COLUMBIA UNIVERSITY
School of Professional Studies

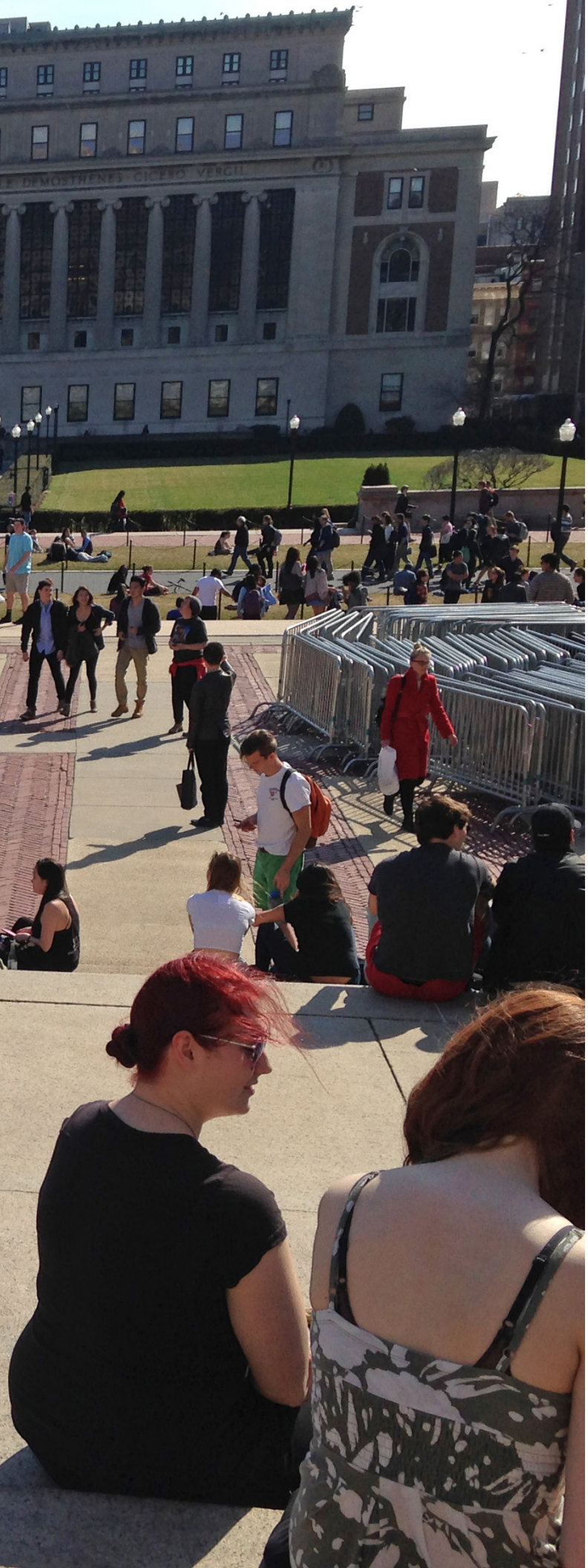
Student Handbook

Academic Policies and Procedures





Columbia University was established in 1754, making it one of nine colonial colleges founded prior to the Declaration of Independence. Initially established as King's College, Columbia is the only Ivy League university in New York City. Among its notable accomplishments, Columbia was the first school in the United States to grant the M.D. degree and is the birthplace of the wideband FM radio and the laser. The university has a number of notable alumni, including five Founding Fathers, 34 presidents and prime ministers, nine Supreme Court justices, and 45 Olympians. In addition to these alumni, there are 82 Nobel Laureates who were at one point students or faculty at Columbia University.





I am honored to be a part of such a purposeful and prestigious community, and I look forward to providing you with an extraordinary student experience.

Under the leadership of our interim dean, Troy Eggers, the School advances knowledge at the highest level to support the academic and professional aspirations of our diverse student community. The School brings together the best and brightest minds on campus, online, and around the world to impact global change.

Through diverse course offerings, including 17 master's programs, 15 certificate and certification programs, in more than 100 subject areas, the School not only meets current industry trends, but also drives innovation that shapes evolving global market needs. During your time with us, we want you to remain focused on maximizing your educational experience, advancing theory and practice in partnership with faculty, and expanding your professional acumen and network.

I wish you great success with your studies.

Sincerely,



Dr. Tiffany Hughes
Associate Dean of Students


KING'S COLLEGE FOUNDED IN THE PROVINCE OF NEW YORK
BY ROYAL CHARTER IN THE REIGN OF GEORGE II
PERPETUATED AS COLUMBIA COLLEGE BY THE PEOPLE OF THE STATE OF NEW YORK
WHEN THEY BECAME FREE AND INDEPENDENT — MAINTAINED AND CHERISHED FROM GENERATION TO GENERATIO
FOR THE ADVANCEMENT OF THE PUBLIC GOOD AND THE GLORY OF ALMIGHTY GOD
MDCCLIV
THE LIBRARY OF COLUMBIA UNIVERSITY
ALMA MATER



About This Handbook

The SPS Student Handbook brings awareness to key community policies, practices, resources and services for the student body of the School of Professional Studies at Columbia University. Efforts have been made to ensure the accuracy of the information contained herein; however, accuracy is not guaranteed and the information presented in this handbook is subject to change. The School of Professional Studies reserves the right to depart without notice from any policy or procedure referred to in this handbook. This handbook is not intended to and should not be regarded as a contract between the School of Professional Studies and any student or other person.

If you have questions or need guidance during your time with us or have suggestions for future handbook editions, you may submit them to spsadvising@columbia.edu.

If you have general thoughts concerning your student experience, we encourage you to submit them on the Listening Owl as well.

Table of Contents

I. School Overview

About Columbia University 1

About the School of Professional Studies 1

The SPS Student Experience 2

- Student Life..... 2
- Career Design Lab 2
- Student Support..... 3
- Student Wellness and Support 4
- Academic Advising..... 4

Academic Programs 5

- Master of Science Programs 5
- Certificates..... 5
- Certifications of Professional Achievement 5
- Postbaccalaureate Studies..... 6
- Visiting Students 6
- Auditing Students 6
- American Language Program..... 6

Essential Policies for the Columbia Community 7

Academic Calendar & Important Dates 8

- Academic Dates..... 8
- Columbia University Holidays 8

II. Student Checklist

Student Checklist 11

- Insurance and Immunizations 11
- Columbia LionMail Email Account 11
- Columbia ID Card..... 11
- Campus and Classroom Accommodations..... 11
- Pre-Orientation Modules 12
- Review Student Account Statement Online 12

III. Registration and Academic Review

Registration 15
- Holds 16
- Change of Program 16
- Cross-Registration 17

Billing and Payments 19
- Withdrawal and Leave of Absence 19

Advanced Standing and Course Waiver 22

Examinations 23

Grades 23
- Grade Appeal 25

Satisfactory Academic Progress and Student Persistence 25
- Student Persistence 26
- Continued Enrollment 27
- Readmission 27
- Course Repeat 27

Academic Integrity 28

Degree, Certificate, and Certification Completion 28
- Degree Completion for Master of Science Students 28
- Certificate and Certification of Professional Achievement Completion 30

IV. Resources

Important Resources 33
- Campus Resources 33
- New York City Resources 34

Campus Map 36

I. School Overview



About Columbia University

For more than 250 years, Columbia has been a leader in higher education across the nation and around the world. At the core of our wide range of academic inquiry is the commitment to attract and engage the best minds in pursuit of greater human understanding, pioneering new discoveries, and service to society.

Our distinguished faculty, alumni, and student body are expanding the boundaries of knowledge in medicine, sciences, the arts, humanities, and the professions. The University offers an outstanding and comprehensive array of academic programs. These include three undergraduate schools, thirteen graduate and professional schools, a world-renowned medical center, four affiliated colleges and seminaries, twenty-five libraries, and more than one hundred research centers and institutes.

Columbia is both global and local in focus. As a vital part of New York, our research and teaching are enhanced by the vast resources of one of the world's greatest cities. We are an intellectual community of some 40,000 students, faculty, and staff who work continually to expand our mission of teaching, research, patient care, and public service.

For additional historical background, please visit: columbia.edu/content/history.html.

About the School of Professional Studies

The School of Professional Studies, a graduate school at Columbia University, spans the continuum from high school and pre-college students through lifelong learners with innovative offerings at the highest levels of academic excellence.

Our Mission and Vision

Our mission is to provide a rigorous education, informed by rapidly evolving global market needs, that supports the academic and professional aspirations of our student community.

Our vision is to become the premier destination for professional education by generating interdisciplinary thought leadership, developing innovative pedagogy, and advancing globally competitive academic solutions for ambitious agents of change and impact.

Our Focus

Based on this mission and vision, the Dean of the School of Professional Studies has focused the school's efforts on four pillars:

- Rigorous: We elevate people and perspectives.
- Relevant: We open pathways to personal and professional growth.
- Responsible: We empower responsible leaders to make a real-world impact.
- Responsive: We move industries and communities forward.

Our Offerings

- Programs focusing on emerging market needs, including online and executive-track programs, hybrid and residency intensive, intensive, in addition to the on-campus coursework
- Seventeen master's degrees
- Fifteen certificate or certification programs
- Postbaccalaureate, undergraduate and graduate visiting, and Summer Sessions for Columbia University
- Access to Arts and Sciences courses through the Auditing and Lifelong Learning Programs
- Courses in more than 100 subject areas
- Pre-college academic study for high school students with over 50 curricular options
- English language instruction through the American Language Program

I. School Overview

The SPS Student Experience

The School of Professional Studies (SPS) at Columbia University acknowledges the responsibility of students to actively participate in their own educational experience, as well as to take responsibility for completing academic requirements of their program of study. Students are encouraged to become familiar with their course syllabi, student support resources, and supporting offices to enhance their student experience at Columbia, and move toward career readiness. Students are expected to adhere to these institutions policies and exhibit behavior that reflects the standards of the School and University.

Student Life

The Office of Student Life aims to immerse students in professionally-grounded student activities that foster development through community engagement and networking. We ensure our students are represented in the SPS student government and the Columbia University Senate.

The Office of Student Life guides students through:

- Engaging with student organizations on campus or virtually
- Experiencing community engagement via school-wide events
- Providing housing and a quality residential life experience
- Developing leadership skills via cocurricular programming
- Becoming civically engaged within the Columbia University community
- Enhancing physical and mental health
- Advancing discourse on critical topics pertaining to equity and inclusion
- Advocating for the well-being and development of each student to ensure a quality student experience

The Office of Student Life is located in 203 Lewisohn Hall and can be contacted at sps-studentlife@columbia.edu.

Career Design Lab

Career Advising and Services

The Career Design Lab supports current students and alumni with individualized career coaching including career assessment, resume and cover letter writing, agile internship job search strategy, personal branding, interview skills, career transitions, salary negotiations, and many more. Wherever you are in your career journey, the Career Design Lab team is here to support you in all phases of career development.

Our Mission

Our mission is to facilitate collaboration among students, alumni, employers, and faculty through holistic and innovative coaching and programming. We empower students to design and navigate flexible, purpose-driven, and meaningful careers in a global and evolving workplace.

Our Philosophy

Empowerment

- We believe in empowering students to build lifelong career skills, to hold themselves accountable, and to take ownership of their careers
- We are passionate about our work and believe in self-empowerment.

Empathy

- We meet students where they are and provide individualized and customized coaching

Creative

- We are flexible, agile, and resilient
- We provide creative career design space both virtually and physically
- We are not satisfied with the status quo but strive for innovation

Authenticity

- We build authentic and effective relationships

I. School Overview

Value-Driven

- We practice reframing our perspectives with a growth mindset
- We value efficiency and make data-informed decisions

Career Design Lab Offers include:

- Individualized Coaching
- Virtual Community—The Hub
- The Career Design Lab Course Site
- Premium Subscriptions to:
  - Big Interview
  - GoinGlobal
  - Vault
  - Candid Career

Robust Calendar of Events, which Include:

- Career and Networking Fairs
- Virtual Interview Preparation
- Corporate or Organizational Information Sessions
- Employer Meet-Ups



Student Support

The Office of Student Support is committed to providing academic, fellowship, and financial support through innovative, data-driven programs. We empower students with the knowledge and resources to excel academically and professionally by building a network of support across and beyond Columbia University.

The office provides a broad array of important services for students in the School of Professional Studies. The information provided will be a constant point of reference and will help cultivate a positive student experience. The Office of Student Support can guide students by:

- Tailoring services to meet the diverse and unique needs of students in the School of Professional Studies
- Serving as a resource for students interested in pursuing fellowship opportunities following their time at Columbia University
- Being well versed in scholarship and financial aid opportunities for prospective and current SPS students
- Serving as a liaison with various campus support services including, but not limited to:
  - University Registrar
  - Student Financial Services
  - International Students and Scholars Office
  - Health Services
  - Office of Disability Services
  - Counseling and Psychological Services

The Office of Student Support is located in 203 Lewisohn Hall and can be contacted at sps-studentservices@columbia.edu.

I. School Overview

Student Wellness

The Office of Student Wellness provides proactive student-centered support, advocacy, and case management services to foster individual wellness and a thriving campus community of care. Student Wellness at SPS helps students navigate nonacademic challenges, distressing experiences, and crisis situations they experience. We work to support and assess the safety and well-being of students and the greater campus community through collaborative intervention efforts with multidisciplinary partners. Our goal is to approach student care through a holistic and strength-based lens that:

- Helps students navigate nonacademic challenges, distressing experiences, and crisis situations that may impact University life
- Connects students to relevant supportive resources on and off campus
- Responds to and manages critical incidents involving students

Office of Student Wellness is located in 203 Lewisohn Hall and can be contacted at sps-wellness@columbia.edu.

Academic Advising

The Office of Advising at Columbia University's School of Professional Studies strives to collaborate with students, academic programs, and the SPS community as a whole to enhance the student experience. Acknowledging the unique needs of our population, we mentor and support students as they navigate a rigorous curriculum and their career aspirations. Our program-specific advisers connect to students in an individualized and flexible manner, providing them with guidance on course planning, University resources, policies, and procedures to help them succeed academically, professionally, and personally. The Office of Advising is here to give you guidance, support, and encouragement. We will:

- Guide you through your transition to SPS and Columbia
- Help you clarify your goals (and achieve them!)
- Get the most out of your education
- Connect you to relevant faculty
- Discuss and clarify the curriculum
- Connect you to the resources that can enhance your experience: Career Design Lab, Events, Tutoring, Student Groups, and beyond

The Office of Advising is located in 203 Lewisohn Hall and can be contacted at spsadvising@columbia.edu.



I. School Overview

Academic Programs

Master of Science Programs

Actuarial Science
actuarial@sps.columbia.edu

Applied Analytics
appliedanalytics@sps.columbia.edu

Bioethics
bioethics@sps.columbia.edu

Construction Administration
construction@sps.columbia.edu

Enterprise Risk Management
erm@sps.columbia.edu

Human Capital Management
hcm@sps.columbia.edu

Information and Knowledge Strategy
ikns@sps.columbia.edu

Insurance Management
insurancemanagement@sps.columbia.edu

Narrative Medicine
narrativemedicine@sps.columbia.edu

Negotiation and Conflict Resolution
negotiation@sps.columbia.edu

Nonprofit Management
nonprofit@sps.columbia.edu

Sports Management
sports@sps.columbia.edu

Strategic Communication
communications@sps.columbia.edu

Sustainability Management
sustainability@sps.columbia.edu

Sustainability Science
sustainability@sps.columbia.edu

Technology Management
techmanagement@sps.columbia.edu

Wealth Management
sps-wealthmanagement@columbia.edu

Certificates

Advances Business
business@sps.columbia.edu

Biotechnology
biotechnology@sps.columbia.edu

Advanced Classics
classics@sps.columbia.edu

Ecology, Evolution, and Environmental Biology
EEEB@sps.columbia.edu

Psychology
psychology@sps.columbia.edu

Quantitative Studies for Finance
quantfinance@sps.columbia.edu

Certifications of Professional Achievement

Actuarial Science
actuarial@sps.columbia.edu

Bioethics (Online)
bioethics@sps.columbia.edu

Critical Issues in International Relations
internationalrelations@sps.columbia.edu

Enterprise Risk Management
erm@sps.columbia.edu

Human Rights
humanrights@sps.columbia.edu

Narrative Medicine
narrativemedicine@sps.columbia.edu

Sustainability Analytics
sustainability@sps.columbia.edu

Sustainable Finance
sustainability@sps.columbia.edu

Sustainable Water Management
sustainability@sps.columbia.edu

United Nations Studies
unstudies@sps.columbia.edu

Postbaccalaureate Studies

Admitted students may register for most courses for which they meet the criteria (i.e., any noted prerequisites must be fulfilled). In overenrolled courses, Columbia degree candidates have priority over nondegree students. Limited-enrollment courses such as seminars are not normally open to Postbaccalaureate Studies students. Some courses required for admission to medical or other health profession schools are not available through the School of Professional Studies.

Contact:
postbacc@sps.columbia.edu | 212-854-9666

Visiting Students

Students may register for a maximum of two consecutive terms, plus the Summer Sessions, but must complete their first term in good academic and disciplinary standing in order to continue for a second term.

Graduate Visiting Students

Students may register for any course for which they have the prerequisites, with the exception of limited enrollment courses, Columbia degree candidates are given priority registration.

Contact:
gradvisiting@sps.columbia.edu | 212-854-9666

Undergraduate Visiting Students

Students may register for most courses for which they have the prerequisites, with the exception of limited-enrollment courses, Columbia degree candidates are given priority registration.

Contact:
undergradvisiting@sps.columbia.edu | 212-854-9666

Academic Immersion High School Program

High School Visiting Students (College Edge)

Students may register for any course for which they have the prerequisites and their guidance counselor's approval. Typically, introductory courses "those numbered in the 1000s) are most appropriate for visiting high school students. For foreign languages, one year of a foreign language in high school typically equals one semester of a foreign language in college

Contact:
collegeedge@sps.columbia.edu | 212-854-9889

Auditing Students

The Auditing Programs provide adults not currently enrolled in college with the opportunity to attend selected lectures drawn from the University's offerings during the academic year.

Auditors are encouraged to attend class and to keep up with the reading. No examinations or papers are required, no grade is assigned, and no credit is granted for course completion. Auditors are silent participants in class and may join in discussions only at the discretion of the instructor. In addition to the General Auditing Program, Columbia offers the Lifelong Learner's Auditing Program, for individuals who are 65 or older; Manhattanville Course Auditing, a community benefit available to the residents of Manhattanville; and the Alumni Auditing for graduates of Columbia University, students who have previously completed a degree at Columbia.

Contact:
auditing@sps.columbia.edu | 212-854-9666

American Language Program

The American Language Program (ALP) teaches academic English to speakers of other languages. Students learn language and skills to help them succeed at an American university, including essay writing, presentation skills, and note-taking. The classes engage students through in-depth conversations and collaborative learning with their peers in the classroom. Classes aim to expand critical thinking, promote intercultural awareness, and build confidence in using English in an American academic context. Students receive extensive feedback on their written and spoken English in order to help them become more proficient, independent users.

Contact:
alp@columbia.edu | 212-854-3584

I. School Overview

Essential Policies for the Columbia Community

Columbia University is committed to providing a learning, living, and working environment free from unlawful discrimination and harassment, and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

Consistent with this commitment, Columbia University prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender, gender identity, pregnancy, age, national origin, disability, sexual orientation, marital status, status as a victim of domestic violence, citizenship or immigration status, creed, genetic predisposition or carrier status, unemployment status, partnership status, military status, or any other applicable legally protected status in the administration of its educational policies, admissions policies, employment, scholarship and/or loan programs, and athletic and other University-administered programs and functions.

Title IX

Columbia University is committed to fostering an environment that is free from gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct. The University recognizes its responsibility to increase awareness of such misconduct, prevent its occurrence, diligently investigate reports of misconduct, support students and others who experience gender-based misconduct, and respond fairly and firmly when students violate University policy. The University is also committed to supporting students accused of gender-based misconduct who go through the disciplinary process. In addressing issues of gender-based misconduct, all members of the University must respect and care for one another in a manner consistent with our deeply held academic and community values. Complaints by students against students for gender-based misconduct are processed in accord with the Gender–Based Misconduct Policies for Students.

All members of the University community are expecte to adhere to the applicable policies, to cooperate with the procedures for responding to complaints of discrimination, harassment and gender-based and sexual misconduct, and to report conduct or behavior they believe to be in violation of these policies to the Office of Equal Opportunity and Affirmative Action or Student Conduct and Community Standards. Note that all School of Professional Studies employees are mandated reporters and are required by federal law to report any incidents of discrimination or gender-based misconduct to the University.

Acceptable Use of Information Resources

The University's Information Resources are provided to support the teaching, learning, clinical and research missions of the University, and their supporting administrative functions. Inappropriate use of these information resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the security of an environment for creating and maintaining information resources.

This Policy applies to the access and use of the University's information resources, whether originating from University or non-University information resources, including personal computers, as well as the access and use of information resources provided by research sponsors to, or leased or hired by, University users. Failure to safeguard account information or any violation of the University's acceptable use of information resources are subject to disciplinary sanctions.

The University respects the privacy of individuals and keeps user files and emails on central University systems as private as possible. Students are expected to:

- Ensure that their account or password is properly used, properly protected, and is not transferred to or used by another individual.
- Ensure that sensitive data is protected with a password and encrypted while in transit or storage.
- Use University email systems only in compliance with the Columbia University Email Usage Policy.
- Take responsibility for any traffic that appears on the network that originates from a network jack assigned to them, or from their wireless device(s) and their wireless network(s).

However, to protect the integrity of its Information Resources and the rights of all users, the University reserves the right to monitor access to Information Resources, communications on the University network and use of systems and data. More information can be found on the Columbia University Information Technology website.

Academic Calendar and Important Dates

Academic Dates

The Academic Calendar serves as a reference and planning document for all students, faculty, staff, and departments. The Academic Calendar includes registration dates, class start dates, add/drop deadlines, exam dates, and more. Below are a few important dates for students registered in the full fall/spring semesters. Students registered in block week or alternatively scheduled courses should visit the Academic Calendar for a comprehensive list of important dates and deadlines. Students registered in courses at another school of the University are subject to the dates and policies of the school that owns the course.

Fall Term 2020
Orientation: Monday, August 31, 2020–Friday, September 4, 2020
First Day of Class: Tuesday, September 8, 2020
Change of Program Period: Tuesday, September 8, 2020–Friday, September 18, 2020
Last Day to Drop an Individual Class: Tuesday, October 13, 2020
Last Day to Pass/Fail: Thursday, November 19, 2020
Last Day of Classes: Monday, December 14, 2020
Final Exam Period: Thursday, December 17, 2020–Wednesday, December 23, 2020

Spring Term 2021
First Day of Class: Monday, January 11, 2021
Change of Program Period: Monday, January 11, 2021–Friday, February 2, 2021
Last Day to Drop an Individual Class: February 2021
Last Day to Pass/Fail: March 2021
Last Day of Classes: Thursday, April 15, 2021
Final Exam Period: Friday, April 16, 2021–Monday, April 26, 2021
SPS Graduation: TBD
Columbia University Commencement: April 2021

Summer Term 2021

The Summer Academic Calendar serves as a reference and planning document for all students, faculty, staff and includes registration dates, class start dates, add/drop deadlines, exam dates and more. Students registered in courses at another school at the University are subject to the dates and policies of the school that owns the course.

Please visit the SPS Summer Session website for a complete list of important registration dates.

Columbia University Holidays

Most administrative offices will be closed with limited or no services available. Offices may have shorter open hours the day prior to a major holiday, please check with the specific office regarding updated hours of service.

Labor Day: Monday, September 7, 2020
Academic Holiday: Monday, November 2, 2020
Election Day: Tuesday, November 3, 2020
Academic Holiday: Wednesday, November 25, 2020
Thanksgiving Day: Thursday, November 26, 2020
University Designated Holiday: Friday, November 27, 2020
University Designated Holiday: Thursday, December 24, 2020
Christmas Day: Friday, December 25, 2020
University Designated Holiday: Thursday, December 31, 2020
New Year's Day: Friday, January 1, 2021
Martin Luther King Jr.' s Birthday: Monday, January 18, 2021
Memorial Day: Monday, May 31, 2021
Independence Day: Sunday, July 4, 2021


KINGS COLLEGE FOUNDED IN THE PROVINCE OF NEW Y
UATED AS COLUMBIA COLLEGE BY ROYAL CHARTER IN THE REIGN OF GEORGE II
IE FREE AND INDEPENDENT COLLEGE BY THE PEOPLE OF THE STATE OF NE
THE ADVANCEMENT OF THE PUBLIC GOOD AND THE GLORY OF ALMIGHTY
MAINTAINED AND CHERISHED FROM GENERATI
THE LIBRARY OF COLUMBIA UNIVERSITY

II. Student Checklist



Insurance and Immunizations

Select or Opt Out of Student Health Insurance Options

(Please note: International students are required to opt into Health Insurance or prove they have acceptable alternate insurance. Please factor this cost into your education)

Students enrolling full-time (12 or more points/term) are automatically enrolled in the Columbia University Student Medical Health Insurance Plan every academic year. Students may:

1. Remain enrolled in the Columbia Student Medical Insurance Plan.
2. Request a waiver if they have existing insurance and would like to opt out. Students enrolling in fewer than 12 credits each term may opt into receiving the Columbia University Health Insurance but are not required to do so. Failure to opt out of the insurance by the deadline will result in the students' account being billed. Students will be held financially responsible for insurance for which they do not opt out.

New York State Law requires that all students who will be attending a class on campus document their immunity to measles, mumps, and rubella. To do so, students must submit the Columbia University Measles, Mumps, and Rubella form to the Columbia Health Immunization Compliance Office and confirm their meningococcal meningitis decision online.

Read more about immunization requirements.

Columbia LionMail Email Account

SPS has established email as the official and primary means of communication with students. An official Columbia University email address is required for all students. Columbia University and the School of Professional Studies will send all official communications to the student Columbia University email address.

New students activating their email account or continuing students who have forgotten their UNI and/or password should visit the CUIT website to access their accounts.

Columbia ID Card

A Columbia University ID card grants students access to the libraries on campus, the student center, and other secure campus locations, allows them to purchase services at campus cafes and the University bookstore, and enables them to take advantage of several discount programs specific to Columbia University ID cardholders. Students can learn more about the features of the University ID card features by visiting the Student Services Center.

In order to get a new ID card or replace an existing one, students can:

1. Visit the ID Center in person
2. Submit a photo online and pick up at the ID Center.

Columbia University ID Center

Location: 204 Kent Hall
Hours: Monday–Friday, 9 a.m.–5 p.m.
Please note that the office is closed on University holidays.

Campus and Classroom Accommodations

The Office of Disability Services (ODS) facilitates equal access for all students with disabilities by coordinating reasonable classroom and physical accommodations and support services, cultivating a campus culture that is sensitive and responsive to the needs of students. Students seeking reasonable accommodations or support services from ODS are required to register with the office. Students are encouraged to apply for ODS accommodations as early as possible, as it may take up to three weeks for the documents to be reviewed and processed.

Location: Wien Hall, Main Floor–Suite 108A
Hours: Monday–Friday, 9 a.m.–5 p.m.
Phone: 212-854-2388
Fax: 212-854-3448
Email: disability@columbia.edu
Website: health.columbia.edu/disability-services
SPS Liaison: Phong Luu
sps.columbia.edu/students/student-services

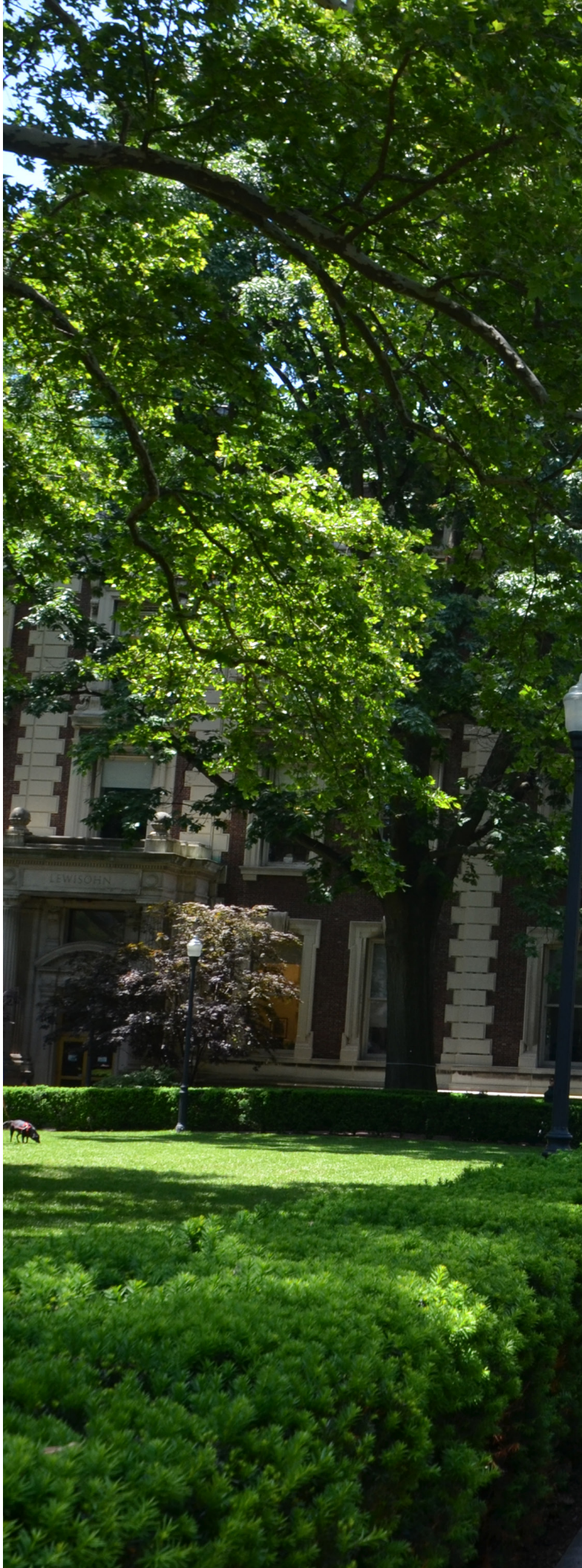
II. Student Checklist

Pre-Orientation Modules

All SPS students are expected to complete online pre-orientation requirements prior to the beginning of their academic program. The pre-orientation requirements introduce students to the offices and resources available to support them during their time at SPS. Failure to complete the designated required sections will result in a registration hold being applied on your student account, which will prevent you from registering for classes. New students will receive an email with details on how to access and complete the tutorials.

Review Student Account Statement Online

A student's E-bill statement will be available through Student Services Online (SSOL). Students will receive an alert at their Columbia email address indicating that it is available. Please visit the Student Financial Services website to find out more about financial aid and tuition payment options.





III. Registration and Academic Review



Registration

Columbia University students use the Student Services Online (SSOL) tool to view their accounts, check registration appointment times, register for classes, pay tuition and fees, review holds, update contact information, view grades, request transcripts, and much more.

How to Register for Courses

Students may register for courses on SSOL using their Columbia UNI and password. All students are assigned registration appointment times when they will be able to register for their courses. Students can only register online during these appointment times. These appointment times will be posted on SSOL one week prior to the registration period. Students who do not see a registration appointment time in their account should contact their academic advisor.

Choosing Courses

The Directory of Classes (DOC) is Columbia's online course catalog of all classes at the University. The Directory of Classes provides the course's five-digit call numbers used for registration, course times and locations, and course instructors. Students can also check if courses require departmental or professor permission, the structure of the course (lecture or seminar), and course enrollment numbers. Auditors and Lifelong Learners can also view course offerings in the Directory of Classes, which are listed "By subject" under "Auditing."

Registering for Courses that Need Approval

Some courses require the approval of either the professor teaching them or the department offering them. To determine whether or not the course requires pre-approval from an instructor or department, students should refer to the "Approvals Required" line on the course's webpage on the Directory of Classes. Courses that do not fall under the School of Professional Studies will also require prewritten approval, even if "None" is listed under "Approvals Required." Students will need to submit written approval from the professor/department, along with the Registration Adjustment Form, in order to be given permission to enroll. Students should always connect with their advisers before attempting to join a class outside their program in order to receive the most appropriate/current cross-registration instructions. Courses that are not pre-approved by their academic program will not count toward program requirements.

Late Registration

Students who are unable to register for courses prior to or during the Change of Program period during a semester may register during the Late Registration period. Please note that students registering for their first classes during the Late Registration period will be charged a late registration fee of $100.00.

Adding and Dropping Courses

Students must register for the courses they wish to take, and they may not attend courses for which they are not registered. Students may add/drop SPS courses through SSOL at any point during the Change of Program Period of that term or session. Please note that the window to add/drop courses will change based on the length of the course, including, but not limited to, Executive Seminars, Block-Week Courses, and Summer Sessions. Students should consult the Academic Calendar for exact dates of the Change of Program Period, as well as other important registration dates. Students are responsible for adhering to registration deadlines regarding changes to their schedule. Students enrolled in courses outside SPS are held accountable to the registration dates and policies of the school that owns the course. For more information about the registration process, visit the Registrar's website. For more information about the registration process, visit the Registrar's website.



Holds

Failure to meet deadlines, meet with an academic adviser, pay outstanding account balances, missing admissions documents, and/or maintain satisfactory academic progress may result in a "hold" on a student's account. A hold prohibits students from registering, changing programs and/or obtaining a diploma or transcripts. Only the office that applies the hold may remove it for a student. Students can see their existing holds and how to remove them on their SSOL account.

Change of Program Period

Students may add and/or drop courses through SSOL, without penalty, during the Change of Program Period (i.e., the first two weeks of classes for the fall and spring semesters). Students are not charged tuition for courses dropped during this time, and dropped courses do not appear on the student's transcript. Please note that the window to add/drop courses will change based on the length of the course, including, but not limited to, Executive Seminars, Block-Week Courses, and Summer Sessions.

During Change of Program

Adding Classes

Students may add courses through SSOL at any point during the Change of Program Period. Please refer to the Columbia University Academic Calendar and the Columbia Summer Calendar for specific dates for a session or term. Please note that the window to add courses will change based on the length of the course.

Dropping an Individual Class

Students may drop individual courses from their schedule through SSOL at any point during the Change of Program Period without financial penalty. Students planning on dropping all of their courses for a term should visit the Withdrawal section of the SPS Student Handbook. Please refer to the Columbia University Academic Calendar for specific dates for a session or term. If you are attempting to drop the only course you are registered for, you must submit a withdrawal for the term.

Students must speak with their academic adviser about withdrawing from courses for the term. International students should speak with the ISSO to ensure that any changes to their registration will not impact their visa status.

Withdrawing

During the Change of Program period, students may also withdraw, meaning drop all of their courses, and receive a full tuition refund. All students who withdraw after a term has begun will be assessed a $75 withdrawal fee. Students must submit the Notice of Withdrawal form online with the Office of Advising to initiate the process. A withdrawal statement is added to the academic transcript for each term a student withdraws from the University.

After Change of Program

After the Change of Program period, students may continue to add or drop individual courses through SSOL until the final deadline to add or drop a course (please refer to the Academic Calendar). Courses added during this time are subject to the instructor's approval, as well as the $100 Late Registration fee if it is the first course for which a student is registering. Students may drop a course via SSOL, which will be routed to their adviser for approval. Courses dropped after the Change of Program Period are charged at full tuition and are not eligible for a refund, but they do not appear on a student's transcript. Failure to attend classes or unofficial notification to the instructor does not constitute dropping a course. Students who stop attending a course without formally dropping it by the deadline will be assigned a final grade by the instructor. Students seeking to drop all of their courses for the term after the Change of Program Period should complete the Notice of Withdrawal. If you are attempting to drop the only course for which you are registered, you must submit a withdrawal for the term.

The drop deadline is the last day that students may drop classes without the course appearing on their transcript. Students dropping individual courses after the Change of Program period are not eligible for a refund. In order to be eligible for a refund (based on the refund schedule), students must withdraw from all of their classes for the term (see "Withdrawing").

Students must speak with their academic adviser about withdrawing from courses for the term. International students should speak with ISSO to ensure that changes to their registration will not impact their visa status.

Please refer to the Columbia University Academic Calendar and the Columbia Summer Calendar for important registration dates every term.

III. Registration and Academic Review

Cross-Registration

Students are expected to follow degree requirements in place during their initial term of enrollment. Some programs allow for coursework outside the home program. At times, opportunities to take courses outside the program appear in the form of electives. Students should contact their adviser if they would like to pursue a course within another SPS academic program. Approval from a student's academic program is required for cross-registration; cross-registered courses will not count toward degree requirements without prior written approval submitted to the student's academic adviser. Students registered in courses at another school at the University are subject to the dates and policies of the school that owns the course.

1. Registration across SPS departments
2. Registration across the University
3. Registration at another institution with which Columbia has a formal agreement

Permission to register for courses in other divisions of the University may be contingent on the course, the school that offers it, and the student being in good academic standing within the School of Professional Studies. Some schools allow cross-registration; others do not. Below is specific cross-registration information for each school.

School of the Arts

Office of Student Affairs
305 Dodge Hall | soastudentaffairs@columbia.edu

Undergraduate courses in film, theatre, writing, and visual arts are open to Professional Studies students on a space-available basis. Although not permitted to enroll in M.F.A. writing courses, Postbaccalaureate Studies students in the School of Professional Studies may cross-register in selected graduate courses in the other divisions of the School of the Arts on a space available basis, with the permission of both the adviser or program director of the School of Professional Studies and the appropriate division of the School of the Arts.

Graduate School of Arts and Sciences

Low Memorial Library | 212-854-4737

School of Professional Studies students with appropriate preparation and departmental and/or instructor permission may cross-register for courses offered by the Graduate School of Arts and Sciences.

Graduate courses taken through the School of Professional Studies may become the basis of transfer credit toward a graduate degree, although this is up to the graduate school to which a student is admitted. Columbia's Graduate School of Arts and Sciences normally confers up to 12 points of credit toward the Liberal Studies M.A., and up to one "residence unit" of credit toward the M.A. for work completed in the School of Professional Studies as a Postbaccalaureate Studies student in approved graduate-level courses with a grade of B or better.

School of International and Public Affairs

408 IAB | 212-854-6216

Certain SIPA courses are available on a space-available basis. Students can register for courses listed on the cross-registration site using SSOL. Students should consult the website for course requirements. Courses taken through the School of Professional Studies may become the basis for advanced standing toward a graduate degree in SIPA or elsewhere, but this is up to the graduate school to which a student is admitted.

The FU Foundation School of Engineering and Applied Science

Students seeking to register for courses in the The Fu Foundation School of Engineering and Applied Science.

(SEAS) should fill out a Registration Adjustment Form (RAF) with the classes they hope to enroll in. The form should be emailed to their academic adviser. The Fu Foundation School of Engineering and Applied Science will not accept registration forms submitted directly by students. The forms will be reviewed during the first three weeks of classes. If approved, the student will be contacted by SEAS and registered in the courses. RAF forms will not be accepted following the third week of the semester. Students may only cross-register for up to two (2) courses in SEAS per term. Any questions regarding cross-registration in SEAS should be directed to the student's SPS academic adviser.

Columbia Business School

Select Business School offerings, excluding core courses, are open to Columbia University graduate degree candidates and postbaccalaureate students in the School of Professional Studies. Non-Business School students may take no more than 3 credits of business school courses per semester and no more than 12 credits during their entire Columbia course of study. Please navigate to Cross-Registration for Non-MBA students, Executive MBA Course Cross-Registration, or PhD Cross Registration for complete information about the cross-registration procedure for Columbia Business School.

Barnard College

111 Milbank Hall | 212-854-2014 | admissions@barnard.edu

Barnard courses appear in departmental course listings with the prefix "BC" before the course number. Limited-enrollment courses at Barnard, especially seminars, are only open to School of Professional Studies students on a space-available basis and with instructor approval. While it is generally possible to cross-register in Barnard courses without limited enrollments, School of Professional Studies students should be aware that some courses at Barnard are not interchangeable with what appear to be equivalent Columbia courses. Please note that School of Professional Studies students do not have permission to register for classes in the Architecture department at Barnard.

The Mailman School of Public Health

722 West 168th Street, Suite 1030 | 212-305-3927

Non-Mailman School students interested in taking public health courses must complete the Mailman cross-registration form, which may be downloaded from the following link. Cross-registration takes place at the start of the semester during the change of program period.

For Mailman Student Affairs approval, you may send the form directly to Lillian Morales at lm31@cumc.columbia.edu. All approvals are pending space availability.

School of Social Work

1255 Amsterdam Avenue; Room 525 | 212-851-2364

Postbaccalaureate Studies students with the necessary prerequisites may, with the permission of the Student Service Office at the School of Social Work, enroll in Social Work courses on a space-available basis.

Teachers College

301 Thorndike Hall | 212-678-3710 | tcinfo@tc.columbia.edu

Teachers College is the graduate professional school of education affiliated with Columbia University. SPS students who wish to cross-register into TC should take the following steps:

- Students should review the TC schedule for important course information. You will need the five-digit call number (referred to as a CRN on TC's website) to register, so please make a note of it.
- Students must obtain the instructor's approval to register for any TC course. They should contact instructors individually to secure written, signed approval. If they are unable to reach an instructor directly, they should try contacting the academic department office.
- Once the adviser confirms approval from the instructor, the adviser fills out the registration adjustment form for the student.

Schools not Granting Cross-Registration to SPS Students

School of Professional Studies students are not allowed to cross-register in courses in the schools listed below:

- School of Law
- College of Dental Medicine
- School of Nursing
- College of Physicians and Surgeons
- School of General Studies
- Graduate School of Journalism

III. Registration and Academic Review

Billing and Payments

Columbia University bills students for tuition, fees, and other charges at the beginning of each term. When a new student account statement is generated, an email notification is sent directly to the students' Columbia email account, and they can access their e-bill by logging into SSOL. The University does not mail paper bills, so it is important for students to check their Columbia email. Please visit the academic program page for information regarding the cost per point and associated fees for a specific program of study.

Counselors in the Office of Student Financial Services, 210 Kent Hall, are available to discuss financial aid and payment options. Students may refer to the Financial Resources for information regarding loans, financial aid, and outside funding.

Columbia University reserves the right to withhold the privilege of registration, or any other University privilege, including transcripts and diplomas, from any person with unpaid debts to the University.

Withdrawal and Leave of Absence

Withdrawing from All Classes

There are occasions where students must withdraw, meaning drop all of their classes, while a term is in progress. Students who must withdraw after a term has begun will be assessed a $75 withdrawal fee and may be entitled to a tuition refund based on the date of the withdrawal in accordance with the tuition refund schedule. The last day to submit a withdrawal is the last day of classes. Students intending to withdraw from all their classes and be dropped to zero units in a term should complete the Notice of Withdrawal form and allow up to ten (10) business days for the withdrawal request to be processed by the Office of Advising. Please note that withdrawing from a term may have financial and academic consequences, and students are advised to communicate with their academic adviser in order to make an informed decision. Withdrawing from classes in consecutive terms may have an impact on a student's Satisfactory Academic Progress (SAP). A withdrawal statement is added to the academic transcript for each term that a student withdraws from the University.

A student who withdraws from consecutive terms may be placed on academic probation. A withdrawal statement is added to the academic transcript for each term that a student withdraws from the University.

Leave of Absence

Master of Science and Certificate Students may be eligible to take a leave of absence. A leave of absence allows students who must interrupt their studies for a compelling and documented reason—for example, a sustained medical condition that prevents attendance or a significant personal matter requiring absence from campus—to be exempt from the continued enrollment requirement as stated in this Handbook. The leave of absence for a given semester will not be accepted after the final day of classes of that semester and will not be granted retroactively.

Students who intend to take a leave of absence must first meet with their adviser to discuss all academic options. If an a leave of absence is the best course of action, the student must notify the School of Professional Studies by submitting a Leave of Absence Request Form to the Office of Advising.

Until students are notified by the Office of Advising that the leave has been approved, they should assume that they are registered for their courses and will be expected to fulfill their academic and/or financial responsibilities, including completing course work. A leave of absence can be granted for one or two semesters. However, a students total leave may not exceed one year, after which time they may be required to reapply to their academic program.

Students taking a leave of absence are not considered registered Columbia students and do not have access to University facilities. An approved leave of absence is entered on a student's permanent academic record. If a leave of absence is requested during an ongoing term, once the leave of absence is processed by the Office of Advising, courses and grades for the semester in progress are expunged from the student's record.

The term(s) a student takes on a leave of absence are not counted toward the time allowed for completion of the degree requirements, nor toward the time for completion of an incomplete grade. A student on leave may not fulfill any degree requirement during that time, including incomplete work.

III. Registration and Academic Review

Important Notes:

Students studying on a J1 or F1 Visa:
Students studying on a J1 or F1 visa who intend to take a leave of absence must contact the International Students and Scholars Office (ISSO) immediately.

Students with Financial Aid:
Students on financial aid should contact Student Financial Services for information about the effect of taking a leave of absence on federal aid, loans, and/or fellowships. Most University and government loan programs do not permit the deferment of loan repayment while a student is on leave.

Students with Veteran Benefits:
Students using Veteran Benefits to fund their education should contact the Office of Military and Veteran Affairs for information about the effect of taking a leave of absence.

Leave of Absence: Medical

Students who interrupt their studies temporarily due to illness or injury may take a medical leave of absence, contingent upon the submission of documentation from a healthcare professional. Documentation from a healthcare professional should confirm that the student is unable to engage in academic studies and include a statement as to when the student may be expected to resume studies. The documentation can be submitted to sps-wellness@columbia.edu.

Please visit the SPS website for the time restrictions for a leave of absence.

Leave of Absence: Military

Students who must interrupt their studies temporarily to fulfill a compulsory military obligation for a specific length of time will be granted a military leave of absence to fulfill that obligation. Students are expected to provide documentation from the appropriate military authorities with dates and length of obligation when requesting the leave of absence. The documentation can be submitted to spsadvising@columbia.edu.

Please visit the SPS website for the time restrictions for a leave of absence.

Leave of Absence: Personal

Students who must interrupt their studies temporarily for reasons other than those described as medical or military may request a personal leave of absence. Reasons may include, but are not limited to, financial status; child care; illness, bereavement, or other critical matters in one's family; changes in one's outside employment; and other situations as required by applicable law. Students are expected to provide documentation of circumstances when requesting the leave of absence. The documentation can be submitted to spsadvising@columbia.edu. Students are expected to provide documentation of circumstances when requesting the leave of absence.

Please visit the SPS website for the time restrictions for a leave of absence.

Leave of Absence: Involuntary

The Senior Associate Dean of Student Affairs, or designee, may place a student on an involuntary leave of absence for reasons of personal or community safety. This process will be undertaken only in extraordinary circumstances when there is compelling information to suggest that the student is engaging in, or is at heightened risk of engaging in, behavior that could lead to serious injury to themselves or others.

Please visit the SPS website for the time restrictions for a leave of absence.



III. Registration and Academic Review

Returning from a Leave of Absence

Students intending to return from a leave of absence must submit a Return from Leave of Absence Form to their academic adviser. Prior to the student's return, they must meet with their adviser to discuss course planning and resuming their studies.

Please refer to the SPS website for the deadlines to request a return from a leave of absence

Students returning from a medical leave of absence must also submit a letter from the healthcare professional who provided treatment confirming the student is capable of returning to graduate study. The letter should describe the treatment, progress made, and an evaluation of the student's readiness to return to full-time study at Columbia. The letter must also address the continued care plan recommended for the student's return so that they can be connected to the appropriate services when they come back.

Letters should be sent directly to Associate Director of Student Wellness, Danielle Pompili by email (sps-wellness@columbia.edu). Letters written in a language other than English must be accompanied by an English translation. Students may be required to be evaluated by the relevant branch of University Health Services to complete the reenrollment process. Once approved to return, students may register during their assigned registration appointment times.

Students are urged to meet with the Associate Director of Student Wellness and their academic adviser during the first two weeks of the semester when they return to ensure a smooth transition to the campus community.

Students who have decided not to return from a leave of absence should complete the Withdrawal Form.

Refunds

All students who withdraw or take a leave of absence from a semester for which they are registered that is already in progress are subject to the $75 withdrawal fee. Students who submit their withdrawal or leave of absence prior to the semester from which they are pausing their studies are not charged the withdrawal fee. A student may be entitled to a tuition refund based on the effective date of the withdrawal in accordance with the tuition refund schedule.



Advanced Standing and Course Waiver

Advanced Standing and Course Waivers

Master of Science students may qualify for Advanced Standing and/or Course Waivers if they demonstrate subject matter competency for certain courses in their curricula. Students in non-degree programs are not eligible.

Students who have been granted Advanced Standing might be exempt from up to six (6) units of study.

Students who have been granted Course Waivers might be able to replace up to six (6) units of study. Once a student is granted a Course Waiver, they must satisfy the unit requirement by identifying and completing alternative courses, with the approval of their academic director and/or adviser.

Students must submit an application form to be considered for Advanced Standing & Course Waiver. The request should include significant academic experiences that have prepared them to meet course objectives, concepts, and learning outcomes stated in the course description for the program course. To determine eligibility, please see the following:

Overview of the eligibility parameters:

- Demonstration of academic work that has direct equivalency to an approved program requirement;
- Course completed at an accredited higher education institution, at the graduate level (Advanced Standing) or undergraduate level (Course Waiver), with a grade of B or better;
- The course has been taken in the last two years to demonstrate currency (exceptions to the 2-year limit will be made at the discretion of the academic director);
- Courses that have been applied toward a previously earned degree or credential cannot be used.

Submit the following in order to request Advanced Standing:

- A completed Advanced Standing Form;
- Official syllabus or course description for each course that is being applied for petition;
- A cogent statement that details the student's academic readiness to forgo a current course.

Submit the following in order to request a Course Waiver:

- A completed Course Waiver Form;
- Official syllabus or course description for each course that is being applied for waiver;
- A cogent statement that details the student's academic readiness to waive a current course and take another approved course in its place.

If the academic program allows Advanced Standing/ Course Waiver and the student is approved, they will receive a decision from their academic adviser. Course completion and grade will be verified on the official transcript submitted at the time of application. Please note that during peak times, it may take longer to review and process a request. Requests should be submitted no later than the end of the Change of Program Period during the student's first term of study at the School of Professional Studies.



III. Registration and Academic Review

Examinations

Exam Conflict

Upon the occasion that a student has two exams scheduled for the same time, they should contact one of their instructors to schedule a make-up exam. Similarly, no student is obliged to take three exams on any given calendar day. Students with three exams on the same day should print their exam schedule from SSOL and present it to each instructor or program. An attempt will then be made to arrange for one of the instructors to schedule a make-up exam on a different day. It is the the responsibility of students to communicate with their instructors to identify an alternative time to take one of their exams.

Examinations are not rescheduled to accommodate travel plans.

Exam Accommodations

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, all students who are absent because of their religious beliefs will be given an equivalent opportunity to make up any examination, study, or work requirements that they may have missed because of such absences on any particular day or days.

No student will be penalized for absences due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved. The School of Professional Studies schedules academic activities and essential services to avoid conflict with religious holidays when possible. Students should speak with their instructor if a conflict arises. If a suitable arrangement cannot be made, please contact spsadvising@columbia.edu.

Office of Disability Services Accommodations

Students seeking exam accommodations should apply with the Office of Disability Services (ODS) and can find more information in the appropriate section of the SPS Student Handbook.

Students are encouraged to apply for ODS accommodations as early as possible, as it may take up to three weeks for the documents to be reviewed and processed. Accommodations are not provided retroactively, and faculty are not required to provide accommodations that have not been approved by ODS.

The School of Professional Studies will work with student requests for accommodations that are within reason and policy. Any questions or concerns regarding accommodations for academic programs or events can be sent to sps-studentservices@columbia.edu.

Re-Examination

In cases of incapacitating illness or extenuating circumstances out of the students' control, they should contact their instructor and/or program director to request a rescheduled exam. Please note that students are responsible for rescheduling their exams and identifying a proctor, when necessary. It is at the discretion of the faculty member and academic program to allow the re-examination.

Grades

SPS'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 fulfilling degree, certificate, or certification requirements must be taken for a letter grade. Students are encouraged to utilize the GPA calculator to figure out their cumulative GPA.



Letter Grade

A letter grade is given to a student based on their completed work, including the final exam or paper. It is expressed on a student's transcript by the following SPS's letter grade and GPA point scales:

Grade Scale

Grade	Percentage	GPA Points
A+	98–100 %	4.33
A	93–97.9 %	4
A-	90–92.9 %	3.67
B+	87–89.9 %	3.33
A	83–86.9 %	3
B-	80–82.9 %	2.67
C+	77–79.9 %	2.33
C	73–76.9 %	2
C-	70–72.9 %	1.65
D	60–69.9 %	1
F	≤59.9%	0

Pass/Fail

Indicates a course taken and judged not based on a quality scale that would be reflected in a letter grade but rather if the student completed enough quality work to pass or fail the course. Course instructors award the appropriate letter grade, which is converted by the Office of the Registrar into a mark of P (for grades A through D) or F.

Students in structured degree programs may not elect to take courses on a Pass/Fail basis to be counted toward the requirements of a degree, certificate, or certification, unless designated and assigned by their academic program. Visiting students should not request the mark of P without first obtaining permission from the appropriate official at their home institution. Elementary and intermediate foreign language courses, except for American Language Program courses, cannot be taken on a Pass/Fail basis. An exception to this rule was made in Spring 2020 when all courses across Columbia University were graded on a Pass/Fail basis because of COVID-19.

Students for whom the mark of P is academically acceptable may indicate this during registration or on subsequent application based on the deadline for the term, which can be found on the Academic Calendar. Under no circumstance may a student change from taking a course for Pass/Fail after the last day to exercise the Pass/Fail option. Students in the Postbaccalaureate Studies and Visiting Students Program are allowed to explain "uncover" a grade of Pass during the Change of Program Period of the subsequent semester via SSOL.

IN (Incomplete)

The purpose of the mark of IN is to permit postponement of the final written work, exam, project, or presentation for the course when incapacitating illness (as certified in writing by the University Health Service or by a private medical practitioner), serious family emergency, or other comparably grave situations that require such postponement. Students must have completed more than 50 percent of their coursework to qualify for a grade of incomplete. Students who wish to receive the mark of IN must first discuss the option with their faculty member and gain approval. Once they receive approval for an IN grade, the student must contact their academic adviser to complete and submit an Application for Grade of Incomplete before the last day of class of that semester. This form requires the signatures of the instructor, the academic director of the student's program, and their academic adviser. Applications for a Grade of Incomplete will not be accepted retroactively. Students with marks of IN in more than half of their courses in a given semester are in danger of not meeting Satisfactory Academic Progress and may be required to meet with an academic adviser before they register for courses. The student and instructor must agree on a deadline for completion of outstanding work within one academic year, at which point a new grade will be awarded, or the IN will revert to the agreed upon default grade on the Application.

Students on a Leave of Absence may not submit work to resolve a grade of IN, and the deadline for submitted work will be adjusted to reflect the leave.

UW (Unofficial Withdrawal)

The mark of UW may be assigned to students who have registered for a course but have never attended or have discontinued attendance prior to the due date of substantive work, without officially dropping the course. Alternatively, a letter grade may be assigned by averaging uncompleted work. Although marks of UW

are not counted as part of a student's overall academic performance, they do indicate that the student is not making satisfactory academic progress and may be placed on academic warning or probation, or they may be asked to terminate their studies. The mark of UW appears on the student record and cannot be changed by subsequent completion of coursework (see IN above). Students who receive a grade of UW are held financially responsible for any tuition and fees associated with the course.

R Grade

Students in the School of Professional Studies are not permitted to register for courses for an "R" grade.

Grade Appeal

This grade appeal policy applies to courses offered through the School of Professional Studies only. For courses that are administered by other schools, the student must contact that school directly to inquire about their grade appeal process and policy.

The performance of a student is judged at the discretion of the course instructor. If a student finds themselves in an untenable situation during a course and believes procedures are not appropriate or are biased towards an individual or group, they should submit their documented concerns to their academic adviser.

Only final course grades may be appealed; students may not appeal individual assignment grades. Prior to pursuing an official grade appeal, a student should first objectively compare and evaluate what they have earned for each component of the final course grade, per the requirements outlined in the course syllabus. Disagreement with an assigned grade is not grounds for an appeal, and requests will not be considered. If a student remains certain that there was an objective miscalculation, they should first contact their instructor to clarify the grading discrepancy. If all attempts to contact the instructor have failed and more than five business days have passed, or if the student still objectively disagrees with the instructor's assessment after receiving concrete feedback, the student may begin the formal grade appeal process.

Graduating students seeking to appeal a final grade must submit their appeal request before degree conferral and no more than 15 business days after the end of term, whichever comes first.

In order to initiate the formal grade appeal process, students should contact their academic adviser with any objective documentation of why they believe their grade is incorrect.

Satisfactory Academic Progress and Student Persistence

Satisfactory Academic Progress

A student's academic progress is considered to be satisfactory when a student maintains at least the minimum grade point average required for their program, completes a minimum of 67 percent of their total attempted credits, and is on track to complete their program within the maximum time for completion.

The academic progress of each student is reviewed shortly after the end of each term. After the review of records has been completed, students will be alerted to any identified academic concerns and told of the consequences of failure to improve upon those concerns.

Students receiving federal financial aid must maintain satisfactory academic progress. A student who is not maintaining satisfactory progress, and whose inadequate progress is not judged to be attributable to mitigating circumstances, is ineligible to receive financial aid.

Examples of financial aid include:

- Federal Work-Study Program
- Federal Perkins Loan Program
- Federal Direct Loan Programs
- Federal Parent PLUS Loan Program
- Federal Graduate PLUS Loan Program
- Institutional Grants and Scholarships

Questions regarding financial aid eligibility requirements should be sent to the Office of Student Financial Services at ssc@columbia.edu or 212-854-7040.

Student Persistence

Students who are not meeting Satisfactory Academic Progress are considered to be in poor academic standing, and students with multiple terms of unsatisfactory academic progress are subject to dismissal from the School of Professional Studies. Students earning grades of D or F in a term may also be subject to dismissal. All decisions of dismissal for academic reasons are subject to appeal. A transcript notation will be made when students are expelled or dismissed from the School of Professional Studies.

Failure to meet Satisfactory Academic Progress can lead to:

Academic Warning

Master of Science, Certificate, and Certification students are placed on academic warning if their GPA falls below 3.0 in any given semester. Students in the Postbaccalaureate Studies program or Visiting Students program are placed on academic warning if their GPA falls below 2.0 in any given semester. In addition, students might receive notice of academic warning if they receive a grade of D or F. There is no appeal process available to students placed on academic warning.

Academic Probation

Master of Science, Certificate, and Certification students may be placed on academic probation for the following reasons: failure to return to good standing after a semester of academic warning and/or failure to make satisfactory progress toward the degree or certificate. Students whose GPAs fall below 3.0 (2.0 for students in the Postbaccalaureate or Visiting Students program) for two consecutive semesters are placed on academic probation.

Academic Dismissal

The Office of Advising monitors student persistence, as they are expected to maintain good academic standing as an enrolled student in the School of Professional Studies. When a student has not maintained satisfactory academic progress for multiple semesters, the Office of Office of Advising will initiate proceedings to dismiss the student. Typically, academic dismissals are effective immediately. Students who are dismissed are dropped from all of their classes, may not register for future classes, and are no longer considered Columbia University students.

A student who has been dismissed must submit their request for an appeal within five (5) business days after the receipt of the dismissal notice. The appeal should be no more than two (2) pages single-spaced, Times New Roman, 12-point font, and one-inch margins. Students may attach relevant documents that support one of the two grounds for an appeal. The appeal request should explain the grounds for challenging the dismissal. Disagreement for the dismissal is not grounds for an appeal. There are two grounds for an appeal:

- The student has new and relevant information that was unavailable at the time of dismissal with supporting documentation;
- The student has substantive concerns, with supporting documentation, with the process that led to the dismissal that could potentially change or affect the outcome of the decision.

A member of the senior leadership team in the School of Professional Studies will take the following actions:

1. Affirm the dismissal, or
2. Recommend an alternative academic sanction

Students will be notified of the final decision in writing upon review of their appeal. The decision is final, and no further appeals will be considered. Academic dismissals remain on a student's official University record.

III. Registration and Academic Review

Important Note:

Students studying on a J1 or F1 Visa:
Students studying on a J1 or F1 visa who are dismissed must contact the International Students and Scholars Office (ISSO) immediately.

Students with Financial Aid:
Students on financial aid must contact the Office of Student Financial Services for more information about the effect of a dismissal on federal aid, loans, and/or fellowships.

Students with Veteran Benefits:
Students using Veteran Benefits to fund their education should contact the Office of Military and Veteran Affairs for information about the effect of dismissal on their benefits.

Continued Enrollment

Students in all degree programs are required to register each fall and spring, unless otherwise indicated by their academic program. Students must maintain required and consecutive terms of enrollment until all degree requirements have been completed or until the time-to-degree limit has been reached. When a student is not registered for the required fall and/or spring terms, a hold is placed on their account and their student record is deactivated.

Students are exempt from the requirement to register continuously only when granted a Leave of Absence (LOA).

Students who are not currently registered for courses, including those who have been granted an LOA, are not considered to be currently enrolled students by the University and are not eligible for student insurance plans nor access to Columbia University facilities.

Students who wish to return to their studies must comply with the process outlined in our readmission policy.

Readmission

Master of Science students who were in good academic and behavioral standing when their student record was deactivated may request to be reactivated if no more than one year has elapsed, upon approval of their academic director. The student should contact their academic adviser to begin the reactivation process.

Master of Science students who were not in good academic or behavioral standing when their student record was deactivated may be required to submit a new application to the Office of Admissions to be considered for readmission. These students should contact their academic adviser to begin the readmission process.

A degree candidate who leaves the University without obtaining a leave of absence, who has not been registered within one year, or who has failed to pay all outstanding debts to the University must submit a new application to the Office of Admissions to be considered for readmission.

Nondegree students in good administrative and disciplinary standing when they leave the University need only submit a new application for admission if more than two years have elapsed.

Students wishing or required to apply for readmission must submit a new application to the Office of Admissions at least four weeks before the first day of registration for the term in which they wish to resume studies. If readmitted, these students become subject to all current requirements, as interpreted by the Academic Program, to fit their case. In cases involving prolonged interruption of studies, the program may require students to retake examinations and/or courses, as appropriate.

Course Repeat

Students may only retake an SPS course in which they have received a failing grade.

In certain cases, there might be program-specific courses that have higher minimum grades, in which case a student may retake the class to meet the higher grade standard. Students are financially responsible for any courses they wish to retake.

The final grade for both courses will appear on the student's transcript and be counted in their official Columbia University GPA; SPS will conduct a manual GPA calculation for satisfactory academic progress and graduation purposes. The student will be financially responsible for both courses.

Students are not permitted to repeat the internship course while in their academic program the student's transcript and be counted in their official Columbia University GPA; SPS will conduct a manual GPA calculation for satisfactory academic progress and graduation purposes. The student will be financially responsible for both courses.

Academic Integrity

As members of the Columbia University community, all students are expected to uphold the highest standards of respect, integrity, and civility. These core values are key components of the Columbia University experience and reflect the community's expectations of its students. Students are expected to conduct themselves in an honest, civil, and respectful manner in all aspects of their lives. Academic dishonesty or inappropriate personal conduct disrupts the integrity of the University, and therefore, infractions result in severe penalties. Integrity is a fundamental cornerstone to higher education, and any attempt to compromise this undermines the process by which knowledge is shared, created, and evaluated. Lapses in judgment and integrity are not tolerated. Students who violate standards of behavior related to academic or behavioral conduct interfere with their ability, and the ability of others, to take advantage of the full complement of University life, and will thus be subject to Dean's Discipline.

Academic Integrity infractions include, but not limited to:

- Plagiarizing or unauthorized collaboration on work
- Copying work or answers from persons or sources with or without the person's or source's permission
- Collaborating with others students on assignments without the express permission of the instructor
- Submitting original work toward requirements in more than one class without the permission of the instructors
- Facilitating or aiding in cheating, plagiarizing, or any academic integrity infractions
- Falsifying attendance or participation
- Falsifying data in submitted work
- Sabotaging the work of another person

Allegations of academic infractions may be reported, by any member of the University community, through the Office of Student Conduct and Community Standards, which also details the University policies and procedures that pertain to these issues. Students found in violation of the student Code of Conduct are subject to University sanctions. For more information, please visit the Student Conduct and Community Standards website.

Academic Integrity Pledge

As a member of the Columbia Community, I pledge to engage in honest and ethical behavior by utilizing only my own physical and intellectual property in pursuit of academic excellence. As a global student and innovative leader, I will abide by the University Student Code of Conduct and represent myself and my community with integrity at all times.



III. Registration and Academic Review

Degree, Certificate, and Certification Completion

The degree of Master of Science is conferred upon students who have satisfactorily fulfilled the requirements of their program and the School of Professional Studies. Each program sets forth the specific requirements for the degree, in addition to the School's standards of satisfactory performance and progress. Students applying for the Master of Science degree or Certificate conferral must fill out an Application for Degree and submit it to the Registrar's Office. Students applying for their Certification of Professional Achievement conferral should apply on the SPS website.

Degree Completion for Master of Science Students

Students completing their Master of Science degree must follow the guidelines to have their degree conferred. Columbia University confers degrees three times during the academic year: October, February, and April. SPS Graduation and Columbia University Commencement ceremonies for all conferrals take place in April.

Students who fail to complete all degree requirements by the degree conferral date will have their degree conferred in the subsequent term, pending successful completion of all outstanding requirements. Requests for retroactive degree conferrals will not be considered.

Students must apply separately to participate in ceremonial graduation exercises, such as SPS Graduation and Columbia University Commencement.

Registering for Courses After Completion of a Master of Science Program

Students who have completed a Master of Science degree in SPS and are interested in taking additional courses for credit after degree completion should apply to the Postbaccalaureate Studies program. Students wishing to pursue a structured certification or second degree must follow all application requirements for the particular program. Alumni also have the option to apply to our auditing program to take courses for no credit.

Deadlines for Submitting Degree Applications

Last Term of Enrollment: Fall Semester
February Conferral—Deadline to Apply: November 1

Last Term of Enrollment: Spring Semester
May Conferral—Deadline to Apply: December 1

Last Term of Enrollment: Summer Semester
October Conferral—Deadline to Apply: September 1



Certificate and Certification of Professional Achievement Completion

In order for the Certification of Professional Achievement or Certificate to be conferred, students must submit the appropriate application form. Please note: there are separate application forms for the Certification of Professional Achievement and the Certificate. The list of programs is below with the corresponding application form link.

Certificate	Certification of Professional Achievement
Advanced Business	Actuarial Science
Biotechnology	Bioethics
Advanced Classics	Critical Issues in International Relations
Ecology, Evolution and Environmental Biology	Enterprise Risk Management
Psychology	Environment, Peace, and Security
Quantitative Studies for Finance	Graduate Foundations
	Human Rights
	Narrative Medicine
	Sustainability Analytics
	Sustainable Finance
	Sustainable Water Management
	United Nations Studies
Click here for Conferral Application	Click here for Conferral Application

Approved applications will be printed and mailed a few weeks after the conferral date. Students should provide a mailing address that will remain current for at least a couple of months after the conferral date. If a student misses the deadline, they may still submit the application form for review in the subsequent term.

Students receiving a Certificate or Certification of Professional Achievement are not eligible to participate in SPS Graduation or Columbia University Commencement exercises.

To find the dates and forms that correspond with an application for graduation, please visit:

sps.columbia.edu/students/certification-certificate-completion



IV. Resources



Important Resources

Campus Resources

Advising

To ensure that students are fulfilling degree requirements and on track toward the completion of their degree, they should regularly meet with their academic advisor. Advisers can assist with:

- Registration
- Advising students on course sequencing and program requirements
- Choosing courses based on career and curricular alignment
- Cross-registration processes
- Referring students to other offices on campus that could provide a useful service

Academic program advisers can be found by going through the Advising Page.

Columbia University Libraries

Columbia University Libraries is a top-tier academic research library system serving one of the world's most important centers of research and learning. The Libraries build, sustain, and make discoverable collections that transcend traditional boundaries of format and domain, keeping pace with a dynamic and rapidly evolving information environment and creating unique opportunities for users to encounter global thought. The University Libraries' resources can be accessed in person while on campus and virtually from anywhere across the globe.

Writing Center

The Writing Center provides writing support to undergraduate and graduate students. In one-on-one consultations and workshops, their consultants offer feedback and strategies to help students improve at every stage of writing, from brainstorming to final drafts.

Public Safety

Columbia University's Public Safety is committed to making the campus and its surrounding environments as safe and secure as possible. Public Safety operates 24/7 to ensure the safety of Columbia's three campuses: Morningside Heights, Manhattanville, and Columbia University Irving Medical Center. Public Safety offers services such as a campus Safety Escorts, a Shuttle Bus Service, and a volunteer EMS team to support the Columbia community.
Click here to learn more about Public Safety's services.

- Public Safety Morningside Heights: 212-854-2797
- Public Safety Manhattanville: 212-853-3301
- Public Safety Medical Center: 212-305-8100
- Emergency Response: 911

Columbia Health

Columbia Health provides services to the Morningside campus with select services also provided on the Medical Center campus. The team has more than 150 individuals, including medical providers, therapists, psychiatrists, disability specialists, health promotion specialists, nutritionists, peer counselors, support staff, and administrative professionals. Columbia Health includes, but is not limited to, the following services:

- Alice! Health Promotion
- Disability Services
- Counseling and Psychological Services
- Gay Health Advocacy Project
- Insurance and Immunization Compliance
- Medical Services
- Sexual Violence Response

Alfred Lerner Hall Student Center

Alfred Lerner Hall is a hub for student life and activities at Columbia University. Lerner Hall encompasses multiple cafeterias, the office of University Events Management, the Arts Initiative, and the University Bookstore. In addition to spaces for studying, students can get various needs met within Lerner Hall.

Earl Hall Center

The Office of the University Chaplain, within the Earl Hall Center, designs and sponsors a variety of programs on matters of justice, faith, and spirituality for small and large campus groups. The Office of the University Chaplain fosters learning and personal growth through spiritual, ethical, religious, political, and cultural exchange.

Dodge Physical Fitness Center

Dodge Physical Fitness Center's Physical Education & Recreation Program meets the educational, recreational, and wellness needs and interests of the University community. Dodge offers a comprehensive recreation and wellness program, including but not limited to: Intramural/Club Sports, Group and Personal Fitness, diverse Physical Education curriculum, Camps, Clinics, and Special Programming.

CUIT

The Columbia University Information Technology office works to assist students, faculty, staff, and alumni with various IT needs. Whether a student needs support using different academic systems or accessing a Columbia email account, requests can be submitted for their office's services via askcuit@columbia.edu.

Off-Campus Housing Assistance

New York City's many and diverse neighborhoods, combined with an extensive public transportation system, offer a variety of housing options that are convenient to Columbia University's campus in Manhattan. The School of Professional Studies has limited housing availability for students who are enrolled full time in a Master of Science program on campus. SPS does not offer family housing.

Columbia's Off-Campus Housing Assistance (OCHA) office is a good resource for students seeking alternative housing. They maintain an online database of available apartments and rooms for rent in the greater New York metropolitan area. A University Network ID (UNI) is required to log into OCHA.

Food Bank

The Food Bank at Columbia is a student-run, student-managed initiative that is open to all students. Any student who has any level of food insecurity can reach out to The Food Bank to get a disbursement containing nonperishable food such as canned meat, canned vegetables, canned fruit, cold and hot cereal, and vegetarian options. Any information shared with The Food Bank will remain confidential. You can contact them via email at thefoodbank@columbia.edu.

University Life

The Office of University Life is the hub for University-wide student life information and initiatives. With the Office of University Life, students can:

- Learn about Columbia resources
- Join lively campus conversations on pressing issues in various forums and pop-up events
- Help shape community citizenship at Columbia through workshops, task forces, and working groups with students, faculty, and administrators from across the University

Arts Initiative

The Arts Initiative promotes discounts for students, faculty, and staff at some of the city's leading venues. Engage the cultural riches of New York, visit an Arts Initiative Museum partner, attend a Broadway show, or take yourself to the latest cinematic feature.

New York City Resources

NYPD

The New York City Police Department (NYPD) is the largest and one of the oldest municipal police departments in the United States, with approximately 36,000 officers and 19,000 civilian employees. It is responsible for policing an 8.5-million-person city, by performing a wide variety of public safety, law enforcement, traffic management, counterterror, and emergency response roles. Columbia University's Public Safety partners with the NYPD to ensure the safety of all students, staff, and faculty.

MTA and Taxi Service

New York City is famous for its methods of transportation, and many students utilize the MTA subway or bus service. These options allow for students to travel to all five boroughs of NYC. Students can find out current fares and locate a subway map or bus map of NYC by visiting the MTA site.

In addition to utilizing the subway and bus system, students can use the taxi service to get around NYC. Yellow Medallion Taxicabs charge by the time allotted within the ride and can be useful to arrive in parts of NYC not accessible by train.

Uber and Lyft are also available in New York City and can be accessed by downloading the respective apps.

IV. Resources

Institutional Resources

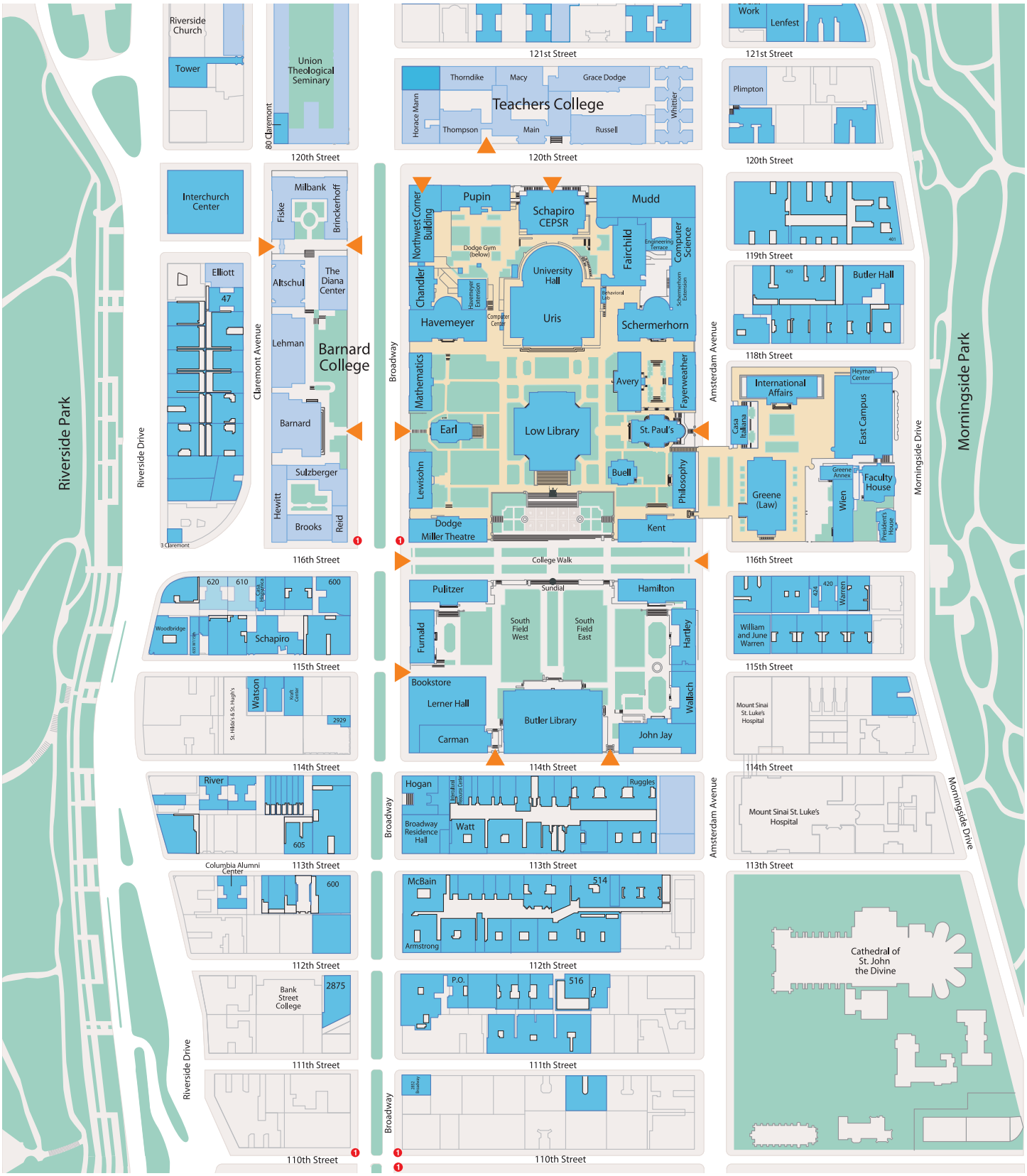
SPS Division of Student Affairs 203 Lewisohn Hall	**212-854-0419**
CU Medical Services John Jay Hall, 4th Floor	**212-854-7426**
CU Office of Disability Services 108A Wien Hall	**212-854-2388**
CU Counseling and Psychological Services Alfred Lerner Hall, 8th Floor	**212-854-2878**
CU Public Safety 101 Low Library	**212-854-2797**
CU Ombuds Office 660 Schermerhorn Extension	**212-854-1234**
CU Title IX Office Watson Hall 800	**212-854-1717**
CU University Chaplain Earl Hall 202	**212-854-1493**
CUIT Philosophy Hall 202	**212-854-1919**
CU Student Center Alfred Lerner Hall	**212-854-9067**

Important Emergency Numbers

NYPD	**Dial 911**
CU Public Safety Emergency Line	**212-854-5555**
On-Campus Medical Emergencies	**212-854-7426**
Sexual Violence Response & Rape Crisis Anti-Violence Support Center	**212-854-HELP/4357**
Nearest Hospital to Morningside Campus: Mount Sinai/St. Luke's Roosevelt Hospital 111 Amsterdam Avenue at 113th Street **Emergency Room:** **Psychiatric Emergency Room:**	 **212-523-3335** **212-523-3347**
US National Graduate Student Crisis Toll Free, 24/7	**1-800-GRAD-HLP/4789-451**
National Suicide Prevention Hotline	**1-800-273-8255**



Campus Map


Riverside Church
Tower
Union Theological Seminary
80 Claremont
121st Street
Work
Lenfest
Thorndike
Macy
Grace Dodge
Teachers College
Horace Mann
Thompson
Main
Russell
Whittier
Plimpton
120th Street
Interchurch Center
Milbank
Fiske
Brinckerhoff
Elliott
47
Altschul
The Diana Center
Lehman
Barnard College
Barnard
Sulzberger
Hewitt
Brooks
Reid
3 Claremont
Claremont Avenue
Riverside Drive
Riverside Park
Broadway
Pupin
Schapiro CEPSR
Mudd
Northwest Corner Building
Dodge Gym (below)
University Hall
Fairchild
Engineering Terrace
Computer Science
Chandler
Havemeyer
Uris
Schermerhorn
Mathematics
Avery
Fayerweather
Earl
Low Library
St. Paul's
Lewisohn
Buell
Philosophy
Dodge Miller Theatre
Kent
College Walk
116th Street
119th Street
Butler Hall
118th Street
Amsterdam Avenue
International Affairs
Heyman Center
East Campus
Casa Italiana
Greene (Law)
Greene Annex
Faculty House
Wien
President's House
Morningside Drive
Morningside Park
620
610
600
Woodbridge
Schapiro
115th Street
Pulitzer
Sundial
Hamilton
Furnald
South Field West
South Field East
Hartley
Bookstore
Lerner Hall
Carman
Butler Library
Wallach
John Jay
William and June Warren
424
420
Warren
Watson
Kraft Center
2929
St. Hilda's & St. Hugh's
114th Street
Mount Sinai St. Luke's Hospital
River
605
Columbia Alumni Center
113th Street
Hogan
Broadway Residence Hall
Watt
Ruggles
McBain
514
Armstrong
112th Street
Cathedral of St. John the Divine
Bank Street College
2875
P.O.
516
111th Street
110th Street


HOMER · HERODOTUS · SOPHOCLES · PLATO · ARISTOTLE · DEMOSTHENES · CICERO · VERGIL

COLUMBIA UNIVERSITY
School of Professional Studies



About the School of Professional Studies

The School of Professional Studies at Columbia University spans the educational continuum, from pre-college through graduate, and executive through lifelong learning, with innovative and industry-driven offerings at the highest levels of academic excellence.

Handbook Updated September 2020

21SA023–09/15