programs may register for quarter or half Residence Units.

- A student who is registered for a half Residence Unit may enroll in no more than three courses.

- A student who is registered for a quarter Residence Unit may enroll in one or two courses.

Full and partial Residence Units are calculated using courses taken for a letter grade, Pass/Fail, or for R credit.

Exceptions to registration by the Residence Unit: Students in the free-standing Liberal Studies Master's programs in American Studies, East Asian Studies, Human Rights Studies, Islamic Studies, Jewish Studies, Medieval Studies, Modern European Studies or South Asian Studies or in the free-standing Master's programs in French Cultural Studies or Japanese Pedagogy are charged tuition by the credit point, not the Residence Unit, and do not register for Residence Units.

After completing the appropriate number of Residence Units, students are required to register for Extended Residence for any term in which they

- hold a University teaching or research appointment or
- are completing a degree requirement such as course work or language and qualifying examinations.

Advanced Ph.D. students who neither hold a University appointment nor are completing a degree requirement satisfy the continuous registration requirement by registering for Matriculation and Facilities (M&F), which allows them to make use of various University facilities. A Ph.D. student registers for M&F if he or she is writing or distributing the dissertation and is not engaged in any of the following: taking a course,

holding an appointment as a teaching or research fellow, or completing a degree requirement other than the dissertation defense. In all other cases a Ph.D. student must register for either a Residence Unit or Extended Residence.

Continuous Registration, Leave of Absence, Withdrawal, and Reinstatement

CONTINUOUS REGISTRATION until all degree requirements are completed or until the time-to-degree limit has been reached is required for students in all degree programs. Limits on time to degree are described in the section of this Bulletin on Satisfactory Academic Progress. Students are exempt from the requirement to register continuously only when granted an official leave of absence by the Dean's office of the Graduate School of Arts and Sciences.

WITHDRAWAL is defined as the dropping of one's entire program in a given term as differentiated from dropping some, but not all, of one's courses. A student in good academic standing who is not subject to discipline will always be given an honorable discharge if he or she wishes to withdraw from the University.

Formal withdrawal during a term ordinarily is allowed only prior to the examination period of the term in which withdrawal is requested. Withdrawal means that courses and grades (if already recorded) for the term in progress are expunged from the student's record and that the student does not receive any registration credit for them. All students who withdraw from a semester in which they are registered are charged a \$75 withdrawal fee.

The approval of the Dean is required for all withdrawals. Therefore any student who intends to withdraw from the University must notify the Office of the Dean at once and in writing, using the online Request for Withdrawal form. Until the student is notified by the Office of the Dean that the withdrawal has been approved, he or she is considered registered, and his or her academic and financial responsibility continues in all courses for which the student has registered. A withdrawing student may be eligible for a prorated tuition refund, reckoned from the date on which the Office of the Dean receives written notification. The Registrar's office publishes on its website a schedule of tuition refunds based on the week in which withdrawal is approved. Financial assistance is adjusted to reflect reductions in the withdrawing student's overall budget. Excess financial aid is restored proportionately to the funds from which it was drawn before a refund is given. Withdrawing students are not entitled to any portion of a refund until all federal aid programs are credited and all outstanding charges have been paid.

Withdrawal and health insurance, fees, University housing, visas: A student who withdraws during the first 30 days of the term will not be eligible for either the Insurance or Health Service programs, and a full refund will be applied to the Student Account Payment unless the student has utilized the benefits of the insurance plan or made use of care provided by Health Services. A student who withdraws after 31 days will remain enrolled in the Insurance and Health Service programs for the remainder of that term; no refund will be allowed.

Application fees, late fees, and any other special fees are not refundable.

Students residing in University housing are advised to contact University Apartment Housing as soon as possible.

Students on a J1 or F1 visa must contact the International Students and Scholars Office as soon as possible.

A LEAVE OF ABSENCE allows a student who must interrupt his or her studies for a compelling reason - for example, a sustained medical condition that prevents attendance or a personal matter requiring absence from campus - to be exempt from the continuous registration requirement. Students are granted a leave of absence for a stated period, usually not to exceed one year. See below for specific information regarding medical, military, and personal leaves of absence.

During the period of leave, a student does not register and cannot use University facilities, including libraries and housing. Students on leaves of absence are not eligible to defer payment of University and government loans. See below for specific information regarding use of facilities and repayment of loans.

Students on a J1 or F1 visa who are intending to take a Leave of Absence must contact the International Students and Scholars Office as soon as possible.

The form for requesting a leave of absence is available online.

Types of Leave

-- Medical Leave of Absence

On the written recommendation of a health care professional and with the approval of his or her department or program, a student who must interrupt study temporarily because of physical or psychological illness will be granted a Medical Leave of Absence. The student must provide documentation from a health care professional confirming that the student is unable to engage in graduate study; such documentation may include a statement as to when the student may be expected to resume studies.

A Medical Leave may be approved at any time during a student's degree candidacy, except during the first term of study, when a Withdrawal is more appropriate. A Medical Leave may be granted only to students in good academic standing (as defined by the student's department or program) who are eligible to continue in the degree program when they return from leave.

Students who take an approved Medical Leave of Absence during the first 30 days of a term are eligible to remain enrolled in Columbia insurance and Health Services programs. Students should familiarize themselves with Health Services' policy on withdrawal due to medical leave and contact the Health Services Insurance Office for further information.

In order to be reinstated after a Medical Leave the student must secure the written approval of the health care professional treating the student during the Leave, confirming that the student is capable of returning to graduate study and proposing any recommended qualifications (e.g. part-time study) as necessary.

-- Military Leave of Absence

A student who must interrupt study temporarily to fulfill a compulsory military obligation will be granted a Military Leave of Absence. The student seeking a military leave of absence must provide written documentation from the appropriate military authorities (including dates of the period of obligation), and the department or program must certify that the student is in good academic standing (as defined by the student's department or program) and is eligible to continue in the degree program upon return.

-- Personal Leave of Absence

Students who must interrupt study temporarily for compelling reasons other than those described above may request a Personal Leave of Absence, which must be approved by the student's department or program and by the Dean's office. Such a leave must be approved before or during the term for which it is requested; it cannot be granted retroactively. Personal Leaves of Absence are granted for one or two semesters. Under extenuating circumstances students may apply for a third or fourth semester of leave. Leaves are not granted for longer than two years (four semesters); withdrawal is the proper route if absence from graduate study will exceed four semesters.

Personal Leave of Absence for Ph.D. Students

A student in a program leading to the Ph.D. is eligible for a Personal Leave of Absence only after satisfactory completion of at least one year of study. Students who have completed the M.Phil. or who have completed five years of full-time study or the equivalent are not ordinarily eligible for a non-medical, non-military leave.

A personal leave will be granted only upon certification by the department or program that the student is in good academic standing (as defined by the department or program); has progressed in a timely manner towards the degree according to GSAS and departmental requirements; and is eligible to continue in the degree program upon return.

Personal Leave of Absence for M.A. Students

A student in a free-standing Master's program that does not lead to the Ph.D. is eligible for a personal leave of absence after satisfactory completion of at least one semester of study. A leave will be granted only upon certification by the department or program that the student is in good academic standing (as defined by the department or program); has progressed in a timely manner towards the degree according to GSAS and departmental requirements; and is eligible to continue in the degree program upon return.

Leaves of Absence and Health Insurance

A student whose nonmedical Leave of Absence is approved during the first 30 days of the term will not be eligible for either the Insurance or Health Service programs, and a full refund will be applied to the Student Account Payment unless the student has utilized the benefits of the insurance plan or made use of care provided by Health Services. A student whose medical Leave of Absence is approved during the first 30 days of a term is eligible to remain enrolled in the Insurance and Health Services programs.

A student whose Leave of Absence is approved after 31 days of the term have passed will remain enrolled in the Insurance and Health Service programs for the remainder of that term; no refund will be allowed.

Leave of Absence, Registration and Completion of Requirements

A Leave of Absence is not a registration. No tuition is charged for semesters for which a Leave of Absence has been approved. The fact that a Leave has been granted is entered on the student's permanent academic record. The period of the Leave is not counted as part of the time allowed for completion of the degree requirements. A student on Leave may not fulfill any degree requirement other than, if he or she wishes, the completion of work in courses for which an approved grade of "Incomplete" has been issued by the instructor. The period of the Leave will not be counted toward the time allowed for completion of an Incomplete. Other degree requirements, including language exams, oral exams and dissertation research and writing, may not be undertaken while on Leave.

Use of Facilities and Services while on Leave

Because a Leave of Absence is not a registration, a student on Leave may not use University facilities, including libraries and housing, nor receive financial aid (see below). Email accounts are normally suspended within six to nine months after approval of the Leave. Currently occupied University housing must be vacated and students are advised to contact UAH upon approval of the Leave of Absence request. Although students who vacate housing retain their eligibility status for housing, they are not guaranteed housing upon return. GSAS will make every effort to place students in University housing upon their return if space is available. Students should contact Mr. Craig Knobles (212-854-2889; jck2@columbia.edu) as soon as possible after the return date is anticipated - for spring semester, by December 1; for fall, by May 1. Students who are on leave but who previously have been awarded a Columbia degree may have email forwarded and may use facilities such as the library because of their status as alumni; see <https://alumni.columbia.edu/index.html>.

Loans, Fellowships and Other Financial Aid

Most University and government loan programs do not permit the deferment of loan repayment while a student is on leave. A student wishing to be considered for fellowships (including reinstatement of multi-year Ph.D. fellowships held at the time of the request for leave) or for financial aid other than loans for the academic year following the leave must notify the GSAS Financial Aid office by February 1 if he or she wishes to return in the following fall semester and by October 1 if he or she wishes to return in the spring. When the student notifies the Financial Aid office of his or her intent to return, the decision to award financial aid, including the reinstatement of such aid, will be based on satisfactory academic progress prior to the Leave and departmental recommendation.

REINSTATEMENT AND REGISTRATION

Students returning from an approved leave are not required to file a formal application for reinstatement. To ensure that they may register upon return, they should contact their department and the GSAS Dean's office (212-854-2866) approximately six weeks before the start of the semester in which they wish to return. Students returning from a Medical

Leave of Absence must submit a doctor's note approving their return (see above). Students returning from leave register during the registration period just prior to the start of the term in which they return (August for fall, January for spring).

A student who leaves the University without having obtained a Leave of Absence, or who fails to pay the Matriculation and Facilities fee, must apply for reinstatement, which is granted at the discretion of the department and the Graduate School of Arts and Sciences. The special approval of the Dean, contingent upon the merits of the student's request and the recommendation of the department, is required for reinstatement. A student wishing to apply for reinstatement must submit the application to the Graduate School of Arts and Sciences at least eight weeks before the first day of registration for the term in which he or she wishes to resume studies.

In the case of a Ph.D. student, an approved Ph.D. dissertation sponsor in the student's department must also agree to serve as a sponsor and a schedule for completion of all requirements must be set in writing before the student is reinstated.

If reinstated, the student becomes subject to all current requirements as interpreted by the Dean with regard to the student's case. Where there has been a prolonged interruption of studies, a department may require a student to retake examinations and/or courses as appropriate.

Because an unauthorized absence does not relieve a student of the obligation to register continuously until the completion of all degree requirements, reinstated students may also be required to pay a reinstatement fee equivalent to the cost of the Matriculation and Facilities fee at the current rate multiplied by the number of terms of absence.

The application for reinstatement is available on line.

Dropping and adding courses, Registration Timeline and Academic Calendar

Continuing students register for courses during early registration in the preceding semester and just prior to the beginning of the semester in which the course is being held. Exact dates are published each semester by the Registrar's office.

For the complete Academic Calendar for the 2008-2009 academic year, see the online calendar published by the University Registrar's office.

Important Registration Deadlines for the Academic Year 2008-2009

Fall 2008

Last day to drop a course with full refund of tuition and

last day to add a course on line

September 12

Last day to drop a course with a grade of W

(full tuition will be charged)

October 7

Last day to take a course pass-fail and

last day to file to take a course for R credit

November 13

Spring 2009

Last day to drop a course with full refund of tuition and

last day to add a course on line

January 30

Last day to drop a course with a grade of W

(full tuition will be charged)

February 26

Last day to take a course pass-fail and

last day to file to take a course for R credit

March 27

Students may drop and/or add courses during the change of program period in the first two weeks of classes; there is no financial or academic penalty for courses dropped during this period. Most courses can be added and dropped on SSOL during this period, although some courses may be blocked because they require permission of the instructor and/or the department offering the course. Students who are blocked by SSOL from adding or dropping courses must bring to the Registrar's office a completed Add/Drop

form, with the required signatures giving approval, in order to change their course schedule in person.

Students who wish to take a course for R credit should read carefully the instructions here.

After the end of the change of program period, students may no longer add courses. Registration on SSOL is closed after the change of program period. Students who wish to drop a class must come in person to the Registrar's Office with an Add/Drop form.

Students who wish to drop a course after the change of program period and before the last day to drop a course receive no tuition refund.

Failure to attend classes or unofficial notification to the instructor does not constitute dropping a course. Students who stop attending without dropping formally be assigned a grade.

The Registrar's Office provides further information online about registration procedures.

A student who simply ceases to attend classes or tells the instructor that he or she will not longer attend the course has not in fact dropped the course. Students who stop attending without dropping formally will be considered not to have dropped and will be assigned a grade for the course.

Transcripts and Certification

Transcripts are issued by the Office of the Registrar. They may be ordered in person at the Office of the Registrar in Kent Hall or on line through SSOL. Information concerning requests may be found on the web page of the Registrar's office under Transcripts. Please note that the amended Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits release of educational records without the written consent of the student.

Students may also order certifications of enrollment and degrees via mail, in person or online. When requesting a certification by mail, include the notation Attention: Certifications on the envelope. See the web page of the Registrar's office under Academic Certification for further information.

Immunization Requirements for all students

New York State Public Health Requirements for Documentation of Immunity to Measles, Mumps, and Rubella (MMR)

New York State public health law requires that college and university students taking 6 or more points provide documentation of immunity to measles, mumps, and rubella (MMR) before their first term of study. The Health Services office provides information on how to document immunity and comply with this law on its website.

New York State Public Health Requirement for Certification of Meningococcal Meningitis Vaccination Decision

New York State public health law requires that college and university students receive information from their institutions about meningococcal meningitis and the vaccine that protects against most strains of the disease that occur on university campuses. Students must formally indicate their decision about being vaccinated. The Health Services office provides information on meningococcal meningitis and the vaccine and on how to certify the decision on vaccination on its website.

Students who fail to comply will be blocked from registering.

Additional Immunizations

Health Services at Columbia recommends that students receive all routine childhood vaccinations, an updated tetanus booster, vaccination for hepatitis B (three dose series) and varicella (chicken pox). The Health Service office provides information on how to receive these vaccinations at Health Services on its website.

Accumulation of Points

Students are required to accumulate points in addition to Residence Units as described in the section of this bulletin on the Registration Unit and other registration categories. Each program sets its own requirements for points and courses taken.

For specific degree requirements for all programs, see the listing in Degree and Academic Requirements of Individual Programs.

Grading System

The Graduate School's grading system is as follows: A, excellent; B, good; C, fair; D, passing but poor; F, failure. Plus and minus letter grades are also used. Unless program regulations specifically state otherwise, all courses to be credited toward the degree will be taken for a letter grade (see also the paragraph on R credit below). A letter grade is given to a student who has completed the required work in a course, including the final exam or paper, and it is expressed on a student's transcript by the letter grades A, B, C, D, or F. The grade of F is a final grade and is not subject to reexamination. Students should seek advice from the director of graduate studies in their department if they wish to take a course for Pass/Fail or for R credit.

The mark of INC (Incomplete): Given to a student who has satisfactorily met all the requirements of a course except for the completion of certain assigned papers or reports or the final examination, which the student has been compelled to postpone for reasons that are 1) beyond his or her control and 2) satisfactory to the instructor. If the INC is not removed by the submission of a qualitative grade by the instructor within one year, it will be changed to an F. The dean may grant an extension for up to an additional year upon a request made by the student before the expiration of the one-year grace period. If no extension has been granted and the required work has not been submitted to the instructor, the mark of F will be considered a final grade not subject to change at a later date.

The following applies to marks of Incomplete awarded in the fall semester of 2008 or later: If a student is granted a Leave of Absence or withdrawal from the University within a year of receiving an Incomplete, the grade of Incomplete will remain on the student's transcript while the student is not enrolled, and the time of the leave or withdrawal will not count against the student's one-year grace period. A grade of Incomplete received by a student who does not register but is not granted a Leave of Absence or withdrawal from the University will be changed to an F after one year.

The mark of R (Registered for the course; no qualitative grade assigned): Awarded in place of a letter grade. Students who wish to be given R credit for a course must receive written permission from the instructor that specifies the instructor's expectations within the standard course-change period and must hand in to the GSAS dean's office (not the Registrar's office) a course add-drop form, signed by the instructor, with the desired R grade indicated. The deadline to request R credit is the same date as the deadline to request to take a course pass-fail (see the University Academic Calendar).

A course that has been taken for R credit may not be repeated for a letter grade. A student who has been approved to take a course for R credit is not required to take the final examination but is required to meet any other requirements established by the instructor of the course. It is assumed that the student will meet all course requirements other than the final examination unless the instructor states otherwise in writing when the permission for R credit is granted. Courses taken for R credit are applied toward the

calculation of Residence Units for billing purposes in the same way as courses taken for a letter grade. The number of points of R credit acceptable for a degree, however, is set by each program in consultation with the Executive Committee of the Graduate School of Arts and Sciences.

The mark of YC (year course): A mark given at the end of the first term of a course in which the full year of work must be completed before a qualitative grade is assigned. The grade given at the end of the second term is the grade for the entire course.

The mark of CP (credit pending): The mark of CP implies satisfactory progress. It is differentiated from INC in that it is given only in graduate research courses in those rare situations in which the research project, by the nature of its subject, unavoidably and predictably continues beyond the end of the term. Upon completion, a final qualitative grade is assigned and credit allowed. If the CP is not removed within one year, it will be changed to an F. The dean may grant an extension for an additional year upon request made by the student before the expiration of the one-year grace period. If no extension has been granted and the required work has not submitted to the instructor, the mark of F will be considered a final grade not subject to change at a later date.

English Proficiency

All international students whose native language is not English and who have received an undergraduate degree from an institution in a country whose official language is not English must submit official scores of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The Graduate School normally requires a score of 600 on the paper-and-pencil version, 250 on the computer-based version or 100 on the internet-based version. The Graduate School normally requires a score of 7.5 or higher on IELTS. For further information please see Information for International Students on the web page of the GSAS Admissions Office.

In order to hold a teaching appointment, students who are enrolled in Ph.D. programs and who have not previously earned a degree from an English-speaking university and are not native English speakers must sit for the SPEAK test of spoken English administered by Columbia's American Language Program (ALP) at the beginning of their first semester on campus. Based on the test results, students may be exempted from or placed into English language courses, including a special course for international teaching fellows offered each fall, English Z0850 (International Teaching Fellows Training), which provides language, pedagogical, and cultural training. For more information, students should contact their academic departmental administrator.

Students who are accepted into free-standing Master's programs are expected to be proficient in writing and speaking English. Upon enrollment in courses, if their English fluency is seen to be inadequate for success in their program, they may be encouraged to undergo assessment by the American Language Program and to enroll in courses to improve their English language skills accordingly.

Advanced Standing and Transfer Credit

Departments reserve the right to establish degree requirements for all students in their programs. Therefore, advanced standing and transfer credit for courses taken elsewhere are decided on a case-by-case basis.

During the first semester in which a student registers, the Admissions Office submits the names of those students who are eligible for advanced standing to the faculty of their respective departments. After an academic review, the faculty determines whether or not to grant advanced standing, either in full (two Residence Units) or in part (up to one Residence Unit).

Overall rules differ depending on the type of degree program (Ph.D. or M.A.) and the source of the courses that the student offers for advanced standing. Please click on the appropriate header in the menu above to the right for rules pertaining to your particular circumstance.

Students should be aware that

- advanced standing is granted solely by the faculty and the Dean;
- no course that was used to satisfy any requirement for a previous degree will be accepted toward advanced standing or in transfer credit toward a Columbia degree;
- once granted, advanced standing will not be revoked

Ph.D. Programs: Advanced Standing

After an academic review of its eligible Ph.D. students in their first semester, the department or program determines whether or not to grant advanced standing, either in full (two Residence Units) or in part (up to one Residence Unit).

Ph.D. students who, upon entrance to the Graduate School, have completed the requirements either a) for an appropriate M.A. degree, conferred in another division of Columbia or by another regionally accredited institution (or the international equivalent), or b) (occasionally) for an appropriate professional degree taken at Columbia or elsewhere:

To receive full advanced standing (two Residence Units) the previous degree must be the academic equivalent of the Columbia M.A. and must be judged to be such that it advances the student by one year toward the M.Phil. and Ph.D. degrees. Usually a department accepts work for advanced standing when (1) it has contributed directly and substantially to the fulfillment of the requirements for the M.Phil. and Ph.D. degrees and (2) it meets departmental standards.

Students who have been granted full advanced standing (two Residence Units) are not eligible to receive an M.A. from the Graduate School of Arts and Sciences. Departments reserve the right to establish degree requirements for all students in their programs.

Therefore, such students are not necessarily exempt from all requirements demanded of M.A. candidates, although they are not eligible to receive the M.A. degree from GSAS.

Ph.D. students who taken graduate-level courses but have not completed an appropriate M.A. degree program or the equivalent (or an appropriate professional degree) at Columbia or elsewhere may be eligible for up to one Residence Unit of advanced standing (up to 15 points) in fulfillment of the M.A. degree. Ph.D. students who are granted partial advanced standing or who are denied advanced standing receive the Master's degree upon satisfactory completion of the M.A. requirements as determined by their department or program.

Free-standing M.A. Programs: Partial Advanced Standing

(see section on Liberal Studies Master of Arts Programs: Transfer Credit for the rule pertaining to those programs)

Students registered in free-standing M.A. programs may request up to 15 points and one Residence Unit in advanced standing toward fulfillment of the M.A. degree. All courses applied toward advanced standing must be graduate-level courses (at the 4000 level and above) that were completed at Columbia and that have not been applied toward another degree. The student's department or program determines whether the student will receive advanced standing.

No advanced standing is granted toward the free-standing Master of Arts degree for courses taken outside Columbia University.

Liberal Studies Master of Arts Programs: Transfer Credit

Note: This rule for LSMA students supersedes the preceding rule for free-standing M.A. programs.

The following rule applies only to students in the LSMA programs in American Studies, East Asian Studies, Islamic Studies, Jewish Studies, Medieval Studies, Modern European Studies, and South Asian Studies. It does not apply to students in the LSMA Human Rights Studies program; no advanced standing is granted to Human Rights students for courses taken outside Columbia University.

For students in the seven LSMA programs listed above, up to six points of transfer credit are allowed for courses taken outside the University. The courses transferred must be graduate-level courses, have a specific relationship to the program chosen, and have been completed at the time of admission to the program. They may not have been used toward fulfillment of requirements for another degree. No credit is given for life experience or for correspondence courses. Transfer credit must be approved by the admissions review committee. Once students are admitted, they must complete all their remaining course work at Columbia.

In all eight LSMA programs, a maximum of 12 points in courses taken at Columbia as a non-degree student in the school of Continuing Education may be accepted in partial fulfillment of the requirements for the degree, with the approval of the admissions review committee.

Students from other Columbia Graduate Divisions

Students who are currently registered in or who have been registered in other graduate divisions of Columbia may request full or partial advanced standing toward fulfillment of the requirements for the M.Phil. and Ph.D. degrees. Up to 15 points and one Residence Unit may be requested toward fulfillment of the requirements for a free-standing M.A. degree.

All courses must be graduate courses (4000 level and above) that have not been used to fulfill requirements for another degree. No course used to satisfy one degree may be used again in fulfillment of another degree at Columbia.

Students from Columbia Undergraduate Schools

Graduate students who hold Columbia undergraduate degrees may be granted advanced standing (up to 15 credit points and one Residence Unit) or transfer credit for courses

taken in excess of the requirements for the Columbia bachelor's degree. The student must submit to the GSAS admissions office a letter from the Dean of his or her undergraduate division stating that these courses are graduate courses (at the 4000 level and above) and that they have not been used to fulfill any requirement for the bachelor's degree.

Under no circumstances whatsoever will undergraduate level courses (at the 3000 level and below) be accepted as transfer credit for advanced standing toward a master's or doctoral degree.

Non-degree, visiting and exchange students

On rare occasions, students who are matriculated doctoral candidates at other institutions and who have been selected to do research at the Graduate School, but who do not wish to enroll in a degree program, may be permitted to register as non-degree special students. In most cases these are international students who have received a scholarship to conduct one year of doctoral research at an American university. Admission to this standing is made by the Office of the Dean in consultation with a department relevant to the student's research interests. Special students are charged either Extended Residence tuition, if they wish to enroll in courses, or the Matriculation and Facilities fee, if they are conducting research only. Special student status is limited to a maximum of two terms. Requests for consideration for special student status should be made to the Office of Admissions, 107 Low Memorial Library.

Postbaccalaureate applicants who are not degree candidates elsewhere but who wish to take non-degree graduate-level courses at Columbia should register through the School of Continuing Education (203 Lewisohn Hall, telephone: 212-854-2820).

Summer Session

The Graduate School of Arts and Sciences does not offer courses in the summer session; summer courses that are available to students enrolled in GSAS are offered by the School of Continuing Education.

Ph.D. students and full-time students in free-standing M.A. programs do not earn full-time Residence Unit credit during the summer. Rather, tuition paid for courses that are applicable to the graduate degree as approved by the department and the GSAS Office of Financial Aid may be deducted from the cost of a Residence Unit or Extended Residence in the subsequent fall term. Students will not receive this tuition reduction if they do not complete the summer session course or if they register for any registration category other than Residence Unit or Extended Residence in the subsequent fall term.

Students on fellowship who wish to take advantage of the reduction must submit applications for summer tuition credit to the GSAS Office of Financial Aid before enrolling in a summer session course.

M.A. students who are enrolled part-time in programs that require Residence Units earn (and pay tuition for) a half or a quarter Residence Unit during the summer depending on the number of courses for which they enroll. M.A. students who are enrolled in programs for which tuition is paid by the credit point during the fall and spring semesters pay tuition by the credit point for summer session courses.

Students should be aware that tuition for summer session courses (administered by the School of Continuing Education) is not exactly the same as that for courses in the fall and spring semesters (administered by the Graduate School of Arts and Sciences).

Study or Research outside Columbia for Ph.D. students

Ph.D. students in the Arts and Sciences programs who have completed one full year of study are eligible to take courses outside Columbia through the Exchange Scholar Program or the Inter-University Doctoral Consortium (IUDC).

Students in free-standing M.A. programs and non-Arts and Sciences students are not eligible for study outside Columbia through the Exchange Scholars Program or the IUDC.

Student Conduct

Academic Integrity and Responsible Conduct of Research

Students should be aware that academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) or the threat of violence or harassment are particularly serious offenses and will be dealt with severely under Dean's Discipline.

Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required of all members of an academic community as they engage in scholarly discourse and research.

Scholars draw inspiration from the work done by other scholars; they argue their claims with reference to others' work; they extract evidence from the world or from earlier scholarly works. When a student engages in these activities, it is vital to credit properly the source of his or her claims or evidence. To fail to do so would violate one's scholarly responsibility.

In practical terms, students must not cheat on examinations, and deliberate plagiarism is of course prohibited. Plagiarism includes buying, stealing, borrowing, or otherwise obtaining all or part of a paper (including obtaining or posting a paper online); hiring someone to write a paper; copying from or paraphrasing another source without proper citation or falsification of citations; and building on the ideas of another without citation. Students also should not submit the same paper to more than one class.

Graduate students are responsible for proper citation and paraphrasing, and must also take special care to avoid even accidental plagiarism. The best strategy is to use great caution in the handling of ideas and prose passages: take notes carefully and clearly mark words and ideas not one's own. Failure to observe these rules of conduct will result in serious academic consequences, which can include dismissal from the university.

Students engaging in research must be aware of and follow university policies regarding intellectual and financial conflicts of interest, integrity and security in data collection and management, intellectual property rights and data ownership, and necessary institutional approval for research with human subjects and animals.

Use of Columbia's Network and Electronic Resources

As members of the University, students must be aware of the University's policies, and the law, on proper use of the computer systems, networks, and online information resources. Students are personally responsible and may be held legally liable for violations of these policies and laws. For more information see the policies and information pertaining to network and e-mail security and usage and users' responsibilities and laws pertaining to copyright and electronic media that are published in the list of computing, network, and information policies accessible from the main CUIT web page.

Rules of University Conduct

The Rules of University Conduct (Chapter XLIV of the Statutes of the University) provide special disciplinary rules applicable to demonstrations, rallies, picketing, and the circulation of petitions. These rules are designed to protect the rights of free expression through peaceful demonstration while at the same time ensuring the proper functioning of the University and the protection of the rights of those who may be affected by such demonstrations.

The Rules of University Conduct are University-wide and supersede all other rules of any school or division.

Minor violations of the Rules of Conduct are referred to the normal disciplinary procedures of each school or division, known as Dean's Discipline. A student who is charged with a serious violation of the Rules has the option of choosing Dean's Discipline or a more formal procedure provided in the Rules. All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct.

Dean's Discipline

Columbia University is an academic community committed to fostering intellectual inquiry in a climate of academic freedom and integrity. Its members are expected to uphold these principles and to abide by the regulations of the University. They are also expected to obey local, state and federal laws. Students continue at the University, receive academic credits, graduate, and obtain degrees and certificates subject to the disciplinary powers of the University. The Trustees of the University have delegated responsibility for student discipline to the Deans of the individual schools or divisions, whose administration of student discipline is known as Dean's Discipline.

Academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) violence, threatening behavior, and harassment are particularly serious offenses that will be dealt with severely under Dean's Discipline. Any graduate student who engages in any form of academic or personal misconduct is subject to the disciplinary procedures developed by the Graduate School.

Student status does not render the individual immune from non-University jurisdiction. Infractions of city, state and federal laws may be referred to civil authorities. Such referral does not preclude disciplinary action within the University when it would serve the best interest of the academic community.

Although ultimate authority on matters of student discipline is vested in the Trustees of the University, the Dean of the Graduate School of Arts and Sciences and his staff are given responsibility for establishing certain standards of behavior for Graduate School of Arts and Sciences students beyond the regulations included in the Statutes of the University and for defining procedures by which discipline will be administered.

The Associate Deans for M.A. and for Ph.D. programs are responsible for implementing all Graduate School of Arts and Sciences disciplinary policy. These policies and the disciplinary procedures invoked in cases of student misconduct are described below.

Policy on Academic and Personal Misconduct

The Graduate School prohibits academic dishonesty or misconduct. The following list illustrates the different forms that academic fraud or misconduct can take. This list is not intended to be inclusive.

1. Cheating on examinations or tests; also fabrication of data and/or fabrication of results.
2. Plagiarism, the failure to acknowledge adequately ideas, language or research of others, in papers, essays, dissertations or other work.
3. Knowingly assisting others in plagiarism, by making one's papers, essays, or written work available for such use.

4. Misstatement or misrepresentation in connection with any academic matter, such as in an application for admission or financial aid, or during a formal inquiry by University officials.

5. Misuse, alteration, or fabrication of University documents, records and credentials, including transcripts and I.D. cards.

6. Improper use of the library and its resources: theft or purposely hoarding or hiding books or materials.

7. Misconduct in carrying out teaching or research responsibilities. The University Statement on Professional Ethics and Faculty Obligations and Guidelines for Review of Professional Misconduct applies to anyone teaching or conducting research at Columbia.

The Graduate School also strictly prohibits conduct that disrupts or interferes with the operations of the University or activities of any member of the University community. The following types of misconduct fall under this rubric:

1. Harassment, coercion, or intimidation of any member of the community. This includes behavior that is rude or abusive and harassment based on personal characteristics such as gender, race, ethnicity, religion, disability, age or sexual orientation.

2. Interference with instruction or research.

3. Unauthorized or improper use of University services, equipment, library or laboratory facilities, including computers, University email, University web sites and web addresses, and telephones.

4. Failure to comply with an order of a legitimate University authority acting in the line of duty, including a Public Safety officer, faculty member, or other official.

5. Violation of other rules of the University or the Graduate School of Arts and Sciences.

Please note: The University has established alternative policies and procedures to Dean's Discipline for the following types of misconduct:

1. Disruptions of the operations of the University during demonstrations, rallies, picketing and circulation of petitions may be dealt with through the Rules Administrator of the Rules of University Conduct (Chapter XLIV of the Statutes of Columbia University).

2. Discrimination and sexual harassment may be dealt with through the Office of Equal Opportunity and Affirmative Action, the Ombuds Office, the Dean of the school of the

accused if the accused is a student, or the Office of Public Safety if the situation may involve criminal activity.

The University's Office of Equal Opportunity and Affirmative Action (EOAA) has overall responsibility for the management of the University's Equal Opportunity and Nondiscrimination Policies and has been designated to coordinate compliance activities under these policies and applicable federal, state and local laws. Students, faculty, and staff may contact the EOAA Office to inquire about their rights under the University's policies, request mediation or counseling, or seek information about filing a complaint. Complaints by students against students are governed by the Equal Educational Opportunity and Student Nondiscrimination Policies and Procedures on Discrimination and Harassment. Complaints by students against employees are governed by the Equal Employment Opportunity and Nondiscrimination Policies and Procedures on Discrimination, Discriminatory Harassment and Sexual Harassment.

3. Sexual misconduct by a student may be dealt with through the Disciplinary Office for Sexual Misconduct.

4. Academic assessment of students resides with the departmental faculty. Thus, in disciplinary cases where assessment is an issue, the procedure is limited to assuring that the assessment was made impartially and according to procedures applicable to all students. A separate set of rules and procedures exists for grievances and complaints concerning academic matters brought by students in the Graduate School of Arts and Sciences.

Procedure for Disciplinary Cases

Informal Resolution

In many cases, charges of misconduct may be resolved by an individual faculty member and the student involved. Either party may wish to involve the Department Chair at the outset of the resolution process. Discussions aimed at informal resolution must remain confidential and generally should last for no more than 30 working days.

Formal Charge of Misconduct

Charges of misconduct not resolved informally or at the department level may be brought to the attention of the Graduate School for a formal proceeding of the Committee on Discipline. The Committee has authority to conduct a proceeding for the following types of complaints:

1. A charge of academic misconduct against a student, usually brought by a faculty member or department.

2. A charge of non-academic misconduct against a student, which may be brought by any member of the University community.

Regulations for Hearings of the Committee on Discipline

Prior to Hearing

A written statement outlining the charge and specifying the category of misconduct is presented to the appropriate Associate Dean of the Graduate School of Arts and Sciences: for students at any stage of a Ph.D. program, to the Associate Dean for Ph.D. Programs, and for students in a free-standing M.A. program, to the Associate Dean for M.A. Programs. The Associate Dean refers the statement and charges to the Committee on Discipline.

Charges shall be timely if brought within two years of the alleged misconduct. Under special circumstances this time limit may be extended.

Any student accused of academic dishonesty or misconduct will receive written notice of the complaint at least ten days before he or she is required to appear before the Committee. Both the accused student and the complainant will be informed of the requirements of confidentiality of the proceedings, and the need to inform any potential witnesses of these requirements. The student will be advised that he or she

- is presumed innocent
- is expected to cooperate in the investigation of the complaint
- has the right to an advocate from the University community
- is entitled to the option of taking a leave of absence until the matter is resolved.

Additionally, the student will be informed of the potential penalties if he or she is found guilty.

An accused student may, but need not, submit a written statement answering the complaint prior to appearing at the proceeding. Both the complainant and the accused student will be informed prior to the hearing of their rights to identify witnesses and documents. Witnesses' names will be submitted to the Associate Dean at least two days in advance of the first session of the hearing. Rebuttal witnesses, if any, may be identified and their names forwarded to the Associate Dean during the hearing process. The Associate Dean will contact witnesses to schedule their appearances and to advise them about procedure and the requirement of confidentiality of the proceedings.

Prior to and during the hearing, the Associate Dean may grant extensions of time for good reason to either party in order to produce supporting evidence or to appear at a session.

At any time after a complaint has been received, but prior to a decision being rendered by the Committee, the parties may agree to settle the matter between themselves with the help of a mediator or the Associate Dean.

The Hearing Process

The hearing is held before the Committee on Discipline, which is composed of (a) two faculty chosen by the Dean from among the faculty members of the Graduate

School Executive Committee, (b) two graduate students chosen by the Dean from six nominations made by the Graduate Student Advisory Council; and (c) the Associate Dean. The Associate Dean chairs the meeting. Before members of the Committee begin their deliberations, the Dean may appoint a replacement for any member of the committee who believes him or herself to be biased or to have a conflict of interest.

Faculty will be replaced with faculty, students with students, and the Associate Dean with an administrator of the Dean's choosing.

The hearing may involve one or more sessions, depending on how long it takes to collect, present and evaluate the evidence needed to review the charge of misconduct.

Hearings are conducted in a timely fashion, that is, are completed by the end of the semester following the one in which the student received notification of the charge of misconduct. Once the hearing has commenced, the Committee may make any procedural decisions it deems necessary to ensure fairness and to avoid undue delay. The Committee determines the admissibility, relevance and materiality of the evidence offered, and may exclude any evidence or witnesses it deems repetitive, irrelevant or disruptive.

The charge is read and understood at the beginning of the first session by all members of the Committee and by the accused. The complainant informs the Committee of the facts of the situation and answers any questions its members may have.

The accused student has the right to testify in his or her defense, but may choose not to do so. The student may select a member of the University community to attend the meeting, serve as his or her advocate and speak on his or her behalf. The advocate may not pose questions or intervene in the proceedings, but may talk quietly or pass notes to the student in a non-disruptive manner. The advocate, however, is not privy to deliberations and does not vote. Although the student is free to consult with an attorney, he or she is not permitted to have an attorney present during the disciplinary proceeding or at any appeal.

If either the complainant or the accused chooses not to appear or testify, he or she is informed that the Committee will proceed to a decision.

The proceeding is not an adversarial courtroom-type proceeding. Rather, the proceeding is intended to educate the members of the Committee so that they may determine the truth of the charges made. There is no verbatim transcript. Both the complainant and the accused are each given an opportunity to present a written or oral argument in support of his or her position, based on the evidence submitted, before the Committee retires for deliberation.

All deliberations of the Committee are held in private. The Committee must be persuaded by clear and convincing evidence that an infraction of the rules for academic or personal conduct has occurred. The decision is made by majority vote.

The decision of the Committee is rendered in a written report and includes the rationale for the decision and any supporting evidence. The decision should in most cases be rendered within ten working days of completion of the hearing. The written report also recommends an appropriate sanction if an infraction has been found.

The Committee may recommend the following sanctions:

- Warning, a reprimand which becomes part of the student's official record but is not considered a formal disciplinary action.

- Probation, which is intended to serve as a serious warning to students whose conduct gives cause for concern. It is hoped that probation will cause the student to return to satisfactory behavior. The student will be relieved from probation if, at the end of a set period of time, satisfactory conduct has been maintained. Failure to meet the conditions of probation is a serious matter and will ordinarily result in suspension or dismissal.

- Suspension, which requires that the student not register for a period of one or more semesters and is recorded on the student's permanent transcript.

- Dismissal, an action taken in serious disciplinary cases, which ends a student's connection with the University and is recorded on the student's permanent transcript.

After the Hearing

If no infraction of the rules is found, notification is sent to both parties and to the Dean.

If an infraction of the rules has occurred, the written report is sent to both parties and to the Dean. Then, in writing, the Associate Dean informs the student of the penalty he or she is imposing and of his or her right to appeal.

An appeal may be submitted to the Dean within thirty working days of the student's receipt of written notice of the penalty to be imposed.

On appeal, the Dean will review the record and may consult with the members of the Committee. The Dean will not consider new evidence. Ordinarily, the determination of an appeal will be based on procedural grounds rather than a re-examination of the facts. The decision of the Dean is final. Both the complainant and accused are advised of the outcome of any appeal.

Student Rights: Academic Matters

Complaints and Grievances

Introduction
Complaints concerning Non-Academic Matters
Complaints concerning academic matters
GSAS Procedure for Student Grievances

Introduction

Columbia University is an academic community committed to fostering intellectual inquiry in a climate of academic freedom and integrity. Its members are expected to uphold these principles and to exhibit tolerance and respect for others. Thus, the Graduate School of Arts and Sciences (GSAS) condemns all forms of misconduct and works strenuously to assure that its students are accorded tolerance, dignity and respect. Any student in GSAS who believes that he or she is a victim of misconduct may make use of the mediation and grievance procedures developed by the Graduate School.

The GSAS Procedure for Student Grievances, which was most recently revised and approved by the Executive Committee of the Graduate School of Arts and Sciences in the academic year 2006-2007, governs cases in which a student has a complaint against any individual subject to the authority of the Dean, such as a GSAS administrator; an Arts and Sciences faculty member, department or program; or a fellow GSAS student.

Note: In the text of this document "complaint" is used in the most general sense to cover all the types of issues requiring mediation and/or resolution that are addressed herein. Complaints as specific actions brought by a student are distinguished procedurally by "informal complaint" or "informal resolution" on the one hand and "grievance" or "formal grievance" on the other.

Ph.D. students with questions about the procedures described herein should contact Associate Dean Jan Allen. Students in free-standing M.A. programs should contact Associate Dean Darice Birge.

Since the University exists as an academic community, one may reasonably characterize and categorize individuals' complaints according to the degree to which they are associated with academic matters. The section below on Complaints concerning Non-Academic Matters lists the locations of the complete policies and procedures pertaining to issues primarily involving discrimination, sexual harassment, sexual misconduct, and misconduct in research. The section below on Complaints concerning Academic Matters

describes issues that this document addresses specifically: those that directly and closely involve unfairness in academic matters.

Students have recourse to the procedure that they feel is most appropriate for resolution.

To avoid confusion and to ensure that issues are resolved expeditiously, the Graduate School of Arts and Sciences requests that students not lodge complaints in more than one office at a time.

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Complaints concerning Non-Academic Matters

Discrimination, Discriminatory Harassment, or Sexual Harassment

The University's Equal Educational Opportunity and Student Nondiscrimination Policies and Procedures on Discrimination and Harassment includes definitions of terms, statements of policy, and a description of procedures regarding complaints of discrimination, discriminatory harassment, and sexual harassment. The preamble to that document states that Columbia "does not discriminate against or permit harassment of employees or applicants for employment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, national origin, age, alienage and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, military status, partnership status, genetic predisposition or carrier status, arrest record, or any other legally protected status."

Note also the Romantic Relationship Advisory Statement.

Where appropriate, students may use the University discrimination and harassment procedure described above as an alternative to the GSAS Procedure for Student Grievances explained below in Complaints Concerning Academic Matters. Complaints of discrimination or sexual harassment may be lodged through the Office of Equal Opportunity and Affirmative Action, the Ombuds Office, or the Dean of the school of the person against whom the student has a complaint (if that person is a student).

If the complainant believes the matter involves criminal activity, he or she should contact the Department of Public Safety.

Sexual Misconduct

The University's Policy on Sexual Misconduct and the disciplinary procedure for sexual misconduct apply only to charges brought against students. Complaints concerning sexual misconduct by a student may be brought to the attention of the Administrative Coordinator of the Disciplinary Procedure for Sexual Misconduct (212-854-1717; 703 Lerner Hall).

Misconduct, Dishonesty or Fraud in Research

For the definition of misconduct in research and the procedure to be followed in allegations of misconduct, see sections III and IIIA (Research) of Appendix E of the Faculty Handbook. Allegations of such misconduct on the part of a faculty member should be brought to the attention of the Dean of the school to which the faculty member belongs.

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Complaints concerning academic matters

According to the Faculty Handbook, "...freedom [is] traditionally accorded to members of the faculty to decide for themselves in large measure what they teach and how ...". Likewise, the authority to conduct academic assessment of students resides with individual faculty members or the faculty body of the student's department or program. In cases of complaints relating to academic assessment brought by a student against a faculty member, department or program, the procedures described here are limited to investigating whether or not the assessment of individual students was

- * made impartially
- * based solely on each student's academic performance
- * was conducted according to established and announced procedures.

These procedures, in other words, treat matters pertaining to the individual student rather than those pertaining to the nature or quality of elements of a course such as its content, method of instruction, instruction, assignments, and so on.

Types of complaints that may be addressed by the GSAS Procedure for Student Grievances include, but are not limited to:

- * Violation or misapplication of departmental academic rules and regulations so as to be unfair or in conflict with Graduate School or University policy.
- * Unfair or inappropriate decisions concerning financial aid or teaching or research fellow assignments.
- * Excessive or unreasonable demands on a TA or RA made by a faculty member or department.
- * Violation of Graduate School or University rules and regulations or misapplication of Graduate School or University policy.
- * Disrupting, refusing to comply with or preventing another's free expression or dissemination of ideas in the performance of his or her responsibilities as a student or faculty member (e.g. conducting research, teaching).

* Other interpersonal conflicts that negatively and unfairly affect the student's academic environment and progress.

* Academic dishonesty among students, including cheating, plagiarism and improper acknowledgement of collaboration.

* Retaliation against a student arising from bringing a complaint or concern to an office, program, or department of the GSAS.

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GSAS Procedure for Student Grievances

Informal Resolution

If possible, the student should discuss the matter with the responsible individual. If no resolution results, the student should consult his or her advisor, director of graduate studies, chair, the Ombuds officer or appropriate dean or administrator. Every effort should be made to resolve the matter at an informal level without escalating the complaint to the status of a formal grievance. Discussions aimed at informal resolution must remain confidential and generally last for no more than 30 working days.

Mediation

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

Filing a Formal Grievance

If no informal resolution occurs and the student wishes to make a formal grievance, the student should, within two weeks of the abandonment of attempts at informal resolution, inform in writing the Dean and the Associate Dean with whom he or she has been conducting the informal process that he or she has rejected any offer made during the informal process of resolution (if such was made) and that he or she intends to file a formal grievance. Within two weeks following such notice, the student should submit a written statement to the Dean documenting and describing the source of the complaint, its

consequences, and the informal efforts at resolution made to date. This statement must also include a description of the remedy sought.

* Review of the Grievance Statement

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

* Formation and Proceeding of the Grievance Committee

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

The Grievance Committee consists of (a) two faculty chosen by the Dean from among the faculty members of the Executive Committee of the Graduate School of the Arts and Sciences (ECGSAS), (b) two graduate students chosen by the Dean from at least four nominations made by the Graduate Student Advisory Council; and (c) the appropriate Associate Dean (generally not the same person who mediated the informal complaint) who chairs the Committee and votes only in the case of a tie. Before members of the Committee begin deliberations, the Dean may appoint a replacement for any member of the committee who believes him or herself to be biased or have a conflict of interest. Faculty will be replaced with faculty, students with students, and the Assistant Dean with an administrator of the Dean's choosing.

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

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

* Appeal

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

If the student is unsatisfied with the School resolution in a matter related to faculty misconduct, he or she may consult the grounds and procedures for appeal to the grievance committee of the Faculty of Arts and Sciences.

Major Religious Holidays and Attendance

No student will be penalized for absence due to religious beliefs. Please see the complete policy on attendance and religious holidays. Students in the Graduate School of Arts and Sciences should consult the Office of the Dean of the Graduate School if suitable arrangements as described above cannot be made.

Federal Educational Right to Privacy Act (FERPA)

Columbia University strictly follows the privacy regulations outlined in the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, which regulates a wide range of privacy-related activities including management of student records, release of limited student information, and access and restriction of access.

The Registrar's office provides further information and directions on FERPA; changing directory information; releasing and restricting personal and academic information; and reversing decisions concerning restriction and release of information.

Reporting a Social Security Number

Columbia University requires all students to report their Social Security number at the time of admission. Newly admitted students who do not have a Social Security number should obtain one well in advance of their first registration. International students should consult the International Students and Scholars Office, at 524 Riverside Drive (212-854-3587), for further information.

All Columbia students without U.S. Social Security numbers are assigned a nine-digit identification number by their admissions office to use until they receive a Social Security number. GSAS students who do not know this number should contact the GSAS Admissions office. Note: this number is NOT the Columbia ID number, which starts with the letter C.

Student Rights and Policies: Student Life Matters

Health Services and Health (Medical) Insurance

Student Health Services on the Morningside and Medical Center Campuses
Student Health Service Fee and Medical Insurance

Student Health Services on the Morningside and Medical Center Campuses

e-mail: health@columbia.edu

main web page: <http://www.health.columbia.edu/>

2008-09 Health Services and Health Insurance brochure

Health Services directory
Morningside Campus
3rd and 4th floor of John Jay Hall
212-854-2284; fax: 212-854-5078
<http://www.health.columbia.edu/>

Medical Center Campus

60 Haven Avenue, Tower 1, lobby level
212-305-3400; fax: 212-342-3955
<http://www.cumc.columbia.edu/student/health/index.html>.

Health Services at Columbia offers a comprehensive, accessible and cost-effective range of medical care and self-care options, individual and group counseling, health education, nutritional support, and extensive outreach on issues pertinent to the physical and emotional needs of students, with sensitivity to social and cultural concerns.

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Student Health Service Fee and Medical Insurance

Health Service Fee

The Health Service Fee is for services and programs provided directly by Health and Related Services. It is separate from the charge for Student Health (Medical) Insurance and is mandatory for all full-time students (including students who are registered for full-time Matriculation and Fees); students living in University housing; and part-time students who have elected to enroll in Columbia's Student Medical Insurance Plan.

Part-time students who do not elect to enroll in Columbia's Student Medical Insurance Plan may choose to enroll in Health Services only.

Part-time students who choose not to enroll in Health Services are eligible to receive Primary Care services for a fee of \$60 per visit.

Spouses and partners of Columbia students are not eligible to enroll in the Health Service Program. In urgent situations, spouses and partners may receive care at Primary Care Medical Services for a \$60 fee per visit. Health Services at Columbia is unable to provide services to dependent children.

Details of the Health Service Fee are posted on the Health Services website.

Please note that students enrolled in programs on the Morningside Campus and students enrolled in programs at the College of Physicians and Surgeons or the Mailman School of Public Health pay the health service fee and health insurance premiums in effect at their respective campus.

Insurance

All registered full-time students and students living in Columbia housing are automatically enrolled in the Basic level of the Columbia Student Medical Insurance Plan (offered through Aetna Student Health, a branch of Aetna Life Insurance Company) and are billed each term for the health insurance premium if no valid waiver request is submitted before September 30 for the fall term or February 1 for the spring term. Please note that such students must also confirm their specific insurance selection every year by actively enrolling in the Basic or Comprehensive level of the Plan or by requesting a waiver of automatic enrollment in the Columbia Student Medical Insurance Plan and demonstrating coverage under another comparable policy.

Part-time students may choose to enroll in the Columbia Student Medical Insurance Plan, but any student enrolled in Columbia's Student Medical Insurance Plan must also pay the Health Service Fee for use of Columbia's Health Services (see above). Part-time students who have been insured under the Columbia Student Medical Insurance Plan in previous years and wish to enroll again must re-enroll by September 30 in order to avoid a break in coverage for conditions that existed in the prior policy years.

Students who enroll in the Columbia Student Medical Insurance Plan may also choose to make use of the optional insurance for eligible dependents. Funded graduate students who chose to enroll their dependents in the Dependent Plan are entitled to a scholarship that covers half of the cost for the Dependent Plan. Please contact the GSAS Financial Aid Office for further information.

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Students as Parents

Suspension of Responsibilities for Childbirth

Ph.D. students in the Arts and Sciences who give birth in their fellowship years are allowed a six-week period in which the regular responsibilities associated with their doctoral program are suspended for pregnancy, birth, and/or care of a newborn. Responsibilities that may be suspended include class attendance, course assignments, exams, and other academic requirements as well as research and other work in laboratories. A Teaching Fellow's teaching responsibilities may be suspended for the entire semester depending on the extent of her responsibilities and the point of time in the semester when the suspension is to take place. Decisions concerning length of suspension of teaching responsibilities are made on a case-by-case basis. Non-teaching responsibilities for Teaching Fellows also are suspended for six weeks.

During this period of suspension of responsibilities, full-time student status is preserved and the stipend for a Columbia fellowship, student health insurance, and housing eligibility are retained. The policy does not affect a student's ability to request a leave of absence to begin after the six-week period has ended.

Students funded on an external fellowship or other non-Columbia awards must inform the external award agency if they are not able to maintain compliance with the guidelines for the external award or fellowship. Where the external award agency has a policy of its own, those guidelines will supersede this policy.

Students who are pregnant should meet with their advisors as soon as possible to plan for time off. So that appropriate arrangements can be made, students are strongly encouraged to submit the Suspension of Responsibilities for Childbirth form to 109 Low Library no later than four months before the pregnancy due date. Arrangements for replacements for necessary responsibilities such as teaching and research are made between the department or program and the student.

Students who have been granted a suspension of responsibilities for childbirth may take an extra semester for completion of the requirements for the M.A., M.Phil., or Ph.D. degrees. Eligibility for Teaching Fellowships and other awards are also extended for a semester. Students should communicate with their department their revised timeline for completion of degree.

Note: This policy does not preclude additional time and alternative arrangements that the advisor and department or program makes with the student. Departments or programs may not, however, offer an alternative period of suspension of responsibilities that is shorter than the period described in this policy.

Suspension of Responsibilities for Non-Fellowship Students

Ph.D. students in Arts and Sciences programs in their sixth and seventh years who are not on fellowship and Ph.D. students not in Arts and Sciences programs are eligible to have regular responsibilities associated with their Ph.D. program suspended for pregnancy, birth, and/or care of a newborn. Responsibilities that may be suspended include class attendance (if applicable), dissertation progress, and other academic requirements. Students using this policy may take an extra semester for completion of the Ph.D. degree. Eligibility for Teaching Fellowships and other awards are also extended for a semester.

Students are strongly encouraged to submit the Suspension of Responsibilities for Childbirth form to 109 Low Library no later than four months before the pregnancy due date, indicating on the form their non-funded status. This policy does not apply to students beyond their seventh year of doctoral study.

Information about childcare in the Columbia neighborhood and about back-up care available to Ph.D. students is available through the Office of Work/Life.

Housing

University Housing

While University housing is limited, students in GSAS who are on fellowship are usually provided with housing within certain time limits. Ph.D. students on fellowship are normally eligible for five years of housing, subject to their remaining registered and in good standing in their program. M.A. students in University housing - whether on fellowship or not - are limited to one year of housing, but they may be provided with up to one additional year in exceptional, documented situations.

By subletting to a GSAS M.A. or Ph.D. student, Ph.D. students in GSAS programs who will be away from campus for research abroad or elsewhere in the US may extend the time they are allowed in University housing. For further information, students should contact Jan Allen, Associate Dean for Ph.D. Programs (ja2310@columbia.edu).

Housing Bulletin Board for GSAS Master's students

The Graduate School of Arts and Sciences maintains and operates an electronic housing bulletin board for GSAS Master's students. Columbia faculty, staff and all graduate students may use it to advertise space that they have available, but only registered MA students in GSAS can use it to find housing for themselves: to advertise for roommates and to look for apartments or apartment shares.

Below are links to websites with additional information:

[GSAS Student Services: Housing](#)

[University Apartment Housing](#)

[Off-campus Housing Assistance](#)

[Subletting University housing \(information for tenants and subtenants\)](#)

Disability Services

The Office of Disability Services (ODS) facilitates equal access for students with disabilities by coordinating reasonable accommodations and support services. Reasonable accommodations are adjustments to policy, practice, and programs that "level the playing field" for students with disabilities and provide equal access to Columbia's programs and activities. Examples include the administration of exams, services such as note-taking, sign language interpreters, assistive technology, and coordination of accessible housing needs. Accommodation plans and services are custom designed to match the disability-related needs of each student and are determined according to documented needs and the student's program requirements.

Students seeking accommodations must register with ODS. Students are encouraged to register within the first two weeks of the semester to ensure that reasonable accommodations can be made for that term. Please note that students are not eligible to receive reasonable accommodations until the registration process is complete.

ODS also provides information on campus accessibility and a Campus Access Map.

Disability Services Liaisons are representatives from the student's school who assist ODS in coordinating the provisions of reasonable accommodations. The Disability Services Liaison in the Graduate School of Arts and Sciences is Rebecca Hirade (rst1@columbia.edu, 212-854-3789), Associate Dean for Administration and Planning.

Financial Matters

Tuition and Fees

Columbia bills students for tuition, fees, and other charges at the beginning of each term. The Student Account Statement is distributed online and can be accessed any time through the secure E-Billing website. No paper bills will be mailed by the University. The Student Financial Services office publishes complete information regarding billing and payment, including E-Billing, payment options, withdrawal refunds and other matters.

The schedule for tuition and fees for students in GSAS is published online by the Student Financial Services office.

Financial aid information for all students can be found on the web site of the GSAS Financial Aid office.

For financial aid policies, Ph.D. students in the 31 Arts and Sciences programs should also consult the various sections under Ph.D. Fellowship Regulations in the menu to the left. Ph.D. students in the non-Arts and Sciences should consult with their Ph.D. program.

Students in free-standing M.A. programs should also consult the GSAS Policies and Resources for Students not on Fellowship.

*

*** Policies and Resources for Students not on Fellowship**

*** Tuition Assistance Program Awards**

Work Study

The Federal College Work-Study Program was established by Congress to aid U.S. citizens and permanent residents who need to work in order to meet educational expenses. Eligibility for this program depends on financial need as determined by a federally mandated need analysis, for which the FAFSA is required. Each year Columbia students fill many on-campus positions, as well as jobs in off-campus public and nonprofit organizations, through funds allocated to this program. Federal regulations restrict employment in this program to 20 hours a week during the academic year. Fellowship students should review the employment policy before accepting any work-study positions. Students may work up to 35 hours per week during the summer and vacation periods. Students who will begin graduate work during the regular academic year may hold a federal work-study position during the summer prior to their first registration. Current information concerning eligibility requirements and application procedures may be obtained from the GSAS Financial Aid Office.

- **Ph.D. Fellowship Regulations**

Registration and Renewal of Fellowships

Registration

All GSAS fellows, except those with specific research fellowships that require them to be away from campus, must register during the registration period indicated in the Academic Calendar and must reside in New York City or its vicinity during the term of their award in order to devote full time to academic studies. Any interruption of study during the year, except for regular University vacations or approved leaves, will terminate an award. Should a fellow resign his or her fellowship during the year of the award, a prorated portion (the amount to be determined by the Office of Financial Aid) must be returned to the University.

Renewal of Fellowships

Although it is the Graduate School's intention to guarantee multi-year fellowships for the designated period, this guarantee is not unconditional; continuation from year to year is contingent on meeting the standards for performance and progress established by the program and GSAS. These standards are set at a level commensurate with the high academic promise that led to the student's original selection as a fellow. Therefore, programs review the academic progress of fellows each year to ascertain that these standards are met. Each department has its own procedure for reviewing academic progress and renewing fellowships; fellows should contact their departments for additional details.

Note also that because the Graduate School considers funding to be a cooperative venture between students, departments, and the Graduate School, fellows are expected to take advantage of all opportunities to obtain funding from external sources such as private foundations and government agencies. As part of an application for renewal, every fellow in the Arts and Sciences Ph.D. programs is required to submit evidence to the Director of Graduate Studies (DGS) of their department of at least one good-faith effort to obtain funding from a funding source external to the University. Students should consult with the DGS to determine what constitutes such an effort for a particular field and stage in the program. The DGS supplies this information to the Dean of the Graduate School.

External Fellowship Policies

Graduate School funds are used to provide fellowships to as many worthy students as possible. For this reason, all fellows who receive funds from an outside source, e.g., an NSF or Javits Fellowship, are required to accept that award.

Because the Graduate School considers funding to be a cooperative venture between students, departments and the Graduate School, fellows are expected to take advantage of all opportunities to obtain funding from external sources such as private foundations and government agencies. As part of an application for renewal of a multi-year GSAS fellowship, every fellow in the Arts and Sciences Ph.D. programs is required to submit evidence to the Director of Graduate Studies (DGS) of their department of at least one good-faith effort to obtain funding from a funding source external to the University. Students should consult with the DGS to determine what constitutes such an effort for a particular field and stage in the program. The DGS supplies this information to the Dean of the Graduate School.

GSAS offers two options for students who receive external awards during the years when they receive fellowships from the Graduate School of Arts and Sciences have two options: extending their GSAS funding or supplementing (topping-off) their external award with funds from the Graduate School. Because individual Ph.D. programs have their own external funding policies: students should check the list of departments on the web page of the Financial Aid office for options in their specific program. Students receiving an external award should use the Statement of Understanding form to communicate to GSAS their choice of the two options. It is the responsibility of the fellow to report outside awards to the Graduate School.

The External Fellowship Policy on the Financial Aid Office web page includes a full description of the policies related to outside fellowships and the calculation for determining the cap and answers to and answers to frequently-asked questions.

Students should consult the web pages of the Financial Aid office for the GSAS Fellowship Database and information concerning major fellowships, Foreign Language and Area Study (FLAS) fellowships, and fellowships for traditionally underrepresented student groups.

Seven-Year Funding Eligibility

A comprehensive program of financial aid is available for Ph.D. students, including fellowships and appointments in teaching and research as appropriate to the program. Ph.D. students normally receive the annual prevailing stipend and appropriate tuition and health fees for five years, provided that they remain in good academic standing. If students receive a year of advanced standing they are entitled to four years of fellowship funding.

After the fifth year of funding (the fourth for students with advanced standing), students may be eligible for, but are not entitled to, additional support.

Students are not eligible to receive GSAS fellowships after their seventh year. Exceptions are made only for students who receive major outside fellowships that require GSAS to contribute to the cost of tuition and health fees.

These time limits and restrictions on funding do not affect a student's ability to apply for outside grants or Title IV funding (Federal Perkins Loans, Ford Federal Subsidized and Unsubsidized Loans, and Federal Work-Study).

Note: The Graduate School of Arts and Sciences requires that all work for the Ph.D. degree must be completed within nine years of full-time registration, less any advanced standing granted, as noted in the regulation concerning Satisfactory Academic Progress.

Deferring GSAS Multi-Year Fellowships

See the External Fellowship policy in this bulletin and the website of the GSAS Financial Aid Office.

Teaching or Research Appointments

Policy and procedures concerning teaching appointments and research appointments are located on the website of the GSAS Financial Aid office.

- **GSAS Degree Requirements**

Satisfactory Academic Progress

The Graduate School of Arts and Sciences has specific rules for satisfactory academic progress for Master's and for Ph.D. students, and Federal regulations require that students receiving federal assistance make satisfactory academic progress in accordance with the standards set by the University.

Permission to register each term is contingent, in part, on judgment that progress in the degree program is satisfactory.

Progress toward the Free-Standing M.A. Degree

The Graduate School considers progress toward a free-standing Master's degree to be minimally satisfactory when progress is made at a rate that will allow a student to complete the degree within four consecutive terms of full-time study.

Students in the programs listed below may, over a four-year period, pursue a program of part-time study leading to the free-standing M.A. degree. The half and quarter Residence Units are designed to accommodate part-time students in these programs. Students enrolled in these programs may take advantage of the half and quarter Residence Unit registration categories to earn Residence Unit credit toward the M.A. degree during the summer. (For further information, see the Summer Session Bulletin.)

African-American Studies

Anthropology

Art History and Archaeology

Biotechnology

Classics

Conservation Biology

East Asian Languages and Cultures

English and Comparative Literature

French and Romance Philology

Germanic Languages

Italian

Mathematics with a specialization in Mathematics of Finance

Middle East and Asian Languages and Cultures

Modern Art: Critical and Curatorial Studies

Museum Anthropology

Philosophical Foundations of Physics

Philosophy

Quantitative Methods in the Social Sciences

Regional Studies: East Asia

Regional Studies: Latin American and the Caribbean

Regional Studies: Russia, Eurasia, and East Europe

Religion

Russian Translation

Slavic Cultures

Slavic Languages

Spanish and Portuguese

Statistics

Students enrolled part-time in the Liberal Studies Master's programs - American Studies, East Asian Studies, Human Rights Studies, Islamic Studies, Jewish Studies, Medieval Studies, Modern European Studies and South Asian Studies - must complete the requirements for the degree over a five-year period.

Progress toward the Ph.D. degree

The Graduate School considers progress to be minimally satisfactory when it is such that a student completes the M.A. degree within four consecutive terms of full-time study, the M.A./M.Phil. degrees within four calendar years, and the M.A./M.Phil./Ph.D. within nine calendar years (see below for implementation of nine-year limit). Students who receive

credit for an M.A. completed elsewhere must complete the M.Phil. within three calendar years and the Ph.D. within eight. This time-to-degree requirement is the GSAS maximum registration for the M.A./M.Phil./Ph.D. Some programs have a shorter time-to-degree requirement. Where the program's time-to-degree rule is shorter than nine years, the student must follow the program's rule.

A GSAS-approved official Leave of Absence stops the clock on the student's time in registered-student status and time to completion of the degree.

Note: The rule commonly called the Seven-Year Rule refers to the maximum number of years Ph.D. students are eligible for GSAS financial support.

Implementation of Nine-Year Limit

The nine-year limit for registered-student status goes into effect beginning in the fall semester of the 2008-09 academic year. Ph.D. students who were in their ninth year in the fall of 2007 may register for one more year (i.e. 2008-09). Students in their eighth year in the fall of 2007 may register for the 2008-09 and 2009-10 academic years.

Assessment of Progress

The satisfactory progress of doctoral students is assessed annually on the basis of academic performance, including the timely completion of all language examinations and all certifying and comprehensive examinations and thesis requirements, grades, and performance in any required teaching or research apprenticeships.

In addition, GSAS requires, beginning in the second year of doctoral study, that all Ph.D. students in the 31 Arts and Sciences departments complete the Report on Progress in Candidacy in the Doctoral Program. Both students and their advisers complete sections of this on-line report that detail progress, quality of work, and schedule for dissertation and degree completion. Further information about the progress report is available from the Dissertation Office.

Failure to maintain satisfactory progress

A student who fails to maintain satisfactory progress will be alerted to his or her deficiencies, advised of the means to remedy them, and told the consequences of his or her failure to do so. A student who fails to maintain satisfactory progress after such a probationary period will have his or her candidacy terminated. Each program maintains its own standards of satisfactory academic progress and procedures for addressing deficiencies, and all students must familiarize themselves with these standards and procedures. In cases of egregious failure to achieve progress, a student may be dismissed from the degree program without a probationary period.

Extension of Time

Extension of the time allowed for completion of a degree may be granted on recommendation of the student's sponsor (or advisor in the case of the M.A. and M.Phil.)

and the department (or program) chair to the Dean when specific, unusual, mitigating circumstances warrant. Students may initiate a request for extension by submitting to the Dean a statement of work in progress and a schedule for completion together with the recommendation of the sponsor/advisor.

General Requirements

The requirements set forth here are the minimum Graduate School degree requirements and apply to all degree candidates. Students should consult their program's entry in the Degree and Program Requirements section of this bulletin and their Director of Graduate Studies for their specific program requirements. Continuous registration until all requirements are completed is obligatory unless a leave of absence has been granted.

Master of Arts (M.A.): full-time and part-time study, application for the M.A. degree

The Graduate School requires students to complete at least two Residence Units for the M.A. degree, with some exceptions. These are the free-standing M.A. programs in French Cultural Studies in a Global Context; Japanese Pedagogy; and the Liberal Studies M.A. programs in American Studies, East Asian Studies, Human Rights Studies, Islamic Studies, Jewish Studies, Medieval Studies, Modern European Studies and South Asian Studies, in which students register for courses but not for Residence Units. The requirements of individual departments and programs,

Students enrolled in Ph.D. programs must pursue the degree full-time and complete the M.A. degree within four consecutive terms. Students may register part-time in certain specific free-standing M.A. programs. The Half and Quarter Residence Units are especially designed to accommodate these students.

Once all requirements have been completed, the student must apply for graduation in order to receive the M.A. degree. Degrees are awarded three times a year - in October, February, and May - and each degree conferral date has a corresponding deadline for the application for graduation. Applications received after the deadline are automatically applied to the next conferral date.

Master of Philosophy (M. Phil.)

The degree of Master of Philosophy is conferred upon a student who has fulfilled satisfactorily all Ph.D. requirements but the dissertation. Study for the M.Phil. is full-time only.

For conferral of the M.Phil., the Graduate School requires the completion of the requirements for the M.A. degree or two Residence Units of advanced standing, plus four additional Residence Units earned at Columbia. In addition, the student must fulfill the particular requirements of the department or program. Through course work and qualifying examinations, each student must demonstrate to his or her department that a satisfactory level of competence in the discipline has been achieved. The student must also fulfill any language and/or other special requirements of the program under which he or she is studying. These requirements include participation in the instructional and/or research activities of the program for a minimum of one year in accordance with the GSAS instructional requirement. Teaching and research requirements vary in character and degree from program to program, and students must consult their own program information and their Director of Graduate Studies for their specific requirement.

To maintain satisfactory academic progress, all work for the degree must be completed within four years (unless the student receives two Residence Units of advanced standing, in which case all degree requirements must be completed within three years). A student who earns the M.A. degree from Columbia but who does not continue in the Graduate School and is later readmitted as a candidate for the M.Phil. degree is subject to the same limitations of time (three years) as a candidate admitted with two Residence Units of advanced standing from another institution. Once all requirements have been completed, application for the M.Phil. degree may be made through the student's department. The department uses the application to certify that all degree requirements have been completed.

Degrees are awarded three times a year - in October, February, and May - and each degree conferral date has a corresponding deadline for the application for graduation. Applications received after the deadline are automatically applied to the next conferral date.

Doctor of Philosophy (Ph.D.)

The degree of Doctor of Philosophy is the University's highest degree. Study for the Ph.D. is full-time only. Every student who wishes to earn the Ph.D. degree must have earned the M.Phil. degree at Columbia and must fulfill satisfactorily the requirements of the Graduate School of Arts and Sciences and of the department or Ph.D. program subcommittee under which he or she is studying. In particular students must satisfy rules pertaining to time limits as stated in the section on Satisfactory Academic Progress in this bulletin.

Instructional Requirement for Ph.D. Students in the Arts and Sciences

All students in the 31 Arts and Sciences Ph.D. programs must fulfill a one-year GSAS teaching requirement that must be completed in their first four years of residence (three years for students admitted with advanced standing). Students are usually appointed as teaching fellows while they fulfill the requirement. Students who receive GSAS multi-year fellowships must typically teach for more than a year as a condition of their fellowship support, as indicated in their official letter of admission from the Dean.

Dissertation

The Ph.D. student must prepare a dissertation, embodying original research, under the supervision of a sponsor approved for that Ph.D. program by the Executive Committee of the Faculty of the Graduate School and the Dean.

A complete set of rules, covering such issues as, but not limited to, the formulation of a dissertation proposal and procedures for its approval; language, style, and formatting; criteria for sponsorship of doctoral dissertations; composition, size and selection of the dissertation defense committee; distribution of the dissertation to members of the defense committee; evaluation of the dissertation and the candidate is available at the web site of the Dissertation Office. The Dissertation Office also provides online forms for procedures ranging from applying for the M.Phil. to publishing the completed dissertation.

Preparation of the Dissertation

The Dissertation Office supplies detailed descriptions of requirements relating to the dissertation proposal and formatting of the dissertation.

Students typically are expected to submit their dissertation proposal within six months after completion of the M.Phil. degree. Students should check with their Director of Graduate Studies to see if their department/program has an earlier deadline.

Graduate School policy requires that all dissertations be written in English. Rare exceptions are granted only with prior approval of the Executive Committee of the Graduate School of Arts and Sciences and the Dean (after departmental approval of the topic, but well before research has begun). Guidelines governing exceptions are available from the Dissertation Office, 107 Low Memorial Library.

Completing the Dissertation: Registration, Defense, Deposit

The information on this page is only a summary. The complete set of rules and procedures concerning registration, defense and deposit of the dissertation should be consulted by all students who are completing a dissertation. It is available through links on the main page of the website of the Dissertation Office.

Registration: A student must be registered for Matriculation and Facilities during the term in which the sponsor-approved dissertation is distributed to the dissertation committee unless the student is required to register for a Residence Unit or Extended Residence for reasons other than defense (e.g. holding a teaching appointment, completing course work, or completing a requirement for the M.Phil. degree). Note that students are required to register during the summer if distribution of the dissertation takes place during that period.

Defense: The student defends the dissertation in a final examination before a committee of five faculty, who must all meet the conditions for serving on a defense committee.

Students intending to defend the Ph.D. dissertation must file an Application for Dissertation Defense at their department. The defense application is used in place of a Ph.D. degree application.

The GSAS dissertation officer (whose office is in 107 Low Library) normally schedules dissertation defenses in departments in the humanities and social sciences. In departments in the natural sciences and in doctoral program subcommittees, the department or program chair schedules dissertation defenses. The defense is scheduled only after the Dean has approved the examining committee; the dissertation sponsor and second reader (if applicable) have indicated their agreement that the dissertation is ready to be defended; and copies of the dissertation have been distributed to members of the examining committee in accordance with the rules pertaining to distribution. Students do not schedule their own defenses.

At the defense, the candidate will be given all materials necessary to complete the deposit of all copies of the dissertation, as revised after the defense, in the Graduate School office.

Degrees are conferred three times a year, in October, February and May. See the GSAS Academic Calendar for the particular date of conferral and the associated deadlines for defense, distribution and deposit.

Deposit: After a successful defense, the candidate must, in order to receive the degree, arrange with the GSAS dissertation officer for the deposit of the dissertation. A fee is payable at the time of deposit.

The dissertation officer certifies that all Ph.D. requirements have been completed only after the dissertation has been deposited. When all requirements for the Ph.D. degree have been completed, the candidate is given or sent a letter of completion by the Office of the Dean, and the Registrar is notified that the degree should be awarded on the next degree date.

Completion of Ph.D. Degree Extra Muros: At any time within ten years from the date of the award of the M.Phil. degree, and subject to approval for continuation toward the Ph.D. degree by the department or Ph.D. program chair, a recipient of the M.Phil. degree who has not continued studies in residence at the University may present to the Dean, in lieu of a sponsored dissertation, a substantial body of independent and original published scholarship toward completion of the requirements for the Ph.D. degree.

A recipient of the M.Phil. degree who wishes to submit such material prepared extra muros should request from the GSAS dissertation officer the specific requirements of the Graduate School and the department.

The final examination is designed to satisfy the examination committee that in its judgment the quality of the candidate's work meets the standards of the University for the award of the Ph.D. degree. The examination may be taken only once, and it is either passed or failed.

For complete rules and a description of procedures, see the section on Ph.D. Degree Extra Muros on the web pages of the Dissertation Office.

Degree and Academic Requirements of Individual Programs

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