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 notable accomplishments, Columbia was the first school in the United States to grant the MD degree, and is the birthplace of the wide-band 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 that were at one point students or faculty at Columbia University.
Tatum Thomas, Ph.D.
Senior Associate Dean, Student Affairs

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 Dean, Jason Wingard, 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 16 master’s programs, 18 certificate and certification programs, in over 100 subject areas, the school not only meets current industry trends, but 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.

This handbook brings awareness to key community policies, practices, and policies. The handbook will support your understanding of expectations, and offer support for navigating the non-academic landscape and student expectations. Focus on your studies, and rely on the handbook as your first tool for finding answers to administrative questions.

- If you have questions or need guidance during your time with us, please write to us at inquire@sps.columbia.edu.
- If you have suggestions for future handbook editions, you may submit them to sps-studentaffairs@columbia.edu.

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

I wish you great success with your studies.
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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 three pillars:

- Develop high-quality academic programming and curricula;
- Prepare students for the marketplace by ensuring they have gone through a best-in-class curriculum for their professions; and
- Create a virtuous circle for faculty by engaging academic scholarship that informs teaching; teaching that enhances the practice of professions; and practical application that, in turn, reinforces scholarship.

Our Offerings

- Programs focusing on emerging market needs, including online and executive-track programs, hybrid, and residency, intensive, in addition to the on-campus coursework
- Fifteen master’s degrees
- Eighteen certificate or certification programs
- Courses in over 100 subject areas
- Pre-college academic study for high school students with over 50 curricular options
- ESL instruction through the American Language Program
- Access to Arts and Sciences courses through the Auditing and Lifelong Learning Programs
- Summer Sessions for Columbia University
The SPS Student Experience

The School of Professional Studies at Columbia University acknowledges the responsibility of the student 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 towards career readiness. Students are expected to adhere to School and University policies and exhibit behavior that reflect the standards of the School and University.

Student Life

The Office of Student Life is committed to building an engaging experience that supports and enhances the academic and professional aspirations of our student community. Student Life provides co-curricular experiences through several lenses, including Social and Community Engagement, Health and Wellness, Transformational Leadership Development and Team Building, Civic Engagement, and Social Justice and Multicultural Affairs that address the distinct and diverse needs of our global student body.

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 co-curricular programming
- Becoming civically engaged within the Columbia University community
- Enhancing physical and mental health
- Advancing discourse on critical topics pertaining to equity & 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

The Career Design Lab aims to be the bi-coastal career and life compass for SPS students and young alumni—a hub of informed connectors—helping them find their true ambition by exploring career options and motivating them towards a meaningful path forward.

They believe that the career center is an ecosystem rather than a place; that to be successful, students must explore their curiosity, be comfortable with uncertainty, take action and risks, and put themselves out there. The Career Design Lab assists students with the exploration of “self”, identifying the right career paths, and strategically connecting them to the real world of work through customized connections and communities. Their resources include:

- The Hub
- Career and Networking Fairs
- In-Person and Virtual Mock Interviews
- On-Campus Interviews
- Online Career Competencies Course Site
- Corporate or Organizational Information Sessions
- Employer Meet-Ups
- And much more!
Student Services

The Office of Student Services aims to inspire the student community to become resilient, global thought leaders through innovative support and programs. They will guide students to become stakeholders in their academic journey by equipping them with the knowledge of policies, programming, and opportunities to support their success. They are committed to empowering students with global awareness through engaging co-curricular learning to become highly ethical leaders.

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 Services can support students by:

- Acting as the primary source for answers to academic questions, including those about the School’s policies, procedures, and requirements.
- Tailoring services to meet the diverse and unique needs of students in the School of Professional Studies.
- 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 Services is located in 203 Lewisohn Hall and can be contacted at sps-studentaffairs@columbia.edu.
I. School Overview

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

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

Certifications

Advanced 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

Business
business@sps.columbia.edu

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

Enterprise Risk Management
erm@sps.columbia.edu

Graduate Foundations
gradfoundations@sps.columbia.edu

Human Rights
humanrights@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

United Nations Studies
unstudies@sps.columbia.edu
I. School Overview

Postbaccalaureate Studies
Admitted students may register for most courses for which they meet the criteria (i.e., any noted prerequisites must be fulfilled). In over-enrolled courses, Columbia degree candidates have priority over non-degree 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

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 in the Arts and Sciences 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.

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

The American Language Program (ALP) aims to teach students academic English. They will learn language and skills to help them succeed at an American university, such as essay writing, presentation skills, and note-taking. The classes engage students through significant conversations and collaborative learning with their peers in the classroom. Students will learn pre-writing techniques and revising skills, as well as how to write for an American academic audience.

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

Free Online Courses

SPS currently offers three, free online course options for students seeking to build their knowledge base in specific fields: Collaborative Knowledge Services, Five Killer Risks of ERM, and Sports Industry Essentials. Students receive a certificate at the completion of the program.
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 expected 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 & 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 at the University are subject to the dates and policies of the school that owns the course.

FALL TERM 2018

- Orientation: Saturday, August 25, 2018 and Monday, August 27, 2018
- First Day of Class: Tuesday, September 4, 2018
- Change of Program Period: Tuesday, September 4, 2018 – Friday, September 14, 2018
- Last Day to Drop an Individual Class: Tuesday, October 9, 2018
- Last Day to Pass/Fail: Thursday, November 15, 2018
- Last Day of Classes: Monday, December 10, 2018
- Final Exam Period: Friday, December 14, 2018 – Friday, December 21, 2018

SPRING TERM 2019

- First Day of Class: Tuesday, January 22, 2019
- Change of Program Period: Tuesday, January 16, 2019 – Friday, February 1, 2019
- Last Day to Drop an Individual Class: Tuesday, February 26, 2019
- Last Day to Pass/Fail: Thursday, March 28, 2019
- Last Day of Classes: Monday, May 6, 2019
- Final Exam Period: Friday, May 10, 2019 – Friday, May 17, 2019
- SPS Graduation: Saturday, May 18, 2019
- Columbia University Commencement: Wednesday, May 22, 2019

SUMMER TERM 2019

- Please visit the SPS Summer Session website for a complete list of 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 3, 2018
- Election Day: Tuesday, November 6, 2018
- Thanksgiving Day: Thursday, November 22, 2018
- University Designated Holiday: Friday, November 23, 2018
- University Designated Holiday: Monday, December 24, 2018
- Christmas Day: Tuesday, December 25, 2018
- University Designated Holiday: Monday, December 31, 2018
- New Year’s Day: Tuesday, January 1, 2019
- University Designated Holiday: Wednesday, January 2, 2019
- Martin Luther King Jr.’s Birthday: Monday, January 21, 2019
- President’s Day: Monday, February 18, 2019
- Memorial Day: Monday, May 27, 2019
- Independence Day: Thursday, July 4, 2019
II. Student Checklist
Insurance and Immunizations

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

1. Remain enrolled in the Basic level of the Columbia Student Medical Insurance Plan
2. Upgrade their selection to the Comprehensive level, or
3. 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 student account being billed. Students will be held financially responsible for insurance they do not opt out of.

All international students taking courses in person, on campus are required to enroll in the Columbia Student Medical Insurance Plan for every semester they are enrolled at the University.

New York State Law requires that all students that 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 in-person the ID Center, or
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

Pre-Orientation Modules

All SPS students are expected to complete online pre-orientation requirements through Canvas, our learning management system, prior to beginning their academic program. 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 two weeks prior to the registration period. Students that 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 pre-written 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 receive approval from their program advisors and/or academic director before registering for the class. Courses that are not pre-approved by their academic program will not count towards program requirements.

LATE REGISTRATION

Students who are unable to register during the regular registration period may register during the Late Registration period, however they will be charged a late registration fee of $100.00. After the Late Registration period is over, students who were still unable to register will need to receive approval from the course instructor and the Office of Student Affairs, in addition to paying the Late Registration fee. Approval to register after the Late Registration period is given only under exceptional circumstances.

Adding & 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. 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 of 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.
### Holds

Failure to meet deadlines, pay outstanding account balances, and/or maintain satisfactory academic progress may result in a "hold" on their student account. A hold prohibits students from registering, changing programs, and obtaining a diploma or transcripts. Only the office that applies the hold may remove it for a student. Reasons for a hold include, but are not limited to:

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>Hold Reason</th>
<th>Department</th>
<th>Resolution Approach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Financial Obligation</td>
<td><a href="#">Columbia University Libraries</a> or call 212-854-7309</td>
<td>Contact the libraries to resolve your financial obligations.</td>
</tr>
<tr>
<td>Dean's Hold</td>
<td>Academic Issue</td>
<td><a href="#">Office of Student Affairs</a></td>
<td>If you are in poor academic standing, refer to the email you received about your academic standing. After the close of each term, academic reviews are conducted and holds will be lifted for students who were previously in poor standing and are now in good standing.</td>
</tr>
<tr>
<td>Dean's Hold</td>
<td>Noncompliance with University Requirements (for example, Pre-Arrival Tutorials)</td>
<td><a href="#">Office of Student Affairs</a></td>
<td>If you did not complete the Pre-Arrival tutorials (&quot;Haven and Welcome to Columbia&quot;), you must complete these in order for the hold to be lifted. Search your e-mail history for &quot;Pre-Arrival Tutorials&quot; and follow the instructions in the email. For technical assistance with the tutorials, email <a href="mailto:universitylife@columbia.edu">universitylife@columbia.edu</a>. After you complete the requirement(s), the hold will be lifted in 2-3 business days, in general. Wait 3 business days, then log into SSOL to verify that the hold was lifted, before following up.</td>
</tr>
<tr>
<td>Dean's Hold</td>
<td>Noncompliance with Admission Requirements (missing Final Transcript indicating conferral of a Bachelor's degree)</td>
<td><a href="#">Office of Enrollment Operations</a></td>
<td>If you attended an institution in the United States and did not submit official transcripts indicating conferral or a Bachelor's Degree upon admission to your program, you must submit these in order for the hold to be lifted. Ensure that certified and secure online official transcripts are submitted directly to Columbia from your prior academic institution(s)' Registrar Office to <a href="mailto:apply@sps.columbia.edu">apply@sps.columbia.edu</a>. Only if a prior academic institution is unable to submit certified and secure online official transcripts, please email your academic advisor directly for further instructions. If you attended an institution outside the United States and you have already submitted your final transcripts indicating conferral of a Bachelor's Degree and a course-by-course evaluation through World Education Services (WES), no further action is needed—unless we specifically ask you for supplemental details. If you have not submitted your final transcript as stated above, please submit immediately.</td>
</tr>
<tr>
<td>Collection Hold or Account Balance Hold</td>
<td>Financial Obligation</td>
<td><a href="#">Student Financial Services</a> or 212-864-4400</td>
<td>Contact SFS to resolve your financial obligations; for financial aid questions, contact Student Financial Planning (SFS) at <a href="mailto:sfp@columbia.edu">sfp@columbia.edu</a> or 212-854-7040.</td>
</tr>
<tr>
<td>Sexual Respect</td>
<td>Noncompliance with Sexual Respect initiative, a University Requirement</td>
<td>Administered by the Office of University Life. For questions about the initiative and technical assistance, contact <a href="mailto:sexualrespect@columbia.edu">sexualrespect@columbia.edu</a></td>
<td>Search your e-mail for the announcement entitled &quot;sexual respect and community Citizenship Initiative&quot; and follow the instructions in the email. After you complete the requirement, the hold will be lifted in 2-3 business days, in general. Wait 3 business days, then log into SSOL to verify that the hold was lifted, before following up.</td>
</tr>
</tbody>
</table>
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.

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 for specific dates for a session or term.

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 (Page 21) of the SPS Student Handbook. Please refer to the Columbia University Academic Calendar for specific dates every term.

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 that 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 Student Affairs to initiate the process. A withdrawal statement is added to the academic transcript for each term a student withdraws from the University. See Withdrawing from All Classes on Page 21 for more information.

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 on page 13). 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 the student is registering for. Students may drop a course via SSOL, which will be routed to their advisor 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. Please refer to the Columbia University Academic Calendar for important registration dates every term.

Cross Registration

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

Students who register for a course offered by another school at the University are subject to the policies and procedures of the school that owns the course. There are three types of cross registration:

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 depends on the course, the school that offers it, and the student’s academic status within the School of Professional Studies. Some schools allow cross-registration; others do not. Below is specific cross-registration information for each school.
III. Registration and Academic Review

SCHOOL OF THE ARTS
Office of Student Affairs
305 Dodge Hall | soastudentaffairs@columbia.edu

Undergraduate courses in film, theatre, writing, and visual arts are available 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 Advisor 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

Postbaccalaureate Studies students, with appropriate preparation and the permission of both Professional Studies and SIPA, may enroll in International and Public Affairs courses, on a space-available basis. Complete information about the cross-registration procedure can be found on our website. Well in advance of registration, Postbaccalaureate Studies students in the School of Professional Studies 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.

FU FOUNDATION SCHOOL OF ENGINEERING AND APPLIED SCIENCE

Students seeking to register for courses in 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 advisor. 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 advisor.

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 twelve credits during their entire Columbia course of study. Please navigate to Cross-Registration for Non-MBA students, 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

Postbaccalaureate Studies students may, with the permission of the Dean of Student Affairs in the Mailman School of Public Health and of the instructor, enroll in some Public Health courses. Courses taken through the School of Professional Studies cannot subsequently be transferred to a degree program at the Mailman School of Public Health. For complete information about the cross-registration procedures please visit the website.

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. Postbaccalaureate Studies students in the School of Professional Studies may be given permission to cross-register in Teachers College courses only by the advisor or program director of the School of Professional Studies and only if they are also registering for arts and sciences courses in the School of Professional Studies. Postbaccalaureate Studies students wishing to register for Teachers College courses only should seek direct admission to Teachers College.

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
- School of Architecture, Planning, and Preservation
- Graduate School of Journalism
- Fu Foundation School of Engineering and Applied Science
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 student’s Columbia email account, and they can access their e-bill by logging into SSOL. The University does not mail paper bills so it’s 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, from any person with unpaid debt 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 Student Affairs. Please note that withdrawing from a term may have financial and academic consequences, and students are advised to communicate with their academic advisor in order to make an informed decision. 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 a student 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 (see Page 31). 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 notify the School of Professional Studies by submitting a Leave of Absence Request Form to the Office of Student Affairs. Until students are notified by the Office of Student Affairs 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 student’s total leave may not exceed one year.

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 Student Affairs, courses and grades for the semester in progress are expunged from the student’s record.

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

Important Note:

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 the Office of 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.
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-studentaffairs@columbia.edu.

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 sps-studentaffairs@columbia.edu.

LEAVE OF ABSENCE: PERSONAL
Students who must interrupt their studies temporarily for reasons other than those described above 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.

LEAVE OF ABSENCE: INVOLUNTARY
The Senior Associate Dean of Student Affairs, or their 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.

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 advisor at least two months (60 days) prior to the first day of class for the term they hope to resume.

Students returning from a medical leave of absence must also submit to Columbia Health a letter from their healthcare professional who provided treatment confirming the student is capable of returning to graduate study. The letter must include the following information:

- Description of treatment the student received, including medications the student was prescribed for the condition that warranted the leave
- The healthcare professional’s impression regarding the student’s readiness to return to his or her studies
- Any recommendations regarding continued treatment after the student has resumed his or her studies

Letters addressing psychiatric or psychological conditions should be sent directly to Associate Director Dr. Allan Cassorla by fax (212-854-9473) or by email (aac4@columbia.edu). Letters addressing medical conditions should be sent directly to Director of Medical Services (Dr. Brenda Aiken by email (ba220@columbia.edu). In cases where a student has received both medical and psychiatric/psychological treatment, or the diagnosis is unclear, the relevant healthcare professional(s) should submit their letter(s) to both Dr. Cassorla and Dr. Aiken. Letters written in a language other than English must be accompanied by an English translation. Dr. Cassorla and/or Dr. Aiken will review all letters and either approve the return or request additional information. In some cases, students will be asked to schedule an in-person consultation.

Once approved to return, students may register during their assigned registration appointment times.

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

To return after a medical leave, students must submit a request via email to sps-studentaffairs@columbia.edu that he or she wishes to return. With the request, students must submit a letter of approval from the healthcare professional who treated the student, confirming that the student is capable of returning to graduate study. Students returning from a medical leave might be asked to meet with a medical provider at Columbia Student Health Services.
III. Registration and Academic Review

REFUNDS
All students who withdraw or take a leave of absence from a semester in 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
Advanced Standing is granted to students who have been accepted into SPS-approved Partner Programs. Students in an approved Partner Program may be exempt from completing up to six (6) units of study within their paired SPS program.

Other than Partner Program enrollment, students enrolled in select Master of Science programs may petition for Advanced Standing. Students who are granted Advanced Standing, but are not part of a Partner Program, may be exempt from completing up to six (6) units of study. If a student is granted Advanced Standing, the requirement is fulfilled and they do not need to satisfy the unit requirements.

COURSE WAIVERS
Master of Science students may qualify for Course Waivers if they demonstrate subject matter competency for certain courses in the curricula. Students who have been granted Course Waivers might be exempt from up to six (6) units of study. If 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 or advisor.

To determine eligibility for Advanced Standing/Course Waiver, a student must submit specific details regarding their request. 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. Students in non-degree programs are not eligible for Advanced Standing/Course Waiver.

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
• Courses that have been applied towards a previously earned degree or credential cannot be used
• The course has been taken in the last two (2) years to demonstrate currency. Exceptions to the 2-year limit will be made at the discretion of the Academic Director

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 which details the student’s academic readiness to forgo a current course
• Course completion and grade will be verified on the official transcript submitted at time of application

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 which details the student’s academic readiness to waive a current course, and take another approved course in its place
• Course completion and grade will be verified on the official transcript submitted at time of application

If the academic program allows Advanced Standing/Course Waiver, and the student is approved, they will receive a decision from the Office of Student Affairs. Please note that during peak times, it may take longer to review and process an Advanced Standing request. Requests should be submitted no later than the end of the Change of Program Period during the student’s first term of study.

Examinations

EXAM CONFLICT
Occasionally students will have two exams scheduled for the same time. If one of the exams is a departmental exam for a class with several sections, the student should contact the department to arrange 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.

If a student has three final exams scheduled during one calendar day, an arrangement may be made with one of the student’s instructors to take that examination at another mutually convenient time during the final examination period. It is the student’s responsibility to communicate with their instructors to identify an alternative time to take one of their final 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, each student who is absent because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she 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 should a conflict arise. If a suitable arrangement cannot be made, please contact sps-studentaffairs@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 on page 15 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. Faculty are not required to accommodate students’ 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-studentaffairs@columbia.edu.
III. Registration and Academic Review

RE-EXAMINATION
In cases of incapacitating illness or extenuating circumstances out of the student’s control, they should contact their instructor and/or program director to reschedule the exam. If the student does not hear back from their instructor or academic director and/or would like to appeal the decision made by the instructor, please contact sps-studentaffairs@columbia.edu. Please note that students are responsible for rescheduling their exams and identifying a proctor, when necessary.

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 to be credited toward the degree or certificate or certification must be taken for a letter grade. Students are encouraged to utilize the GPA calculator to calculate their cumulative GPA.

LETTER GRADE
A letter grade is given to a student who has completed the required work in a course, including the final exam or paper, and it is expressed on a student’s transcript by the letter grades. The following are SPS’s letter grade and GPA point scales:

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

PASS/FAIL
Indicates a course taken and passed for examination credit but without indication of quality. 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. 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. 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.

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. Under no circumstance may a student change from taking a course Pass/Fail after the last day to exercise the Pass/Fail option. Students in the Postbaccalaureate Studies and Visiting Students Program are allowed to uncover a grade of Pass within two weeks of the start of the semester immediately following that in which the grade of Pass was received. Students have until the end of the Change of Program Period in the subsequent semester to uncover the grade for a course. Students who wish to uncover their letter grade(s) for courses taken on a Pass/Fail basis may make this request via SSOL during Change of Program of the subsequent semester.

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 require such postponement. Students must have completed over 50 percent of their coursework to qualify for a grade of incomplete. Students who wish to receive the mark of IN must first consult with their faculty member and academic director to obtain their approval, and submit a completed Application for Grade of Incomplete to the Office of Student Affairs before the last day of class of that semester. Applications for a Grade of Incomplete will not be accepted retroactively. Students with marks of IN in more than half of their classes will not be permitted to register for the following semester until they meet with an Office of Student Affairs representative.
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 average, 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 course work (see IN above). Students that 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, students should submit their documented concerns to the Office of Student Affairs.

Only final course grades may be appealed; students may not appeal individual assignment grades. Prior to pursuing an official grade appeal with the Office of Student Affairs, 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 5 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 sps-studentaffairs@columbia.edu with any objective documentation of why they believe their grade is incorrect.

Satisfactory Academic Progress and Academic Review

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% of their total attempted credits, and is on track to complete their program within the maximum timeframe of their respective program.

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
- Other types of programs supporting educational endeavors

Question regarding financial aid eligibility requirements should be sent to the Office of Student Financial Services at ssc@columbia.edu or 212-854-7040.
III. Registration and Academic Review

Student Persistence

Students that are not meeting Satisfactory Academic Standing are considered to be in poor academic standing, and multiple terms of unsatisfactory academic progress is 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 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 and certificate 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 Student Affairs 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 Student Affairs will initiate proceedings to dismiss the student. Typically, academic dismissals are effective immediately. Students that 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 (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
- The student has substantive concerns 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

A member of the senior leadership team in the School of Professional Studies will notify the student of the final decision in writing upon review of their appeal. Their decision is final and no further appeals will be considered. Academic dismissals remain on a student’s official university record.

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.

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 spring terms, their student record is deactivated.

Students are exempt from the requirement to register continuously only when granted a Leave of Absence (LOA) by the Office of Student Affairs (see Page 21).
Students that are not currently registered for courses, including students who have been granted a 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 administrative and behavioral standing when their student record was deactivated may submit a new application for admission if no more than one year has elapsed. A degree candidate who leaves the University without obtaining a leave of absence, or who has failed to pay all outstanding debts to the University, may not be readmitted. Students will need to receive approval from the Office of Student Affairs, contingent upon the merits of the student’s request and the request of the program director, in order to be readmitted.

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

A student wishing to apply for readmission must re-apply to their program as if a new student and submit an application to the Office of Enrollment Management at least four weeks before the first day of registration for the term in which he or she wishes to resume studies. If readmitted, the student becomes subject to all current requirements, as interpreted by the Office of Student Affairs, to fit the student’s 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 appeal to the Office of Student Affairs to 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 consultation with the student’s academic program, the Office of Student Affairs will confirm if the course repeat request is approved. Courses repeated without advanced approval from their program will not be honored. Please note: this appeal must be filed no later than 10 business days after the final grade has been posted on SSOL.

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.

Academic Integrity
Columbia University students are expected to act with honesty and demonstrate respect for the rights of others. 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 judgement and integrity are not tolerated. 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 expressed permission of the instructor
- Facilitating or aiding in cheating, plagiarizing, or any academic integrity infractions
- Falsifying attendance or participation
- Falsifying data in submitted work
- Submitting assignments, data, or creative image work as their own without attribution for used content
- Using purchased or acquired content and submitting any portion as their own work
- Submitting original work toward requirements in more than one class without the permission of the instructors
- 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.
III. Registration and Academic Review

Degree, Certificate, and Certification Completion

The degree of Master of Science is conferred upon a student who has 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. These standards are described in materials published by the School. 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 May, and SPS Graduation and Columbia University Commencement ceremonies take place in May.

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 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.

Deadlines for Submitting Degree Applications

<table>
<thead>
<tr>
<th>Last Term of Enrollment</th>
<th>Degree Conferral</th>
<th>Deadline to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>February</td>
<td>November 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>May</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>October</td>
<td>September 1</td>
</tr>
</tbody>
</table>

Students that fail to complete all degree requirements by the degree conferral date will have their degree conferred 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.
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.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Certification of Professional Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Business</td>
<td>Actuarial Science</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>Bioethics</td>
</tr>
<tr>
<td>Advanced Classics</td>
<td>Business</td>
</tr>
<tr>
<td>Ecology, Evolution, and Environmental Biology</td>
<td>Critical Issues in International Relations</td>
</tr>
<tr>
<td>Psychology</td>
<td>Enterprise Risk Management</td>
</tr>
<tr>
<td>Quantitative Studies for Finance</td>
<td>Environment, Peace, and Security</td>
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<td></td>
<td>Graduate Foundations</td>
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<td></td>
<td>Human Rights</td>
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<td></td>
<td>Narrative Medicine</td>
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<tr>
<td></td>
<td>Sustainability Analytics</td>
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<td></td>
<td>Sustainable Finance</td>
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<tr>
<td></td>
<td>Sustainable Water Management</td>
</tr>
<tr>
<td></td>
<td>United Nations Studies</td>
</tr>
</tbody>
</table>

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/student-life-and-alumni-relations/certificate-completion.
IV. Resources
Important Resources

Campus Resources

ADVISING
To ensure that students are fulfilling degree requirements and on track towards the completion of their degree, they should regularly meet with their program advisor. Advisors 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 advisors can be found by going through the Programs 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, our 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 they can possibly be. Public Safety operates 24/7 to ensure the safety of Columbia’s three campuses: Morningside Heights, Manhattanville, and 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.
IV. Resources

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
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 sign up for 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 non-perishable 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 in strict confidence. 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

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 & TAXI SERVICE
New York City is famous for its methods of transportation and many a student utilizes 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 utilize the taxi service to get around NYC. Yellow Medallion Taxicabs charge by the time allotted within the ride and can be useful to arrive to parts of NYC not accessible by train.

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.
Institutional Resources

SPS Division of Student Affairs 212.854.0419
203 Lewisohn Hall

CU Medical Services 212.854.7426
John Jay Hall, 4th Floor

CU Office of Disability Services 212.854.2388
108A Wien Hall

CU Counseling and Psychological Services 212.854.2878
Alfred Lerner Hall, 8th Floor

CU Public Safety 212.854.2797
101 Low Library

CU Ombuds Office 212.854.1234
660 Schermerhorn Extension

CU Title IX Office 212.854.1717
Watson Hall 800

CU University Chaplain 212.854.1493
Earl Hall 202

CUIT 212.854.1919
Philosophy Hall 202

CU Student Center 212.854.9067
Alfred Lerner Hall

Important Emergency Numbers

NYPD 212.854.5555  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:
Mount Sinai/St. Luke’s Roosevelt Hospital
111 Amsterdam Avenue at 113th Street

Emergency Room: 212.523.3335,
Psychiatric Emergency Room: 212.523.3347

US National Graduate Student Crisis
Toll Free, 24/7 1800.GRAD.HLP/4789.451

National Suicide Prevention Hotline 1.800.273.8255

School of Professional Studies students are encouraged to familiarize themselves with the SPS Student Handbook, and related school and university policies. SPS students who read the handbook are eligible to receive a small prize in Lewisohn Hall, Room 203 after completing a brief survey.
IV. Resources

Campus Map
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.