# Mailman School of Public Health Student Handbook
## 2023-2024

# Handbook Information

## 1   Edition

This version of the handbook was published August 2023. The policies herein are applicable to all students enrolled with the Mailman School of Public Health.

## 2   Other Student Handbooks and Policies

In addition to this handbook, students will have access to department handbooks. Students are responsible for familiarizing with all school and department policies and procedures. The policies contained within this handbook supersede any other posted information.

## 3   Fidelity/Updates/Changes

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

- Section 1: Academic Integrity
- Section 7.1: Outstanding Master's Requirements at the Time of Expected Graduation
- Section 12.1.4: Details Specific to the 4+1 MPH
- Section 16: Auditing (R)
- Section 19: Uncovering Grades
- Section 27: Consequences of not achieving Satisfactory Academic Progress
- Section 30: Withdrawal from Courses

# Contents

# Community Standards

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

Students commit to the Community Standards and the University's Standards & Discipline at the time of enrollment and by completing the Orientation & Transition modules. This commitment is considered the signed contract between the student and the School/University. Violations of community standards – even those that arise from one's lack of awareness or understanding – may lead to disciplinary action and may restrict a student's ability to participate in academic or extracurricular activities and/or University organizations (including appointments, awards, leadership roles, committee roles, etc.) or restricted from University services.

## 1   Academic Integrity

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

## 2   Student Email Communication

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

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

# Enrollment Status and Tuition

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

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

# 3 Per-Credit Rate Tuition Programs: DrPH, MS, Part-time MHA

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

A student's tuition is the product of the number of registered credits and the per-credit rate. Students are responsible for monitoring their student e-billing accounts via Student Services Online for these fees when their registration fluctuates between full-time and below full-time status.

International students in per-credit programs must register at full-time status for all but their final semester of study. International students should consult with the International Students & Scholars Office for questions pertaining to visa status.

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

# 4 Flat Rate Tuition Programs: Executive HPM, Full-time MHA, All MPH degrees

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

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

## 4.1 Master Student Residency Unit Assignment

| PROGRAMS | Fall 1 | Spring 1 | Summer 1 | Fall 2 | Spring 2 | Summer 2 |
|---|---|---|---|---|---|---|
| Columbia MPH | 1 RU | 1 RU | Fees only** | 1 RU | 1 RU | |
| 4+1 MPH | Partner school | Partner School | | 1 RU | 1 RU | Fees only^ |
| Accelerated MPH | 1 RU | 1 RU | Fees only^ | | | |
| Dual MPH (year in Residence with Mailman School) | 1 RU | 1 RU | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Advanced MPH** | ½ RU | ½ RU | | ½ RU | ½ RU | |
| **Full-Time MHA** | 1 RU | 1 RU | Fees only** | 1 RU | 1 RU | |
| **HPM Executive MPH/MHA** | ½ RU | ½ RU | ½ RU | ½ RU | ½ RU | ½ RU |

## 4.2  PhD Residency Unit

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

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

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

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

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

# 5  Full-time, Half-time, and Part-time Status

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

| Status | Per-Credit Rate Tuition Programs | Flat Rate Tuition Programs |
|---|---|---|
| **Full-Time** | • Student registers for at least 12 credits<br>• Eligible for Federal Student Aid with FAFSA Application | • Student is assigned one Residency Unit (RU) granting full-time status irrespective of registered credits<br>• Eligible for Federal Student Aid with FAFSA Application |
| **Half-Time** | • Student registers for at least 6 but less than 12 credits<br>• Students in programs with required, summer coursework may be certified as half-time | • **Executive HPM and Advanced MPH** – Student is assigned a Half Residency Unit (½ RU) maintaining half-time status unless |

| | | student registers for 12 or more credits |
|---|---|---|
| | • Eligible for Federal Student Aid with FAFSA Application | • Eligible for Federal Student Aid with FAFSA Application |
| Part-Time | • Student register for less than 6 credits<br>• Ineligible for Federal Student Aid | • Students maintaining continuous enrollment following expected graduation are assigned part-time status<br>• Ineligible for Federal Student Aid |

# 6 Learning Hours in and outside the classroom

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

# Degree Requirements

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

# 7 Maintain Continuous Enrollment until expected graduation

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

All degree programs have been designed to be completed sequentially and uninterrupted with predetermined academic plans (some with credit or course limitations). Academic plans are designed to keep students on pace toward their expected graduation while keeping students at the appropriate enrollment status.

Only a formal leave of absence will postpone a student's maximum time to degree. Students who allow their continuous enrollment to lapse without a leave of absence and are within their maximum time to degree must apply for readmission before being allowed to return (readmission is not guaranteed).

## 7.1 Outstanding Master's Requirements at the Time of Expected Graduation

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

### 7.1.1  Continuous Enrollment Fee for Master's Students

Should it be required, the Office of Enrollment Management (OEM) will automatically apply a continuous enrollment fee **($500 a semester)** every fall and spring semester until any outstanding degree requirements have been completed or the maximum time to degree has expired. While registered for the continuous enrollment fee, students are considered not making satisfactory academic progress. **Students who reach their maximum time to degree without completing their missing requirements will be** withdrawn from degree candidacy.

### 7.1.2  Applying the Continuous Enrollment Fee

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

#### 7.1.2.1  Students with ungraded coursework

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

#### 7.1.2.2  Students with a missing culminating project or APEx

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

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

## 7.2  Continuous Registration for Doctoral Students

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

# 8   Minimum Grade Point Average (GPA)

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

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

# 9   Applied Practice Experience

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

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

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

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

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

## 9.1   Trainings

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

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

# 10 Inter-Professional Education: MPH

All MPH students are required to complete Inter-Professional Education (IPE). Several activities meet this requirement, such as the CUIMC-wide IPE Day and e-Introduction to IPE. These activities will be announced to all students throughout the school year. The Office of Educational Initiatives will support students with completion and documentation of their IPE requirement.

# 11 Completion of Course and Co-Curricular Requirements

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

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

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

## 11.1 Stellic for Masters Students

An additional tool for reviewing degree requirements is Stellic - a degree audit and tracking tool populated with students completed and in progress courses compared against their degree requirements. Stellic allows students to ensure registered courses meet their department requirements. Those interested in learning more about Stellic should visit the Student Guide on CourseWorks created by the Office of Enrollment Management. Any questions or concerns regarding Stellic can be directed to the Office of Enrollment Management. Please note the Planner feature of Stellic does not constitute registration; students will still need to register via Student Services Online.

# 12 Degree-Specific Requirements

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

## 12.1 Master of Public Health (MPH)

### 12.1.1 Details Specific to the MPH Core
Students will be pre-registered for the MPH Core requirement, it includes:
- Six credit-bearing studios (courses)
  - 15 total credits
- Integration of Science and Practice (ISP)
  - 3 total credits for full-time and 4+1 MPH students
  - 1.5 total credits for Accelerated, Dual, and Advanced MPH students
- Personal Leadership in Public Health
  - 1.5 total credits

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

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

**Students must achieve a grade of B- or better in the Research Methods and Applications (ReMA) studio; those who do not will be referred to the Office of Enrollment Management for review and possible remediation or required re-enrollment in the course.** Students in need of completing remediation will be contacted and provided instruction to meet this requirement accordingly.

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

## 12.1.2 Details Specific to the Columbia (two-year) MPH
The Columbia MPH includes a certificate that provides training in a second, more focused area of expertise complementing a student's department requirements. Please visit the Certificate Requirements webpage for required coursework and contact information of certificate lead faculty.

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

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

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

Accelerated MPH students' degrees are conferred in October

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

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

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

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

*Credit Requirements and Limitations*

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

### 12.1.5 Details Specific to the MPH as Part of a Dual Degree

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

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

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

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

*Credit Requirements and Limitations*

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

### 12.1.6 Details Specific to the Advanced MPH

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

*Credit Requirements and Limitations*

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

## 12.2 Master of Healthcare Administration (MHA) and HPM Executive Programs

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

### 12.2.1 Details Specific to the Full-Time (FTM) MHA

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

*Credit Requirements and Limitations*

The Full-time MHA requires a minimum of 55 credits toward the degree. Under the flat-rate tuition, students are limited to 18 credits (may register for up to 21 credits with academic approval) in a single semester and 60 credits for the entirety of their program.

### 12.2.2 Details Specific to the Part-Time MHA

*Credit Requirements*

The Part-time MHA requires a minimum of 45 credits toward the degree.

### 12.2.3 Details Specific to HPM Executive Programs (MHA/MPH)

*Credit Requirements and Limitations*

The Executive MPH and MHA with Health Policy and Management requires a minimum of 55 credits toward the degree. Under the flat-rate tuition, students are limited to fewer than 12 credits in a single semester and 60 credits for the entirety of their program.

## 12.3 Master of Science (MS)

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

### 12.3.1 Credit Requirements

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

## 12.4 Doctoral Degree Programs

### 12.4.1 Details Specific to the Doctor of Public Health (DrPH)

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

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

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

### 12.4.2 Doctor of Philosophy (PhD)

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

# 13 Graduating from Degree Programs

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

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

**PhD students** completing their degree should follow guidelines provided by the Graduate School of Artis and Sciences.
- GSAS Dissertation Toolkit

## 13.1 Participating in Commencement Activities

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

October and February graduates of the two most recent conferral periods are eligible to participate in Commencement. Masters students are eligible to participate in commencement activities provided they have no more than six credits to complete the program. **Doctoral Students are eligible to participate in select commencement activities provided they have deposited for May graduation or intend to deposit in time for October graduation (those students who failed to graduate would need to continue their registration).** The Graduate School of Arts and Sciences controls participation for the PhD Convocation for those students.

# Grading at the Mailman School of Public Health

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

# 14 Letter Grades

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

| Excellent | | Weighted GPA Value |
|---|---|---|
| A+ | Reserved for highly exceptional achievement. | 4.33 |
| A | Excellent. Outstanding achievement. | 4.00 |
| A- | Excellent work, close to outstanding. | 3.67 |
| Good | | |
| B+ | Very good. Solid achievement expected of most graduate students. | 3.33 |
| B | Good. Acceptable achievement. | 3.00 |
| Marginal | | |

| | | |
|---|---|---|
| **B-** | Acceptable achievement, but below what is generally expected of graduate students. | 2.67 |
| **Below what is generally expected of graduate students** | | |
| **C+** | Low achievement, above minimally acceptable level. | 2.33 |
| **C** | Low achievement, but only minimally acceptable. | 2.00 |
| **C-** | Very low performance. | 1.67 |
| **Failing Grade** | | |
| **F** | Failure. Course usually may not be repeated unless it is a required course. | 0.00 |

# 15 Pass/Fail Grading Option

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

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

# 16 Auditing (R)

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

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

# 17 Other Transcript Notations

## 17.1 Unofficial Withdrawal (UW)

Students may drop a class without notation on their transcripts before the deadline dates specified in the academic calendar. After the deadline, the notation of UW is assigned to students whose names appear on the grade sheet but who have never attended or have discontinued attendance prior to the due date of substantive work. The course instructor, in consultation with Enrollment Management, will determine what constitutes substantive work for a particular course. The assignment of a UW is not a foregone

conclusion, and a letter grade based on completed work may be assigned instead. UWs do not calculate into a student's GPA.

## 17.2 Incompletes (IN)

Incompletes are extensions intended to be used only when a student has met the participation expectations of a course and only if the faculty has determined that remaining coursework can be completed by the published deadline in the academic calendar. Students must submit a Request for Incomplete Form (including faculty signature) by email prior to the last day of the semester. INs recorded in SSOL without a completed Request for Incomplete Form are changed to UWs.

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

## 17.3 Credit Pending (CP)

A Credit Pending (CP) notation is assigned in courses that involve research or projects extending beyond the end of the term until such time as a passing or failing grade is submitted. Satisfactory progress is implied until a final grade is submitted.

The designation of CP may also be used in instances when a grade is in dispute or during the investigation of alleged academic misconduct. **CPs and INs are not interchangeable, and students may not request a CP.**

# 18 Grade Grievance Procedures

The following steps represent the grade grievance procedure for final course grades of B- or below.
- **Step One:** Questions about a course grade should be discussed first with the course instructor to understand how the grade was determined and attempt to address any specific concerns.
- **Step Two:** Should the student continue to have concerns or questions about a course grade should be discussed with the program head or department chair responsible for the course.
- **Step Three:** If the student is unable to resolve their concerns in either of the first two steps and believe a procedural error has been made, a formal request for review may be submitted to the Office of Student Affairs within 10 business days of the final grade being posted. The request should be accompanied with detailed information on what error in grading the student believes has occurred. Once the formal request is submitted, the Dean of Students will convene the Academic Standards Committee (ASC) to review. The decision of the ASC shall be communicated to the student.
- **Step Four:** If the student does not agree with the decision of the committee, the student may make a final appeal to the Vice Dean for Education. The appeal must be submitted within five business days from notification of the ASC's decision. The Vice Dean's decision of the appeal is final.

# 19 Uncovering Grades

The Mailman School of Public Health does not participate in the uncovering of grades. Students interested in changing the grading option for elective courses must do so by the deadline dates posted in the Academic Calendar for full term, 1st quarter, and 2nd quarter courses.

# Adjustments to Academic Plans

## 20 Transfer of Credit

### 20.1 MS and DrPH

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

### 20.2 MPH and MHA

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

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

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

## 21 Declaring or Switching Certificates (Columbia MPH students only)

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

Certificate switches are not guaranteed and may have financial and academic implications. Some certificates have specific academic pre-requisites, require completion of a supplemental application, or can only be combined with certain MPH degree departments.

# Satisfactory Academic Progress and Academic Standing

The following policy on satisfactory academic progress (SAP) is applicable to all students at the Columbia University Mailman School of Public Health. To comply with applicable regulations and for the sake of brevity, the School provides this single SAP policy which includes Federal regulations specific to students receiving FSA.

## 22 Compilation of Federal Regulations (CFR)

### 34 CFR 668.16(e) – Administrative Capability

Columbia University has the administrative capability to adequately administer the Satisfactory Academic Policy (SAP) program.

### 34 CFR 668.32(f) – Student Eligibility

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

### 34 CFR 668.34 – Student Assistance General Provisions

This policy sets reasonable satisfactory academic progress policy standards for determining whether an otherwise eligible student is making satisfactory academic progress in one's educational program and may receive assistance under the Title IV and Higher Education Act programs.

## 23 At least as strict…

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

# 24 Consistent Application

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

# 25 Evaluating Satisfactory Academic Progress and Academic Standing

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

When evaluating academic progress, the School reviews:
- Cumulative GPA
- Completion of coursework at the required pace of completion (unearned credit verse earned credit)

## 25.1 Grade Point Average (GPA)

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

## 25.2 Maximum Time Frame (Credits) and Pace of Completion

The Office of Management (OEM) and School's academic departments audits students' academic progress each semester to ensure students meet the benchmarks of their respective degree programs and are meeting an acceptable pace of completion. To successfully complete earned credits, students must receive a passing grade. **Non-passing grade designations include F and UW.**

The pace of completion by which students are expected to progress through their degree programs is the percentage value calculated by a student's minimum required credits divided by the maximum number of credits a student is allowed to attempt as a degree-seeking candidate (also known as the maximum timeframe). **Should the percentage value of earned credits divided by attempted credits fall below the pace of a completion, a student would be considered as not making satisfactory academic progress and in poor academic standing.**

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

### 25.2.1 F and UW Grades

Students who earn an F or UW grade cannot repeat the course unless it is a requirement for the completion of the degree program. In cases when the course is required, the student must re-register for the course and obtain a satisfactory grade. The F and UW grade remains on the transcript even after the course is retaken for a passing grade. In instances when a student is assigned an F or UW in a pre-

requisite course, the student may not begin the subsequent course until re-sitting for a passing grade (if allotted the opportunity).

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

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

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

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

### *Course Repetitions and GPA*
Students cannot repeat courses for credit toward their degrees or to improve their GPAs, except in cases when a student has received an F or qualified for a UW in a required course. While the new grade will not replace the F or UW grade on the transcript, the Office of Enrollment Management will informally recalculate a student's GPA for the purpose of determining SAP without considering the F. Repeated courses count toward the maximum number of attempted credits toward the degree. Repeated courses may incur additional tuition and fees.

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

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

## 25.3 Dual Degrees

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

## 25.4 Advanced Standing

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

## 25.5 Transfers of Credits from Other Schools or Institutions

Transfer credits do not impact the cumulative GPA, but they do count as both attempted and completed credits. Please note that not all programs accept transfer credits.

## 25.6 Changes of Degree Program/Deviations from Academic Plan

Only students achieving SAP and in good academic standing will be allowed to change their degree program. Students who change programs are held to the same standards for quantitative and qualitative measures and maximum time frame as students who originally matriculated in the program.

## 25.7 Satisfactory Academic Progress and COVID-19

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

## 25.8 Manual Adjustments due to System Limitations

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

# 26 Status Definitions for Satisfactory Academic Progress and Academic Standing

## 26.1 Federal Student Aid-Specific Definitions

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

### 26.1.1 FSA Warning
The Mailman School of Public Health places students who receive FSA into a Warning status the first time they do not achieve SAP. Disbursement of FSA is allowed without disruption. Students will receive an email notifying them of this Warning status and the accompanying School-specific status, which may indicate School-level intervention.

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

### 26.1.2 FSA Probation

A student who does not achieve SAP following the semester of FSA Warning will automatically be placed into a Probation status **and the disbursement of FSA will be held until the student submits a successful** SAP appeal. Students will receive an email notifying them of this Probation status and any accompanying School-specific status.

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

## 26.2 Mailman School of Public Health School-Specific Definitions

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

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

### 26.2.1 Fall Review

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

### 26.2.2 Spring Review

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

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

## 26.3 Notifications of SAP and Academic Standing Status

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

# 27 Consequences of not achieving Satisfactory Academic Progress

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

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

**Students who receive notification of their SAP and Academic Standing Status may be required to submit either an** Academic Agreement **or** Academic Plan **following their performance during the most recently reviewed semester.**

## 27.1 Academic Agreement

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

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

## 27.2 Academic Plans

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

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

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

## 27.3 Restoring FSA Eligibility for Students on Probation

Students who have not met SAP standards in consecutive semesters are determined to be ineligible for Federal Student Aid (FSA) as a result of an FSA Probation status. Students have the option to appeal the decision. The previously outlined requirements for Academic Agreements and Academic Plans satisfy the requirements of an FSA appeal. **Students who fail to submit either an Academic Agreement or Academic Plan as directed by their notification will remain ineligible for Federal Student Aid.**

# 28 Termination Due to Poor Satisfactory Academic Progress and Academic Standing

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

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

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

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

# Leave of Absence and Reinstatement from Leave

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

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

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

Any general questions regarding LOA should be directed to the Office of Enrollment Management.

# 29 Types of Leave

## 29.1 Voluntary Leave (including Uniformed Service Leave of Absence)

### 29.1.1 General Information

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

### 29.1.2 Requesting Voluntary Leave

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

- Meet with your departmental advisor as soon as possible to discuss the leave and potential impact on your academic progression.
- Make a formal request by submitting the Leave of Absence Request Form to the Office of Enrollment Management via email.

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

## 29.2 Medical Leave

### 29.2.1 General Information

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

### 29.2.2 Requesting Medical Leave

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

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

## 29.3 While on leave

### 29.3.1 International Students

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

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

### 29.3.2 Academic Standing while on leave

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

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

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

### 29.3.3 Financial Aid and tuition balance while on leave

For a student taking a leave for any reason, it is vital that students communicate with the Financial Aid Office regarding any aid received. A student who is away from their program for more than a semester may be required to begin loan repayments; therefore, it is important to schedule an exit interview with Financial Aid to discuss the options for a particular loan before requesting a leave. A student who defaults on a loan will be unable to receive any further aid until appropriate payments are made.

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

### 29.3.4 Housing while on leave

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

### 29.3.5 Campus Involvement while on Leave

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

### 29.3.6 Health Insurance

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

### 29.3.7 Reinstatement from Medical Leave

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

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

# Withdrawal and Readmission

## 30 Withdrawal from courses

### 30.1 Withdrawal from a single course

Students may register and withdraw from semester courses during registration periods posted to the Academic Calendar and in accordance with their assigned registration appointment times posted to Student Services Online. Registration typically consists of one to two registration periods and the Change of Program Period. Following the change of program period, students must obtain approval to either add or drop a course from their schedule. From the close of the change of program period through the "Last day to drop without UW (full-term classes)" posted to the Academic Calendar.

Students attempting to withdraw from a single course after the change of program deadline should follow posted registration procedures for dropping full semester or 1st and 2nd quarter classes from their schedule.

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

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

### 30.2 Withdrawal from a term

Registered students, who decide to withdraw from all classes in a semester or fully withdraw from their degree program, must contact the Office of Enrollment Management to initiate the withdrawal process.

**Not registering for classes does not equate to a withdrawal from one's degree program and is in violation of the** continuous enrollment degree requirement. If a registered student decides to withdraw from all classes in a term, the student still has not effectively withdrawn from the degree program. The University Registrar determines the refund rate for full withdrawal; the School determines the deadlines for dropping classes without notations on one's transcript. These deadlines are the same for fully withdrawing from a degree program as they are for dropping an individual class. In most cases, ancillary fees will remain on the account, in addition to a **$75 withdrawal fee**. Students who plan to return to the program must also request a Leave of Absence.

# 31 Readmission

**Students who have been dismissed for academic or disciplinary reasons are not eligible for re-admission. Students who do not complete their degree within the maximum time to degree and who are not on an approved leave of absence will be academically dismissed from the school and therefore not eligible for re-admission.**

Students required to apply for re-admission include:

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

Students who are readmitted will become subject to all current requirements. A program may require a student to retake examinations and/or courses as deemed necessary.

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

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

Academic records and readmission materials will be reviewed by the department, the Academic Standards Committee, and the Admissions Committee. An interview may be required. Readmission may require that the student take new courses and complete updated academic requirements. Coursework taken more than five years prior to the application for readmission may not be used toward degree requirements upon readmission. Readmission is not guaranteed. Questions should be directed to ph-admit@columbia.edu.