



HANDBOOK

Directors of Graduate Studies & MA Program Directors

**Academic Year
2024-2025**

Quick References

GSAS Administration

Office of the Dean, 109 Low Library
gsas-dean@columbia.edu | 212-854-2861

Office of Student Affairs, 107 Low Library
gsas-studentaffairs@columbia.edu | 212-854-8903

Dissertation Office, 108 Low Library
gsas-dissertations@columbia.edu | 212-854-6723

Office of Financial Aid, 107 Low Library
gsas-finaid@columbia.edu | 212-854-3808

Office of Admissions, 106 Low Library
gsas-help@columbia.edu | 212-854-6729

GSAS Compass (Office of Graduate Career Development), 106 Low Library
gsas-compass@columbia.edu | 212-854-2854

Office of Academic Diversity and Inclusion, 108 Low Library
gsas-diversity@columbia.edu | 212-851-8903

Office of Communications, 109A Low Library
gsas-communications@columbia.edu | 212-851-0716

GSAS DGS and MA Program Director Meetings in 2024-2025:

DGS Meetings:

- Thursday, August 29, 2024
10:00—11:00 am
Trustees Room (212 Low Library)
- Thursday, September 12, 2024
2:00—3:00 pm
Trustees Room (212 Low Library)
- Thursday, October 10, 2024
2:00—3:00 pm
Calder Lounge (1st Floor, Uris)
- Thursday, November 14, 2024
2:00—3:00 pm
Calder Lounge (1st Floor, Uris)
- Tuesday, December 10, 2024
12:00—1:00 pm
Calder Lounge (1st Floor, Uris)
- Thursday, February 13, 2025
12:00—1:00 pm
Calder Lounge (1st Floor, Uris)
- Thursday, March 13, 2025
12:00—1:00 pm
Calder Lounge (1st Floor, Uris)
- Thursday, April 10, 2025
12:00—1:00 pm
Calder Lounge (1st Floor, Uris)

MAPD Meetings

Thursday, September 12, 2024

12:00—1:00 pm

Trustees Room (212 Low Library)

- Tuesday, October 1, 2024

2:00—3:00 pm

Zoom

- Thursday, November 7, 2024

2:00—3:00 pm

Calder Lounge (1st Floor, Uris)

- Tuesday, December 3, 2024

12:00—1:00 pm

Zoom

- Thursday, February 6, 2025

1:00—2:00 pm

Trustees Room (212 Low Library)

- Thursday, March 6, 2025

1:00—2:00 pm

Calder Lounge (1st Floor, Uris)

- Thursday, April 3, 2025

1:00—2:00 pm

Calder Lounge (1st Floor, Uris)

Any changes in the format or location of the DGS and MAPD meetings will be shared in advance via email.

Academic Calendar

To view important dates and deadlines for the 2024-2025 academic year, visit the [Academic Calendar](#) on the GSAS website.

Table of Contents

The Director of Graduate Studies (DGS) or the Master's Program Director (MAPD) is the primary liaison between the PhD or MA program and the Graduate School of Arts and Sciences (GSAS). In this handbook, we will use the terms "DGS" and "MAPD." Some individuals may serve in similar functions, but are not necessarily formally designated as their department's DGS or MAPD.

This handbook details GSAS policies as of August 2024. Policies are reviewed and any updates are published on the GSAS website (gsas.columbia.edu) and disseminated. Departments and programs are encouraged to consult the website for the most up-to-date information. Please contact the Office of the Dean with any questions at gsas-dean@columbia.edu or 212-854-2865.

Note: To jump directly to a section, click on the section title or page number below. To search for a specific word or phrase, type Control + F (PC) or Command + F (Mac).

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Introduction

Message from the Dean

Dear Directors of Graduate Studies and Master's Program Directors,

This handbook is offered to you as a resource for answering questions about GSAS policies and resources. Please use it in conjunction with the [GSAS website](#) and the [University Policies website](#) to guide doctoral and master's students as they progress through their course of study.

The fulfillment of the needs of our students requires an ongoing partnership between the academic programs and GSAS. Hence, you should feel free to contact us at any time with questions you may have about policies or effective practices, or about any relevant topic not touched upon here.

I am grateful as always for the many ways in which you support our graduate students throughout the year. Thank you for service in this invaluable role.

Sincerely,

Carlos J. Alonso
Dean and Vice President for Graduate Education
Morris A. and Alma Schapiro Professor in the Humanities

DGS and MAPD Responsibilities

The DGS and MAPD advocate for the needs of graduate students. They are responsible for maintaining effective communication with graduate students; for serving as a liaison among students, department faculty, and GSAS; for making students aware of each program's academic expectations; and for intervening promptly when students are not meeting those expectations.

As the primary party responsible for graduate education in the department or program, the DGS and MAPD are particularly responsible for these areas:

COMMUNICATIONS WITH STUDENTS

- Ensure that [departmental academic requirements](#) are explicitly communicated to students, especially in the student handbook and on the department's website.
- Contact students if at any point their performance does not meet those expectations and standards. Copies of all written communications with students about their academic performance should be kept, and conversations should be memorialized in whatever way is deemed most effective.
- Forward to graduate students all relevant announcements that are sent by GSAS.
- Alert students of departmental, professional, and other academic fellowships and research opportunities, and encourage them to apply.

ACADEMIC OVERSIGHT OF STUDENTS

- Advise new students: The DGS/MAPD is usually the initial advisor of all graduate students. After initial advising, departmental practices vary.
- Evaluate each student's academic progress and standing each semester and ensure that students remain informed of degree requirements and expected milestones.
- Maintain complete and confidential academic records on all graduate students.

SERVING AS LIAISON WITH GSAS

- Advocate for the needs of graduate students and for the graduate program both within and outside the department.
- Promote GSAS policies: Please contact us right away if you are uncertain about how to interpret a specific policy.
- Ensure that departmental practices and guidelines align with GSAS and university policy.
- Work with GSAS in cases involving student complaints and grievances, student academic or behavioral misconduct, students with health and well-being issues, and other important student matters (Office of Student Affairs).
- Transmit to GSAS requests for transfer of graduate credit, documentation for advanced standing, faculty or DGS statements of academic standing as supplemental material for leaves of absence, reinstatements, probationary conditions for students in academic difficulty, and recommendations for dismissal (Office of Student Affairs).
- Propose annual TA assignments for GSAS review before each semester (Office of the Dean).
- Work with your DAAF to confirm with GSAS all PhD student funding, including teaching and research appointments, dissertation writing fellowships, and outside awards (Office of Financial Aid).
- Certify students for receipt of the MA, MPhil, and PhD/DMA degrees (Dissertations Office).
- May serve as chair or member of departmental graduate recruiting, admissions, and fellowship committees, according to departmental custom.

Admissions

GSAS collaborates closely with each department and program to ensure that only students with the highest potential to succeed are admitted. The GSAS Office of Admissions prepares applications for review, and conveys to applicants the outcomes of program recommendations for admission.

CONTACTING ADMISSIONS

Please note that, to ensure the efficient routing of messages, the GSAS Office of Admissions uses two distinct email addresses:

- gsas-help@columbia.edu – **This internal email address is used only to field inquiries from departmental personnel about internal admissions matters.** Please send to this email address questions about reviewing files in SLATE, moving applications from one bin to another, accessing how-to articles, etc. This email address should not be shared with applicants, and programs should not copy this address when responding to messages from applicants.
- gsas-admissions@columbia.edu – **This public email address is used to field inquiries from applicants about the admissions process.** While the department is best equipped to answer questions about academic and programmatic issues, **emails that you receive from applicants about admissions policies and procedures should be forwarded to gsas-admissions—not to gsas-help.**

General Admissions Policies

For full information on the Admissions process, DAAFs, DGSs, and Admissions Chairs should refer to GSAS Admissions Handbook available in your department's Google folder. Key policies are noted below.

- Departments may review applications as soon as they are submitted by candidates.
- Current graduate students in Arts and Sciences programs may not participate in the evaluation of applications. Reviewers may include a mix of faculty and administrative staff although anyone with a personal relationship to the applicant must recuse themselves from evaluating the application.
- One person may be authorized to reject an application, but **an Admit or Waitlist decision should be determined by at least three reviewers.**
- Students must be formally admitted into a department or program to earn a degree in it. The role of the department is to make admissions recommendations to the Graduate School; the role of GSAS is to review the admit list and generate the formal letter of admission. **Department faculty should not extend an offer of admission verbally or in writing before GSAS has approved the admit list and produced the formal offer.**

- With the sole exception of [approved dual-degree programs](#), students may not pursue a degree in more than one Columbia program concurrently, and in all cases, may not be registered in more than one degree program at any institution in the same semester.
- Departments must contact GSAS about the dossier of any doctoral or master's applicant whom the department wishes to admit but who has:
 - Been enrolled in a doctoral program elsewhere
 - Submitted low TOEFL, IELTS, or Duolingo scores ([minimum scores](#) are available on the GSAS website)
 - An applicant profile that deviates significantly from customary admissions expectations
 - Submitted plagiarized or false materials
- All incoming students must complete a [credentials verification](#) process before enrollment that includes verification of letters of recommendation and all post-secondary transcripts. GSAS has contracted with [Re Vera Services](#) to assist in the verification of letters of recommendation. Please note that Re Vera does not have access to the recommendation letters themselves.

BA/MA Option

The BA/MA option is available only to current Columbia undergraduates (Columbia College, School of Engineering, School of General Studies, and Barnard College). Applicants apply and receive their admission decision during their junior year or the first semester of their senior year; their official enrollment in GSAS does not occur until they complete their BA.

Students interested in pursuing the BA/MA option must first consult the MAPD of the intended program. Students applying in the first semester of their senior year should meet with an advisor early in the semester, and should be urged to submit an early application.

Applicants interested in the BA/MA option should apply before taking courses that will count toward the MA. Since students are not enrolled in GSAS formally until after graduation from their undergraduate school, their admission to the BA/MA option represents a commitment to be granted transfer credit upon registration in GSAS.

Additional information and a list of participating departments can be found [here](#).

Deferrals

The Graduate School offers admission with the expectation that students will matriculate in the semester specified during the application process. If extraordinary academic or personal circumstances will prevent the student from doing so, the student may request to defer admission. Deferrals may be requested for up to one calendar year only, and are not granted automatically; they must be reviewed and formally approved by the department and by GSAS. Admissions will report the decision to the applicant. Additional information regarding deferrals is available [here](#).

Non-Degree and Exchange Scholar Applications

Non-Degree Special Students

Students who are matriculated PhD students at institutions outside of the United States, and who wish to visit and take classes or conduct research at the Graduate School, may apply for Non-Degree Special Student status. This application is submitted through SLATE by students who are not participants in a formal Exchange Agreement (see below).

Non-degree applications are available to review upon submission by the candidate. Departments are encouraged to submit decisions as promptly as possible, and no later than May 1.

Domestic and International Exchange Programs

GSAS has a number of longstanding exchange agreements in place with domestic and international institutions to host graduate students for a limited period of time, so that they may take courses or conduct research that is necessary for completion of their dissertations. The objectives of these exchange programs are to offer doctoral students additional educational opportunities not available in their home institutions, to introduce them to the academic culture and professional contacts of another institution or country, and to further enhance relationships between partner institutions.

Domestic Exchange Programs

The Graduate School holds exchange agreements with the [Ivy Plus Exchange Scholar Program](#), the [Bard Consortium](#), and the [Inter-University Doctoral Consortium \(IUDC\)](#). Through these agreements, graduate students can study or take individual classes for one or two semesters at participating graduate schools. These programs are overseen by the Office of Student Affairs.

International Exchange Programs

GSAS has approximately twenty exchange agreements with international institutions or consortia. Students who are matriculated graduate students at international institutions and who wish to take classes or conduct research at GSAS, and whose institutions participate in special exchange programs with GSAS, are referred to as [International Exchange Scholars](#).

International Exchange Scholars apply through a special SLATE application. Prospective non-degree graduate students applying as exchange scholars are encouraged to coordinate their plan of study at GSAS with both their home institutions and the respective GSAS departments or programs to ascertain whether non-degree admission is offered. Applications should be submitted only by students who have been officially preselected by their home institutions.

Admissions deadlines for most non-degree students are mid-November for the following spring semester, and mid-April for the following fall semester. Although GSAS strongly encourages all Exchange Scholars to apply during the normal application cycle, in some cases, due to international academic calendars and longstanding agreements, the review and admission process may take place earlier or later than the typical application time frame. GSAS understands that reviewing applications outside of the normal application cycle may be inconvenient; however, timely decisions for these applications are required to ensure an efficient admissions process for all students.

Trailing Student Policy

In order to assist with the recruitment of new faculty, GSAS will accommodate to the extent possible departmental requests to allow new faculty to relocate to Columbia along with some of their current graduate students. The total number of transferring students must be approved by the Dean of the Graduate School and may affect the department's fellowship allocation for the following year. At a minimum, all transferring students must complete at least two Residence Units at GSAS, earn the MPhil degree, and write and defend the dissertation. In addition, all transferring students must have completed at least one year of graduate work at their current institution. Consequently, trailing students will receive fewer years of guaranteed funding.

Students seeking to transfer must complete the GSAS online application in the same manner as any other GSAS applicant; GSAS will waive the application fee. The departmental faculty and the Dean will review the application files. The chair of the departmental admissions committee should certify to the Dean both the admissibility of the student to the graduate program and the academic cohort into which the student would be placed.

To facilitate the admissions and budget planning processes, the following information about each transferring student should be provided to the Dean's Office by the department as soon as possible:

- 1) In which institution is the student currently enrolled?
- 2) How many years of PhD study has the student completed?
- 3) Has the faculty member already committed to come to Columbia, and if so, what was negotiated in the offer letter with respect to trailing students?
- 4) Will the student be funded entirely through faculty grants or is the expectation that the student will be funded through the GSAS allocation to the department? (Natural Sciences only)?

Students whose application is recommended for admission by the department and approved by the Dean will receive a formal letter of admission. The official letter of admission is accessible to the department in the student's application account in SLATE.

The academic level (year of study) of the entering student determines the maximum number of Residence Units awarded as advanced standing and the years of guaranteed fellowship support that will be awarded. The following table describes the standard years of funding and advanced standing awarded:

Entering Year	Maximum Advanced Standing Awarded	Natural Sciences (Excluding Math and Statistics)		All Other Departments
		Years of GSAS Funding	Years of Faculty Grant Support	
2	2 RUs	1	3	4
3	4 RUs	0	3	3
4	4 RUs	0	2	2

Students who arrive in the spring semester will have their advanced standing and funding years adjusted accordingly. Students who are in their fourth year or later at the time of requesting

admission, or who have completed most of their doctoral work at their current institution, are generally ineligible to earn their doctorate at Columbia. Such students may enroll as exchange scholars at Columbia to complete their dissertation research but will receive the doctorate from their current institution.

Financial Aid

The GSAS Office of Financial Aid coordinates funding for graduate students from internal and external sources. For questions about financial aid, contact Tom Tarduogno, Director of Financial Aid, at tt22@columbia.edu or 212-854-3809.

DGSs should review the [Fellowship Information for Doctoral Students](#) section of the GSAS website.

Guarantee Funding and Additional Funding Eligibility

Humanities and Social Sciences students entering in Fall 2024 and beyond

- Guaranteed-Funding Years (Years 1-6) with *five* summers of support.
- Funding-Eligible Year (Year 7)

Natural Science students and students in the Humanities and Social Sciences entering prior to Fall

- Guaranteed-Funding Years (Years 1-5)
- Funding-Eligible Year (Years 6 and 7)

Students are not eligible to receive GSAS fellowships after their seventh year of registration. For more information, see the [Funding Guarantee vs Funding Eligibility](#) on the GSAS website.

Internal Fellowships

GSAS administers a number of fellowships through an internal application process. For more information about a specific fellowship, follow the appropriate link below.

The [Summer](#) and [Academic Year Foreign Language and Area Studies \(FLAS\)](#) fellowships are open to students whose programs combine modern foreign language training with international or area studies. Students must be US citizens or permanent residents to receive these fellowships; FLAS funding is contingent on approval from the United States Department of Education. Fellowship recipients must pursue a rigorous course of at least 50 credit hours.

The [Lindt](#) and [Zuckerman](#) Fellowships enable recipients to complete the writing of their dissertations during the award year; the [GSAS International Travel Fellowship](#) provides funding for international travel that is necessary for the completion of the dissertation.

The [GSAS Summer Language Fellowships for International Students](#) support international doctoral students in Humanities and Social Science departments who need to study a foreign language abroad during the summer. Languages that are offered at Columbia during the

summer session are not eligible for this award. GSAS endows the Summer Language Fellowships with a maximum award of \$3,000.

External Fellowships

As an incentive to seek outside awards, PhD students in the Humanities and Social Sciences who receive a competitively awarded external fellowship for an academic year (September through May) in which they would have otherwise received a GSAS-funded fellowship may choose to:

1. Receive a supplement to the external fellowship (top-off)
or
2. Extend a year of GSAS funding.

PhD students in the Natural Sciences may only be topped off, and may not use outside fellowships to extend their funding.

Please see the full [External Fellowship Policy](#) on the GSAS website.

External Fellowships Calendar (Sample List)

September–December
<ul style="list-style-type: none">• Fulbright IIE Travel Fellowship• DAAD (Deutscher Akademischer Austausch Dienst) Travel Fellowship (study in Germany)• Mellon/ACLS (American Council of Learned Societies) Dissertation Fellowship• Hertz Foundation Graduate Fellowship• NSF (National Science Foundation) Graduate Research Fellowship Program• Ford Foundation Pre-Dissertation Fellowship• AAUW (American Association of University Women) Dissertation Fellowship• Paul and Daisy Soros Fellowship for New Americans• Charlotte W. Newcombe Dissertation Fellowship• Trudeau Foundation Doctoral Scholarship• Dolores Zohrab Liebmann Fellowship• National Defense Science and Engineering Graduate Fellowship
January–February
<ul style="list-style-type: none">• Department of Energy Computational Science Graduate Fellowship• Boren Fellowship• Josephine De Kármán Dissertation Fellowship• Eisenhower-Roberts Dissertation Fellowship• Summer & Academic Year FLAS (Foreign Language and Area Studies)

See more information from the GSAS Financial Aid Office [here](#).

Academic Policies and Requirements

The GSAS Office of Student Affairs oversees a student's academic career at Columbia from admission to graduation. Contact the GSAS Office of Student Affairs at gsas-studentaffairs@columbia.edu or 212-854-8903 with questions and issues pertaining to grading and registration, housing, leaves of absence and withdrawals, student life, orientation, and graduation. Areas of responsibility and contact information for individual staff members is available on the [Staff Directory page](#) of the GSAS website.

Progress Toward the Degree

The DGS and MAPD track the progress of master's and doctoral students toward their degrees by conducting semesterly reviews for MA programs and annual reviews for PhD and DMA programs. This evaluation is conducted either by a departmental faculty committee or by the faculty as a whole, and should examine progress through academic requirements and milestones, note problematic and incomplete grades, and review any pedagogical issues for students with TA responsibilities.

This regular review is an opportunity to encourage faltering students and to identify resources to support them; it is also a time to administer academic warnings, or put students on probation, with explicit goals and deadlines for improvements.

MA Degree Requirements

The degree of Master of Arts (MA) is conferred upon students who complete all academic requirements specified by their program, including a minimum of 30 credits of graduate-level coursework. **Additionally, the Graduate School requires students to complete at least two Residence Units (RUs).**

Registration in a full RU (usually for four or more courses) is considered full time. [Some MA programs](#) allow students to register on a part-time basis. Part-time MA students may register for a half or quarter RU depending on the number of courses they are taking. *Part-time study is not allowed for the doctoral degree (see below).*

Before receiving the MA, students are required to complete all work and receive grades for all courses with the initial mark of [Incomplete \(IN\)](#) or [Credit Pending \(CP\)](#), whether or not the course is a requirement for the degree.

Once all requirements have been completed, a student must [apply for graduation](#). Degrees are awarded three times a year—in October, February, and May—and each degree conferral date has a corresponding application [deadline](#). **Students should be reminded of their responsibility to apply for the degree before the deadline.**

MA Thesis (if applicable)

Full-time students in master's programs complete their degree in a relatively short span of time. It is therefore important to help them maintain momentum during the thesis-writing process. If the thesis requires registration for a course, students should register in the term when they will be devoting the most time to the research and writing of the thesis, not before. Incompletes (IN)

for theses have the same grace period as any other course before they turn to an F. The advisor or department may set an *earlier* deadline for completion of the thesis; in such cases, that deadline will supersede the GSAS deadline.

MA students who conduct research involving human subjects for a thesis or research paper should be advised about the requirement to apply to the [Institutional Review Board](#) (IRB) for exemption or approval.

Library Affiliation

Library affiliation cards are available to unregistered GSAS students in MA programs who require access to the library to complete outstanding work for the thesis.

To receive such a library card, students must complete the [Library Affiliation Request form](#), have it signed by their thesis advisor, and submit it to the GSAS Office of Student Affairs in 107 Low Library.

MPhil Degree Requirements

The degree of Master of Philosophy (MPhil) is conferred upon a student who has fulfilled all PhD requirements except the dissertation. Study for the MPhil is full time only.

To maintain satisfactory academic progress, **all work for the MPhil degree and the prospectus defense must be completed no later than four years from initial registration.** (Students who received two Residence Units of advanced standing for coursework or an MA from Columbia or other institution must complete these requirements no later than three years from initial registration.)

Students must defend the prospectus successfully no later than May 31 of their fourth year. Most departments have an earlier deadline for defense of the prospectus that should be observed. Students who do not meet this deadline will lose good academic standing, will not have their stipend disbursed for the ensuing fall semester, and may be terminated from their PhD program.

In exceptional circumstances, and with a written rationale from the DGS and advisor and the approval of the Dean of GSAS, students may receive a final opportunity to defend their prospectus before September 30 of the fifth year. Students who do so successfully by September 30 of the fifth year will receive the full Dissertation Fellowship retroactively. Students who do not pass their prospectus by September 30 of their fifth year will be terminated from their PhD program.

Once all requirements have been completed, the student should submit [an application for the MPhil degree](#) to the DGS. The DGS must then sign the form and submit it to the [GSAS Dissertation Office](#) by the [deadline](#) that corresponds to the intended degree conferral date.

See more on MPhil requirements [here](#).

PhD and DMA Degree Requirements

The degrees of Doctor of Philosophy (PhD) and Doctor of Musical Arts (DMA) are the university's highest degrees. Study for the PhD and DMA is full-time only. For more information, see [Requirements for the PhD and DMA Degrees](#).

Students who wish to earn the PhD degree must have earned the MPhil degree at Columbia and must prepare, distribute, defend, and deposit a dissertation in accordance with the [regulations of the Graduate School of Arts and Sciences](#). Students must also fulfill the requirements of their department or PhD program.

Students must satisfy rules pertaining to time limits as stated below under “Satisfactory Academic Progress” and as described in the [Nine-Year Policy for Time to the Doctoral Degree](#). Additionally, both DGSs and students should be aware of the [Seven-Year Rule for GSAS Fellowship Eligibility](#).

Instructional Requirement for Doctoral Students

As part of the academic requirements for conferral of the degree, all students in [Arts and Sciences doctoral programs](#) must fulfill a minimum one-year GSAS teaching requirement. Students are usually appointed as Teaching Assistants or Teaching Fellows (if instructors of record) in the semesters in which they teach. It is expected that students will fulfill the instructional requirement in consecutive semesters of an academic year, and before the MPhil; exceptions based on compelling academic or professional reasons must be approved by the Office of the Dean.

Dissertation

Complete information about the dissertation, defense, electronic deposit, and certification of completion is available in the [Dissertation Office section](#) of the GSAS website.

See more information on dissertation help and services from the [GSAS Writing Studio](#).

Dissertation Workshops

All Humanities and Social Science PhD programs are expected to offer a departmental dissertation workshop to provide a structure and a venue to discuss writing for all post-MPhil students after their fourth year. While the format, size, and frequency of meetings vary among departments, two conditions should be observed: All post-MPhil students are required to participate, and each student must have at least one opportunity annually to circulate work and receive feedback. Post-MPhil students not in New York are expected to participate by distributing their work digitally and by participating remotely if necessary.

Defense and Deposit

Defense and deposit procedures are outlined in detail on the [Defense and Evaluation](#) and [Electronic Deposit Gateway](#) pages.

Satisfactory Academic Progress

The Graduate School of Arts and Sciences has specific rules and benchmarks to define satisfactory academic progress for master’s and doctoral students. The Graduate School holds each student within a particular program to the same academic standards.

Students who take a leave of absence or who do not register for the semester are not considered to be active Columbia students, and will not be able to fulfill requirements for the degree while they are not registered and/or on leave.

Progress toward the MA Degree

The Graduate School considers progress toward the MA degree to be minimally satisfactory when progress is made at a rate that will allow a student to complete the degree within four consecutive terms of full-time study. Rates of progress for part-time MA study vary by program, and not all MA programs allow part-time study; for more information, see the [Satisfactory Academic Progress page](#) of the GSAS website.

Students must also maintain a minimum cumulative grade point average (GPA) of 3.0. The cumulative GPA is derived from all courses in which a student has registered and received a grade. Students may not hold more than one mark of [Incomplete](#) at a time. If a student receives two or more such marks, they must be placed on formal probation.

Progress toward the PhD or DMA Degree

Full-time continuous registration is required of all doctoral degree candidates in the Graduate School of Arts and Sciences. Exceptions are made only for students on official leaves of absence that “stop the clock” on time-to-degree requirements and multiyear fellowship packages. For more information, see the [Leaves of Absence page](#) of the GSAS website.

The Graduate School considers progress to be minimally satisfactory when a student completes the MA degree within two years from initial registration, the MPhil degree and the prospectus defense within four years from initial registration, and the PhD or DMA within seven years from initial registration. *Students who receive credit for an MA completed elsewhere, and/or with two Residence Units of advanced standing, must complete the MPhil and the prospectus defense within three years from initial registration, and the PhD or DMA within six years from initial registration.*

Students must also maintain a minimum cumulative grade point average (GPA) of 3.0. The cumulative GPA is derived from all courses in which a student has registered and received a grade. Students may not hold more than one mark of [Incomplete](#) at a time. If they receive two or more such marks, they must be placed on formal probation.

These time-to-degree requirements reflect the maximum registration limits for the MA, MPhil, and PhD/DMA in the Graduate School; some programs have a shorter time-to-degree expectation; very few might permit one year beyond that. Where the program’s time-to-degree policy is shorter, that timeline supersedes the GSAS requirement. Failure to comply with these requirements will indicate lack of satisfactory academic progress toward the degree.

Dissertation Progress Meetings

Beginning in the semester following the defense of their prospectus, students should meet once each semester with their advisor and at least one other faculty member on their dissertation defense committee to receive timely feedback on their dissertation work and regular support throughout the dissertation-writing process. The DGS (sometimes in collaboration with GSAS) works to support students in the accomplishment of this expectation.

See more information on dissertation progress meetings [here](#).

If you have any questions or concerns about dissertation progress meetings, please write to the GSAS Office of Student Affairs at gsas-studentaffairs@columbia.edu.

Failure to Maintain Satisfactory Progress or Good Standing and the Consequences of Probation

Graduate students are expected to maintain good academic standing, including acquiring an advisor, meeting time-to-degree requirements, maintaining superior quality of work, and other criteria of [good standing](#) specified by the department and the Graduate School. A student who does not maintain satisfactory progress will be advised via warning or probation of corrective steps to take. Students in a probationary state who fail to meet the terms of probation may have their candidacy terminated. Each program must maintain standards of satisfactory academic progress and milestone expectations which may be more stringent than those of GSAS, ones with which students must be familiar.

In communicating the terms of the probationary period, the DGS should provide students with appropriate advice, specific requirements to meet, and deadlines by which they must be met. **The DGS should be the only person in the department to provide information and/or warnings to students regarding their academic standing.**

The DGS should communicate requirements and deadlines to students in person and in writing, and should follow up to ensure students are meeting the deadlines as they come due.

See the appendix of this handbook for a sample warning/probation letter that you may tailor for your use. Please feel free to send drafts of such letters to Senior Associate Dean of Academic and Student Affairs, Richard Slusarczyk, for review.

The warning letter should be emailed to the student with instructions for its acknowledgment and return. The DGS should also inform the student in writing when they have returned to good standing after satisfying the academic requirements and meeting the deadlines expressed in the warning letter.

Dismissing a Graduate Student in the Arts and Sciences

If a student fails to meet the terms of probation, or has otherwise evidently failed to achieve progress, the DGS/MAPD should confer with [Richard Slusarczyk](#) regarding the possibility of terminating that student's candidacy for the degree.

See more information on graduate student dismissal [here](#).

Good Standing

[Good standing](#) in the Graduate School involves two components: *good academic standing* in the student's department or program, and *good administrative standing* in the Graduate School.

Good Academic Standing in a Doctoral Program

Good academic standing for PhD students includes but is not limited to:

- Maintaining a cumulative grade point average (GPA) of at least 3.0
- Holding no more than one mark of Incomplete at any given time
- Registering continuously
- Making consistent academic progress as designated by the department and GSAS
- Completing degree requirements while maintaining superior quality of work as determined by the department
- Acquiring an advisor
- Maintaining consistent contact with the departmental DGS, advisor, and GSAS

- Fulfilling pedagogical requirements and responsibilities as designated by the department and GSAS
- Fulfilling the dissertation prospectus requirement (in the cases in which it applies)
- Holding Dissertation Progress Meetings regularly with the dissertation advisor and at least one other member of the dissertation committee (beginning in the semester after the prospectus defense)
- Meeting other criteria specified by the department

Departments or programs should communicate the criteria for good academic standing to their students, who should take time to familiarize themselves with them.

See more information on academic standing and GPA calculation for doctoral students [here](#).

Good Academic Standing in a Master's Program

Good academic standing for MA students includes but is not limited to:

- Maintaining a cumulative grade point average (GPA) of at least 3.0
- Holding no more than one mark of Incomplete at any given time
- Registering continuously
- Making consistent academic progress as designated by the department and GSAS
- Completing degree requirements while maintaining superior quality of work as determined by the department
- Maintaining consistent contact with the MA Program Director and GSAS
- Fulfilling pedagogical requirements and responsibilities as designated by the department and GSAS
- Meeting other criteria specified by the department

Departments or programs should communicate explicitly to their students their additional criteria for good academic standing; candidates should be familiar with them. Any questions should be directed to the DGS or program director.

See more information on academic standing and GPA calculation for master's students [here](#).

Good Administrative Standing in the Graduate School

Additionally, students are expected to remain in compliance with all applicable administrative policies, procedures, and community standards of the university such as those of the University Libraries, University Housing, ISSO, and other Columbia administrative units.

Consequences for failing to make academic progress or to adhere to applicable administrative policies and procedures may include academic or administrative warning, probation, suspension, or dismissal. For more information, see [this page](#).

Registration

Every semester until they graduate or distribute their dissertation, students in the Graduate School must register for an enrollment category (a quarter, half, or full Residence Unit; Extended Residence; or M&F). This process is the same as registering for a course through [Student Services Online \(SSOL\)](#), and is completed at the same time.

Registration: Courses and Enrollment Categories

Students register for courses through Student Services Online (SSOL). For general information regarding registration periods, see the [Registration Dates page](#) on the Registrar's website or the [GSAS Academic Calendar](#).

In addition to registering for individual courses, students in the Graduate School of Arts and Sciences are required to register for an enrollment category. In all doctoral and almost all MA programs, this is typically done by registering for Residence Units, which provide the basis for tuition charges.

Degree Requirements

Two Residence Units are required for the MA earned as part of a PhD degree; four additional Residence Units, for a total of six overall, are required for the MPhil, PhD, and DMA degrees.

Two Residence Units are required for the freestanding Master of Arts degree.

Full- and Part-Time Registration

To be considered full time, a student must register for a full Residence Unit, Extended Residence, or Matriculation and Facilities (see below) each semester, whether or not the student is taking courses. Students in doctoral programs may not register as part-time.

Part-time students in MA programs may register for quarter or half Residence Units.

- A student who is registered for a full Residence Unit may enroll in any number of courses; however, additional tuition is charged per point if the student registers for more than twenty points per semester.
- A student who is registered for a half Residence Unit may enroll in no more than three courses.
- A student who is registered for a quarter Residence Unit may enroll in one or two courses.

Full, half, and quarter Residence Units are calculated on the basis of courses taken for a letter grade, Pass/Fail, or R credit.

Extended Residence (ER)

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

- Register for a course
- Hold a university teaching or research appointment

Matriculation and Facilities (M&F)

To satisfy the continuous registration requirement and to make use of various university facilities, doctoral students in Arts and Sciences programs who have completed at least six Residence Units may register for Matriculation and Facilities (M&F) only when they are:

- Completing a degree requirement such as a language examination or qualifying examination
- Preparing the dissertation prospectus
- Writing or distributing the dissertation

In all other cases, a doctoral student must register for either a full Residence Unit or Extended Residence. **Doctoral students need not register in any semester following the one in which they distribute the dissertation.**

Students in MA programs do not register for M&F. For access to library facilities, thesis-writing students who are not registered in any courses may apply for library affiliation [here](#).

See more information on registration [here](#).

Adding and Dropping Courses

Students may add or drop courses through SSOL, without penalty, during the change of program period (the first two weeks of each semester). The [GSAS Academic Calendar](#) lists the exact dates for the change of program period and other deadlines. (The change of program period varies during the School of Professional Studies summer session; consult the [SPS website](#) for exact dates.)

See more information on adding and dropping courses [here](#).

Grades

The DGS/MAPD oversees grades in two ways:

- First, the DGS/MAPD should encourage faculty to give meaningful grades. When a student's work does not meet published minimum departmental standards, the grade awarded should reflect that.
- Second, in evaluating student progress, the DGS/MAPD should remain aware of student grades overall, keeping track of outstanding Incomplete marks and following up with students who frequently receive Incompletes or are in danger of accumulating more than one Incomplete at a time. GSAS generates reports for departments each term to help identify students who may be in academic difficulty.

Faculty Grade Change Requests

Instructors are responsible for initiating grade changes and must transact all grade changes directly in [SSOL](#) for GSAS students. For more information, visit the [Registrar's website](#).

IN (Incomplete)

The mark of IN is given to a student who has satisfactorily met all the requirements of a course *except for the completion of the final academic exercise*—an assigned paper, report, or the final examination—which a student has been compelled to postpone for reasons that are 1) beyond their control and 2) satisfactory to the instructor. **For a course in the Arts and Sciences, if the student does not submit the outstanding work by the end of the grace period (about six months), the mark of IN will be changed to an F, which will not be subject to change at a later date.** Official leaves of absence “stop the clock” on Incomplete deadlines.

The deadline for students to submit their outstanding work is December 30 for Incompletes earned in the previous spring semester or summer session, and June 30 for Incompletes earned in the previous fall semester. For example, a student who receives an Incomplete in the fall 2024 semester will have until June 30, 2025, to submit the

outstanding work. **Extensions will not be granted.** Instructors should review outstanding work and submit grades as soon as possible after students submit such work.

Departments and instructors may set an *earlier* deadline for completion of the outstanding work; in such cases, that deadline will supersede the GSAS deadline. When students fail to meet the earlier deadline, instructors should submit the grade of F as soon as possible after the deadline.

R (Registered for the course; no qualitative grade assigned)

The mark of R is awarded in place of a letter grade. A student who elects to take a course for R credit must meet all course requirements other than the final examination or paper, unless the instructor states otherwise in writing.

A course that has been taken for R credit may not be repeated for a letter grade.

When a student chooses to take a course for R credit, but does not satisfactorily fulfill the conditions for receiving R credit, the instructor may award the mark of IN (Incomplete), UW (Unofficial Withdrawal), or F (Fail) depending on what the instructor deems appropriate. To make the actual change, the instructor will submit an online grade-change request.

See more information on R credit [here](#).

P/F (Pass/Fail), YC (Year Course), CP (Credit Pending), and UW (Unofficial Withdrawal)

See more information on P/F (Pass/Fail), YC (Year Course), CP (Credit Pending), and UW (Unofficial Withdrawal) [here](#).

Grade Appeals

As a matter of course, GSAS recognizes that all faculty members have the right to determine grading policies for their classes, and the expertise to evaluate their students' work. **A grade appeal requires objective evidence of a substantive breach in grading policy.**

See more information on the process for student appeals [here](#).

Change of Program

A student who is currently registered in a program at the Graduate School of Arts and Sciences may request a change of program:

- From one PhD program to another PhD program
- From a PhD program to a master's program
- From one master's program to another master's program

See information on change of program [here](#).

Transfer Credit

At GSAS, “transfer credit” denotes relevant coursework completed before a student’s enrollment in a GSAS degree program, and that the student may submit in partial fulfillment of specific academic requirements for the degree. This determination is made by the student’s department, approved by GSAS, and entered on the student’s transcript as formal acknowledgement of completed work that a student may use in partial fulfillment of academic requirements for the degree.

During the first semester in which they register, students who wish to request transfer credit should submit the [Application for Transfer Credit Form](#) as well as any relevant materials to their department’s DGS or program coordinator. Departments and programs determine the number of completed points to award as transfer credit, and forward their recommendation to the Graduate School of Arts and Sciences. Please note that all coursework submitted for transfer credit must be at the graduate level (at Columbia, this means courses at the 4000 level and above), be worth three or more points each, **and must not have been used to fulfill requirements for any other degree previously awarded at Columbia or elsewhere.**

Policies for awarding transfer credit differ depending on the type of degree program (doctoral or master’s). Please refer to the [Transfer Credit page](#) of the GSAS website for complete policies.

Professional Development

Departmental Academic Job Market Advisor/ Career Officer

Each department should designate a faculty member (or members) who will help PhD students prepare for the academic job market. In many instances, this may be the DGS, but depending on the number of students and size of the faculty, departments may choose someone else for this role. Advisors will also continue to provide this valuable service to their advisees, but the career officer/academic job market advisor should be a resource available to all students in the department.

This faculty member should:

1. Contact students to introduce themselves, explain their role, and tell students how/when to contact them.
2. Distribute discipline-appropriate templates for a curriculum vitae, cover letter, research statement, statement on teaching, diversity statement, dissertation abstract, etc., to all students preparing to send applications for faculty positions and academic postdoctoral fellowships.
3. Educate students about where to search for academic positions and postdoctoral fellowships in their discipline, the timeline for applying to such positions, and what to expect as they go through the academic job search process.
4. Edit and proofread drafts of documents listed above before they are submitted by candidates.
5. Ensure that letters of recommendation are produced and submitted by colleagues in a timely fashion.
6. Review syllabi and other course materials to be submitted by candidates with application
7. Prepare candidates for mock interviews.
8. Arrange for mock interviews of candidates with department faculty.
9. Prepare candidates for on-campus interviews, including providing opportunities for candidates to practice and receive feedback on their job talks.
10. Serve as a resource to interpret and negotiate offers received.
11. Direct students to other resources on campus that assist with preparing elements of their dossier (i.e., the Center for Teaching and Learning for statements on teaching, the Office of Academic Diversity and Inclusion for diversity statements), and direct students who are considering positions outside of the academy to GSAS Compass (see below).

Conferences

The [GSAS Conference Matching Travel Fund](#) helps MA and PhD graduate students in Arts and Sciences programs to present a paper or poster at academic or professional conferences. Master's and doctoral students are eligible to apply for funds to defray travel expenses. Conferences organized by graduate students are ordinarily not eligible.

For a student to receive an award from the Conference Matching Travel Fund, the department or program must first approve a student's application and agree to provide funds to defray expenses. GSAS will then match the funds provided by the department, up to a maximum of \$400.

There is a limit of one travel award per academic year, and a maximum of two awards during a student's career at Columbia. The award is not guaranteed, and requests are considered on a

first-come, first-served basis. If applications exceed available funds, students who have not received an award in previous years will have priority.

Teaching

PhD Teaching and Research Appointments

As part of the academic requirements for conferral of the degree, all PhD students in [Arts and Sciences doctoral programs](#) must fulfill at least the one-year GSAS teaching requirement, to be completed before receipt of the MPhil degree. Students are usually appointed as Teaching Assistants or Teaching Fellows. It is expected that students will fulfill the instructional requirement in consecutive semesters of an academic year; exceptions based on compelling academic or professional reasons must be supported by the DGS and approved by the Office of the Dean.

Students who receive [GSAS multiyear fellowships](#) typically also teach on appointment for two or three more years for their home department as a condition of their fellowship support, as indicated in their official letter of admission from the Dean of the Graduate School.

The DGS should become familiar with the different [Fellowship Categories](#) and the [Graduate Student Teaching Guidelines](#).

GSAS Teaching Scholars Program

The GSAS Teaching Scholars Program affords advanced doctoral students—those who have already received the MPhil—the opportunity to prepare and teach independently a course of their own devising. More information is available on the [Teaching Scholars page](#).

MA Students as graders or TAs

Departments may wish to hire qualified registered MA students to grade or perform other tasks to assist professors or supplement the work of TAs in undergraduate courses. Departmental requests to hire MA graders should be included in the TA spreadsheet before the start of each semester. Please see the Faculty Handbook for more information about [Student Officers of Instruction](#).

More information is available on the [Teaching section](#) of the GSAS website.

Center for Teaching and Learning

The [Center for Teaching and Learning](#) (CTL) promotes best practices in teaching and communication within a fast-changing academic landscape. GSAS students are encouraged to register for CTL workshops and activities that help them cultivate pedagogical skills. For more information on CTL services for graduate students, see [this page](#).

Graduation

To receive their degree and participate in the GSAS Convocation and University Commencement ceremonies, students must apply to graduate and be certified by their department or program.

The MA Degree

Both students in freestanding MA programs and students who receive the MA while progressing toward the PhD degree follow the process below to graduate.

The student must apply for graduation in order to receive the MA degree. Degrees are awarded three times a year—in October, February, and April—and each degree conferral date has a corresponding application deadline.

Once students have applied to graduate, the Registrar sends a list of such students to the department or program. It is the DGS's responsibility to certify students for graduation and return the results to the Registrar's Office no later than five working days before graduation in October, February, and May.

The MPhil Degree

Once all requirements have been completed, the student submits an [Application for the MPhil Degree](#) to the DGS. The DGS must then sign the form and submit it to the GSAS Office of Student Affairs by the deadline that corresponds to the intended degree conferral date.

The PhD or DMA Degree

After passing the defense, the Dissertation Office will issue the PDF attachment of the Approval Card to the student at least two weeks prior to the deposit deadline. The student is expected to complete the fields (UNI, full legal name, dissertation title, valid diploma address) and email the card to the department administrator(s). The department administrator(s) will obtain signature approval from the Department Chair, DGS, or Program Director certifying that the student has made all required revisions and that the dissertation has been approved for deposit by the advisor and doctoral program; the student is then authorized to deposit the dissertation.

Degrees are awarded three times a year—in October, February, and April—and each degree conferral date has a corresponding [dissertation deposit deadline](#). If a deadline is missed, the degree will be conferred at the next available conferral date. Degrees cannot and will not be awarded retroactively.

For more information, contact the [Dissertation Office](#).

Leaves of Absence

Students who must interrupt their studies for a compelling reason (medical, military, or personal) may take a leave of absence which “stops the clock” on time-to-degree requirements, and is the sole exception to the continuous registration requirement.

Leaves may be taken for one or more semesters, but the total period of leave over the course of an academic program may not exceed two years (four semesters). While on leave, students do not register and cannot use university facilities, including housing. Students on leaves of absence are not eligible to defer payment of university and government loans.

Students who are not in good academic standing when the leave begins will be permitted to return in a probationary status.

Students on a J1 or F1 visa who are intending to take a leave of absence should contact the [International Students & Scholars Office](#) as soon as possible.

Informing GSAS of a Leave

Students who intend to take a leave must submit a withdrawal form to the Registrar's office and a Leave of Absence Form to the GSAS Office of Student Affairs. GSAS will contact the DGS to ascertain the student's academic standing, and when relevant, request medical documentation.

Medical and Military Leaves of Absence may be taken at any time, but are subject to the policy limits and require documentation.

Personal Leaves of Absence may only be taken after one semester of study (for MA students) or after year of study but before the MPhil is completed (for PhD students).

For more information about health insurance and university housing while on leave, see the [Leave of Absence page](#) of the GSAS website.

Withdrawals

To [withdraw](#) is to give formal notice that one is leaving the university at the end of a given semester without intending to return. A student who intends to withdraw from the university must provide official notification at once and in writing by submitting the [a withdrawal form to the Registrar's Office and a Withdrawal Form](#) to the GSAS Office of Student Affairs.

Returning from Official Leaves

Students must submit a Return from Leave of Absence Form no later than July 15 if they plan to return for the fall semester, and no later than December 1 if they plan to return for the spring semester.

Students returning from a medical leave must also submit to Columbia Health a letter from the healthcare professional who provided treatment for the condition that occasioned the leave.

Returning from Unofficial Leaves

See information on returning from unofficial leaves [here](#).

Studying Away from Campus

In certain instances, GSAS doctoral students may study outside Columbia when specific educational opportunities supplement those available at the university. For complete information, see the [Studying Away from Columbia page](#) of the GSAS website.

Exchange Scholar Program

The Exchange Scholar Program enables a PhD student in an [Arts and Sciences program](#) to study at one of the following graduate schools for a limited period of time to take advantage of particular educational opportunities not available at Columbia:

- Brown
- UC Berkeley
- UChicago
- Cornell
- Harvard
- MIT
- UPenn
- Princeton
- Stanford
- Yale

To be eligible, students must first have completed one year of study in the home PhD program and be within the seven-year academic funding limit. Students on GSAS funding may participate only if they hold an MPhil degree and if their fellowship does not include a teaching requirement. Permission is granted by the student's department and by the GSAS Office of Student Affairs (gsas-studentaffairs@columbia.edu), as well as by the host school. Interested students should complete and submit the [Exchange Scholar Application](#).

For additional information, contact the GSAS Office of Student Affairs at 212-854-8903 or gsas-studentaffairs@columbia.edu

Inter-University Doctoral Consortium (IUDC)

The Graduate School is a member of the Inter-University Doctoral Consortium (IUDC), which provides for cross-registration among member institutions. Participating schools are:

- CUNY Graduate Center
- Fordham University
- The New School for Social Research
- New York University (including the Institute of Fine Arts)
- Princeton University
- Rutgers University
- Stony Brook University
- Teachers College (TC) is also a member of the IUDC, but Columbia students interested in TC classes should cross-register within Columbia rather than use the IUDC.

The program is open to Arts and Sciences PhD students in years two through six. First-year PhD students with a master's degree from another institution may petition for the opportunity to participate. **MA students are not eligible for this program.**

Students register at Columbia for the course(s) they plan to take at the visiting institution by submitting an [IUDC form](#) to the GSAS Office of Student Affairs. The host institution may also require students to register there. Students follow the host school's regulations, and so should familiarize themselves with the academic regulations of the host university, including its grading system, applicable deadlines, and calendar. Classes may be taken for a grade and will appear on the Columbia transcript. Students will receive a letter or ID card that allows them library reading privileges at the host institution. Columbia students attending New York University may use their CUID card.

Note: IUDC is limited to fall and spring semesters. Summer session or intersession courses are not eligible for the IUDC.

For more information, visit the [Inter-University Doctoral Consortium page](#) or contact the GSAS Office of Student Affairs at gsas-studentaffairs@columbia.edu.

Letters of Introduction

Students who need to conduct research in libraries, archives, museums, or other such institutions may request letters of introduction, or “blue seal” letters, from either the DGS or the Chair of their department or program.

The letter should be printed on departmental letterhead and signed by the DGS or Chair. In the event that an institution requires that the letter contain an official seal, please have your student bring the signed letter to the GSAS Office of Student Affairs in 107 Low Library; Student Affairs staff will then affix the GSAS seal to the letter.

Letter templates are available on the [GSAS website](#).

Conducting Research Abroad

The DGS should inform Columbia students conducting research abroad that they must register with [International SOS](#), an emergency services program that helps with unexpected medical or security issues.

Academic Integrity and Disciplinary Procedures

Academic Integrity and Responsible Conduct of Research (RCR)

Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required of all members of an academic community as they engage in scholarly discourse and research. Definitions for plagiarism, cheating, and other incidents of academic dishonesty, and links to resources for plagiarism education and responsible conduct of research, are available on the [Academic Integrity and Responsible Conduct of Research page](#) of the GSAS website.

All incoming students are expected to review the academic integrity tutorial sent to them before arriving on campus.

Columbia University also offers Responsible Conduct of Research training developed by the [Collaborative Institutional Training Initiative](#), or CITI Program, at the University of Miami. Students who are or will be supported by funding from the NIH or NSF are required to complete this training. All GSAS students, however, stand to benefit from the training, which explores graduate students’ rights and responsibilities across a variety of disciplines, and addresses how to identify and prevent accidental misconduct as well as mistreatment and abuse from others.

Sample Statement on Academic Integrity for Instructor Syllabi

A sample statement on academic integrity for use in syllabi is [available online](#).

Human Subjects Research–Institutional Review Board (IRB)

Columbia University operates in compliance with the policies and regulations of the Federalwide Assurance issued by the federal Office of Human Research Protections, which regulates the institution’s conduct of research involving human subjects. This agreement requires institutions that receive federal research funds to provide a comprehensive, ongoing training program in basic human subject protections, and to verify that all applicants for IRB approval have undergone this training. Compliance with this assurance also requires the university to ensure

that all research conducted at the institution is reviewed by the IRB when necessary. For more information, see the [Institutional Review Regarding Human Subjects page](#) of the GSAS website.

Disciplinary Procedures

Dean's Discipline

Dean's Discipline is the process used to investigate and respond to allegations of academic or behavioral misconduct of a graduate student in GSAS. Academic dishonesty violates the principle of intellectual integrity that is the foundation of this institution. Violating that principle is one of the most serious offenses that a student can commit.

For a full description of GSAS and university policies, the violation of which may result in Dean's Discipline, please refer to GSAS definitions of [good academic and administrative standing](#), the [Essential Policies for the Columbia Community](#), and the Columbia University [Equal Opportunity and Affirmative Action Student Policies on Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking](#).

In partnership with GSAS, the [Center for Student Success and Intervention](#) (CSSI) facilitates the Dean's Discipline process. Students, faculty, and staff may file a report directly to CSSI for any incident involving a GSAS student. Please visit CSSI's [webpage for faculty](#) to learn more about academic or behavioral violations or to [report an incident of misconduct](#). The full Dean's Discipline process is outlined in the [Standards and Discipline document](#) and on the [Grievances and Disciplinary Procedures page](#) of the GSAS website.

Summer Session

Courses offered and administered during the summer by the School of Professional Studies (SPS) are separately available to GSAS students. As such, the [tuition for SPS summer session courses](#) may vary from that charged for courses administered by the Graduate School of Arts and Sciences. For information pertaining to Residence Units and credits for GSAS students taking summer courses, see the [Summer Session page](#) of the GSAS website. For the SPS summer term academic calendar, see the [Calendars page](#) of the SPS website.

Doctoral students may receive a summer tuition fellowship for essential language training and other required courses. Rules and the application form can be found [here](#).

Awards and Prizes

Students in the Graduate School of Arts and Sciences are regularly honored with awards and prizes for their outstanding achievements in research and teaching. There is no application procedure for the Bancroft Award, Baron Prize, or Presidential Teaching Awards; rather, students are nominated by faculty and, in the case of the Presidential Teaching Awards, faculty and undergraduates.

Bancroft Dissertation Award

Established by the Trustees of Columbia University in 1963, the [Bancroft Dissertation Award](#) includes a \$7,500 publishing subvention and is given to a Columbia student annually for an outstanding dissertation in American history (or biography), diplomacy, or international affairs.

Nominations are made by the PhD defense committee at the time of the defense, and the publication subsidy is transferable to the press that commits to publishing the winner's manuscript.

The Salo and Jeanette Baron Prize in Jewish Studies

Established in 1983 by Salo and Jeanette Baron, the [Baron Prize](#) is awarded every four years to recognize the best doctoral dissertation in Jewish Studies completed in that period.

Presidential Teaching Awards

Established in 1996, the [Presidential Teaching Awards](#) honor outstanding graduate student teachers for the influence they have on the development of their students and for maintaining the university's long-standing reputation for educational excellence.

Office of Academic Diversity and Inclusion

The GSAS Office of Academic Diversity and Inclusion (OADI) is the space in which the school enacts daily and intentionally our commitment to create an intellectual collective that reflects the disparate experiences of its constituents.

OADI aims to:

- Reduce institutional barriers to high-quality graduate education and training for students from groups that historically have been underrepresented in US higher education settings
- Enhance the graduate student experience to promote intellectual growth and excellence, especially among those whose identities are marginalized
- Promote awareness in graduate students from *all* backgrounds on the principles of diversity, inclusion, and educational equity.

OADI offers workshops, panel presentations, seminars, and other programs and events that are specifically targeted to unique needs expressed by diverse student populations. These initiatives celebrate students' heritage, cultures, and identities to enhance their sense of belonging at Columbia; affirm their achievements as scholars and researchers; elevate their voices as leaders; and promote inclusive climates on campus and within departments.

OADI invites DGSs and MAPDs to direct GSAS students to visit the Office of Academic Diversity and Inclusion in 108 Low Library to learn more about programs and other available resources. All students are encouraged to participate in OADI programs, especially as they consider the role of diversity, equity, and inclusion in their work as scholars, teachers, and professionals.

OADI also supports departments in their efforts to attract, recruit, and retain more students from historically underrepresented and marginalized groups, and to create inclusive environments to support all students' success and well-being. This work includes but is not limited to:

- Tracking, analyzing, and reporting on admissions data and trends by department
- Collaborating with DGSs and departments to develop and refine diversity outreach and recruitment plans and activities
- Sourcing and sharing data and knowledge on promising practices in equitable admissions practices and retaining students through degree completion
- Consulting with departments about how GSAS can support and augment efforts to create a more inclusive environment for all students in your department
- Working with DGSs, MAPDs, and departments and programs to provide specialized support for students from underrepresented or marginalized groups who may be experiencing unique challenges based on their backgrounds
- Connecting faculty and students to resources for enhancing diversity, equity, and inclusion in pathways to the professoriate through our national partnerships.

To learn more, write to gsas-diversity@columbia.edu or visit gsas.columbia.edu/diversity.

Student Life

University Offices on Campus

- [Counseling and Psychological Services \(CPS\)](#): 212-854-2878
- [Health Services](#): 212-854-2284

After-hours on-call clinician: 212-854-7426

- [Public Safety](#): 212-854-5555
- [Public Affairs](#): 212-854-5573
- [Columbia Residential](#): 212-854-9300
- [University Life](#): 212-853-1628

Student Emergencies

1. Whom to contact in GSAS for an emergency:

Emma Johnson, Assistant Dean of Student Life & Well-Being, edj2115@columbia.edu, 212-854-2854 (office), 347-931-3484 (cell) or Richard Slusarczyk, Senior Associate Dean of Academic & Student Affairs, rs37@columbia.edu, 212-854-8428 (office), 347-326-0784 (cell).

2. What to do in an emergency involving a GSAS student (steps are listed in the order in which they should be taken):

Psychological Crisis

1. Suggest that the student contact Counseling and Psychological Services (CPS). If the student is in immediate distress, offer to walk the student to the CPS office (eighth floor of Lerner Hall; 212-854-2878).
2. Contact Public Safety if the student appears to be a threat to themselves or others (212-854-5555 for emergencies).
3. Contact GSAS: Emma Johnson—details above.
4. Determine whether the student is teaching a class that needs to be covered.
5. When the immediate crisis has passed, discuss with the student additional resources and possible next steps, including a medical leave of absence. Feel free to consult CPS staff or the [Office of the University Chaplain](#); they are very helpful in providing suggestions for how to approach this discussion.

Medical Crisis

1. Call 911 in an emergency.
 2. Call Public Safety if the student requires immediate first aid, or transport to a hospital (212-854-5555 for emergencies).
 3. If not an emergency, suggest that the student contact Health Services.
 4. Contact GSAS.
- (Continued on next page)

5. Determine whether the student is teaching a class that needs to be covered in the next twenty-four hours.
6. When the immediate crisis has passed, discuss with the student additional resources and possible next steps, including a medical leave of absence.

Gender-Based and Sexual Misconduct

Students who wish to report an incident involving an alleged violation of the university's [Gender-Based Misconduct Policy for Students](#) (sexual harassment, sexual assault, sexual exploitation, gender-based harassment, stalking, domestic violence, and dating violence) may use the "Report an Incident" button in the upper-right corner of the [Sexual Respect website](#).

This essential website also includes confidential resources (Sexual Violence Response and Counseling Services) and nonconfidential resources (Public Safety and the Gender-Based Misconduct Office).

Also see the "Gender-Based Misconduct Reporting Requirements for Faculty and Staff" in the appendix of this handbook. Faculty and staff are **mandatory reporters**.

If there is an immediate risk to a student's health or safety, please contact Columbia Public Safety at 212-854-5555.

Student Arrest

1. If you receive notification of the arrest from someone outside of Columbia's administration, contact Public Safety with the information. Public Safety will communicate with the police department.
2. Contact GSAS.
3. Determine whether the student is teaching a class that needs to be covered.
4. After the crisis has passed and, depending on the circumstances, discuss with the student additional resources and possible next steps, including a personal leave of absence.

Note: GSAS is not allowed to recommend lawyers to students who inquire about legal assistance of any sort. You may, however, direct students to the website of the [Office of the General Counsel](#), which includes links to external websites for reference purposes. Please note that the Office of the General Counsel does not itself supply legal assistance to students.

Student in Danger Abroad

Columbia students traveling abroad while doing research toward their degree or conducting university business are covered by International SOS, an emergency services program that helps with unexpected medical or security issues.

1. Direct the student to the [Columbia portal for International SOS](#).
2. Inform Emma Johnson, Assistant Dean of Student Life & Wellbeing, edj2115@columbia.edu, 212-854-2854 (office), 347-931-3484 (cell).
3. Contact the university's [Office of Global Support](#).

Student Death

Note: If you receive information from someone other than a university or family source, please make every effort to verify the information first.

1. Inform Emma Johnson, Assistant Dean of Student Life & Well-Being, edj2115@columbia.edu, 212-854-2854 (office), 347-931-3484 (cell).
2. Inform Richard J. Eichler, Associate Vice President of Counseling and Psychological Services (for grief counseling for fellow graduate students and for undergraduate students the deceased may have taught): re1@columbia.edu.
3. Inform Public Safety.
4. If student was teaching a class, arrange for a substitute.

The GSAS Office of Student Affairs will assign a senior staff member to work with your department on coordinating the various details that need to be addressed in the ensuing days and months, including identifying professional support for grieving students, faculty memorial services, and more.

Teaching Assistant Emergencies

1. Alert the course instructor of record if the student is a TA; the students taking the course if the TA is the instructor of record; or the Core office if the student is a Preceptor.
2. Contact Vice Dean Andrea Solomon to discuss the scope of the problem and next steps (short- or long-term coverage, communications, involvement of CPS, etc.).

Student Grievances

The GSAS Procedure for Student Grievances governs cases in which a student has a complaint against any individual subject to the authority of the Dean, such as a GSAS administrator or a fellow GSAS student. Grievances against Arts and Sciences faculty members are governed by the [procedures of the Faculty of Arts and Sciences](#).

When the student meets with the DGS for advice, the latter should either mediate if requested by the student or direct the student elsewhere, depending on the issue. For a list of appropriate offices, and procedures for complaints concerning academic and nonacademic matters, see the [Grievance Policy page](#) of the GSAS website.

International Students

The [International Student & Scholars Office](#) (ISSO) coordinates services for the more than 14,000 international students, scholars, interns, and family members who are part of the Columbia community. The ISSO staff is a source for essential information regarding immigration and Department of State regulations that affect international students studying in the US. The **DGS should not attempt to answer any international student's questions pertaining to visas, permits, and other federal regulations, and instead refer the student directly to ISSO.**

ISSO Contact Information

Telephone: 212-854-3587

Fax: 212-851-1235

Email: isso@columbia.edu

Website: isso.columbia.edu

English-Language Testing for International Students

Non-native English speakers admitted to the Graduate School may be asked to take the ALP Essay Exam administered by the Columbia University American Language Program and may, depending on the results of this test, be required to take English language courses in addition to ordinary degree coursework.

Non-native English speakers who will be Teaching Fellows may also be asked to take the [OWL/TOP test of spoken English](#), administered by the American Language Program, before beginning their teaching duties.

Housing

An overview of housing and off-campus apartment-search resources provided by the university is available on the [Housing page](#) of the GSAS website.

Doctoral Students

Doctoral students in an [Arts and Sciences program](#) are currently guaranteed continuous housing for five academic years if they apply by the deadline noted in the acceptance letter, accept the housing offer, and remain registered and in good standing at GSAS.

Students may be granted housing extensions for one year at a time. Without exception, no doctoral student is granted an extension past year seven, or seven years beyond their first semester of registration. To be considered for an extension of one academic year, students must apply by the Columbia Residential deadline in mid-to late February.

Students taking a leave of absence must vacate Columbia housing and are not guaranteed housing after they return.

Upon completing the dissertation defense, regardless of the outcome, doctoral candidates are required to vacate housing within sixty days of the defense.

Note: If doctoral students do not apply for housing, decline an initial offer of housing, or choose to leave their housing assignment before the five-year period ends, subsequent requests for Columbia housing may not be granted.

Master's Students

Housing is not guaranteed to MA students, and incoming MA students should not expect to be assigned housing, though they may still apply for it. Those who receive housing are limited to one academic year and must be enrolled full time in both semesters. Up to one additional year of housing may be granted based on the academic department's timeline for full-time study.

Master's students taking a leave of absence must vacate Columbia housing and are not guaranteed housing after they return.

Housing Extensions for MA Students

Entering MA students who receive Columbia housing beginning in the fall semester typically sign academic-year leases that end on May 31. Students who want an extension on their housing through the summer (ending August 15), the following fall, or the following academic year must submit a request to Columbia Residential by that office's published deadline beginning mid- to late February. Extensions are considered only for MA students in programs requiring more than two semesters of study.

DGSs should communicate to students that eligibility for a visa extension does not increase an international student's chance of receiving a housing extension.

Housing Calendar

Note: The calendar below reflects the university housing process for October 2024 to September 2025. The timetable and procedures for the coming year are subject to change.

October 1	Spring housing applications become available in the Columbia Residential portal.
October 15	Columbia Residential reviews all fall transfer requests and releases decisions by October 18.
November 1- November 30	GSAS receives the number of housing allotments available for spring move-in and approves applicants via a lottery process.
November 30	Deadline for all GSAS students to apply for spring housing lottery. Students who apply after the lottery closes may participate in the waitlist.
December-January	Move-in for new spring residents.
February-March	Current students may submit housing extension requests for the next academic year.
February 15	Columbia Residential reviews all spring transfer requests and releases decisions by February 18.
March 15	Fall housing applications become available in the Columbia Residential portal.
Mid-March	Deadline for fifth- and sixth-year doctoral students in an Arts and Sciences program and first-year master's students whose leases end on May 31 to request a housing extension.
March-April	GSAS makes decisions on housing extensions. Columbia Residential notifies GSAS of the number of housing allotments available for GSAS students seeking fall housing.
April-May	GSAS housing liaison approves incoming PhD students for housing on a rolling basis. A select number of students participate in housing selection process each week.

May 1	Deadline for incoming doctoral students to apply for fall housing. (Incoming students will be approved for housing by early June.)
May 15	Deadline for incoming MA and continuing doctoral students to apply for fall housing.
May 15-June 30	GSAS determines the amount of housing available for MA students and continuing PhD students after incoming PhD students are processed. The GSAS housing liaison uses a lottery to select students who will receive the remaining housing. A select number of students participate in the housing selection process each week.
July 15-early September	All students who did not receive housing or turned down an offer from Columbia Residential are placed on a general waitlist, which includes students from other Columbia schools in addition to GSAS. Waitlist selection is first-come-first-served and subject to availability.

Campus Resources

Libraries

Desk Space for Post-MPhil Students

The Columbia Libraries and GSAS collaborate in assigning carrels to eligible post-MPhil students in a limited number of Humanities and Social Science departments. Because demand exceeds supply, each participating department has its own policy for choosing and maintaining a waitlist; in addition, there are the following general eligibility criteria set by GSAS and the libraries:

- Students must have earned the MPhil.
- Departments must support the application for the post-MPhil research desk space, in accordance with their own selection policies.
- Students must have semesterly Dissertation Progress Meetings.
- Students may not be assigned a desk space beyond their seventh year of PhD registration.
- If the space is not claimed and used within the first thirty days following assignment, the space will be reassigned to the next student on the eligible-student waitlist.

Note: Assigned library research carrel space is not available to students in master's programs.

Library Affiliation for MA Students Writing a Thesis

For access to library facilities, thesis-writing students in MA programs who are not registered for any courses may apply for library affiliation using the [Library Affiliation Request form](#).

Graduate Student Center

Located on the campus level of Philosophy Hall, the Graduate Student Center offers a dedicated space on campus for formal and informal interaction among graduate students, postdoctoral researchers, and faculty across disciplines and schools. Graduate student groups may reserve via

the GSAS website the Seminar Room (302 Philosophy) adjacent to the Graduate Student Center (301 Philosophy).

See the [Graduate Student Center page](#) for more information.

GSAS Writing Studio

The GSAS Writing Studio, located in M319 and 321 Lehman Library, is a space on campus dedicated to supporting doctoral and master's students in the process of writing their dissertations and theses. In addition to its reservable meeting rooms and first-come, first-served individual writing stations, the Studio offers dissertation-writing groups, prospectus and thesis support, accountability partnerships, one-on-one consultations, workshops, retreats, and daily writing events.

See the [GSAS Writing Studio page](#) for more information.

Dodge Fitness Center

The University Facilities Fee includes membership to the Dodge Fitness Center.

Students who register in the Matriculation and Facilities registration category (M&F) are not assessed the University Facilities Fee; however, the Graduate School will cover the Dodge access membership fee during the academic year (fall and spring semesters only) for all funding-eligible GSAS doctoral students.

See the [Dodge Fitness Center page](#) for more information.

Chaplain

The Office of the University Chaplain ministers to the individual faiths of Columbia University's diverse community of scholars, students, and staff from many different faith traditions while promoting interfaith and intercultural understanding.

See the [Chaplain's website](#) for more information.

Columbia Health

Columbia Health provides integrated, accessible services and programs that support the well-being of the campus community and the personal and academic development of students on the Morningside campus.

See [Columbia Health's website](#) for more information. For an overview of the student medical insurance plan, see the [Columbia Health page](#) of the GSAS website.

Counseling and Psychological Services (CPS)

Counseling and Psychological Services offers short-term individual counseling, student support groups, medication consultation, training, and emergency consultation.

See the [CPS website](#) for more information.

Disability Services

Departments may not provide disabilities accommodations on their own.

Disability Services (DS) facilitates equal access for graduate students with disabilities by coordinating with GSAS to provide reasonable accommodations and support services and to cultivate a campus culture that is sensitive and responsive to the needs of students. **Students seeking accommodations or support services from Disability Services are required to register with that office, and provide documentation to be reviewed. Students are not eligible to receive accommodations until the registration process is complete.** GSAS receives notification of each student's specific requirements, and works with the department or program to implement the prescribed accommodations.

See the [Disability Services website](#) for more information.

Public Safety

The mission of the Department of Public Safety is to enhance the quality of life for the entire Columbia community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual.

To reach Public Safety to report a security, fire, or medical emergency, dial:

- Morningside: on campus (99), off campus (212-854-5555)
- Medical Center: on campus (212-305-7979), off campus (212-305-8100)

Additional information is available on the [Public Safety website](#).

Shuttle Buses

The university operates a number of shuttle bus routes:

- Community Shuttle
- Evening Shuttle
- Lamont-Doherty Shuttle
- Intercampus Shuttle
- George Washington Bridge/Fort Lee Shuttle
- Manhattanville Loop Shuttle

Routes and schedule information are available on the [Columbia Transportation website](#).

Students Who Are Parents

The Graduate School supports its students who are parents or who become parents. Please review the family-friendly policies and resources listed below.

Parental Accommodation

The Parental Accommodation provides a twelve-week period of accommodation to Arts and Sciences PhD and DMA students who become parents. Students in years one through seven who

give birth, adopt, or become legal guardians or foster parents, as well as students whose spouse or partner gives birth, can have responsibilities associated with their doctoral program suspended for twelve calendar weeks. During that time, students will retain any GSAS funding they were scheduled to receive. Parental accommodation typically begins after the date of birth, adoption, or guardianship, but must begin no later than three months after this date.

New parents may also take an additional semester of accommodation, without funding, after the conclusion of the initial accommodation period. Students who elect to take an additional semester of unfunded accommodation will retain eligibility for housing, health coverage, and access to university facilities; however, they will be responsible for paying the Matriculation and Facilities (M&F) tuition and health fees for the semester. Students will not be eligible to work for their departments or as research assistants during this time.

For the full policy, visit the [Parental Accommodation Page](#) of the GSAS website.

Childcare Subsidy

Parents who are fully funded doctoral students in an Arts and Sciences program may be eligible to receive one \$5,000 subsidy per academic year for each child who is 1) under the age of six and 2) not yet attending kindergarten. If both parents meet the requirement above, they both may apply individually for the child-care subsidy. Parents may submit the [Childcare Subsidy Application form](#) once per academic year, and are encouraged to do so by October 1. Students who are on leave or become new parents may apply by December 15, March 1, or June 1. Visit the [Resources for Parents page](#) for details and the application form.

Adoption Assistance Program

This benefit is available to a student who: 1) is in an Arts and Sciences doctoral program, 2) is fully funded, 3) has adopted a child who is under the age of eighteen, and 4) has finalized the adoption process within the past six months. This benefit provides a one-time reimbursement of up to \$5,000 for expenses incurred on or after the parent's first day of enrollment in GSAS. There is a limit of one \$5,000 reimbursement per adopted child, even if both parents are GSAS students. Visit the [Resources for Parents page](#) for details.

Medical Insurance for Dependents

Students who enroll in the Columbia Student Medical Insurance Plan may also choose to purchase the optional insurance for eligible dependents. Doctoral students in the Arts and Sciences who are fully funded or on fully-funded appointments beyond their funded years, and who choose to enroll their dependents in the Dependent Plan, are entitled to a GSAS fellowship that covers the full cost of the plan. The GSAS Office of Financial Aid will apply the fellowship to eligible student accounts shortly after the end of the enrollment period. For more information, visit the [Columbia Health page](#) of the GSAS website.

Additional Resources

The university's [Office of Work/Life](#) offers information about childcare and schooling, breastfeeding support, and back-up care. Columbia Health offers [support groups](#) on a variety of topics, including time management and relationships. The [Columbia University Family Support Network \(CUFSN\)](#) both manage email lists and newsletters for students with families.

Graduate Student Government

Students in the Graduate School of Arts and Sciences are represented by two councils, both of which facilitate communication between graduate students and the Columbia administration through meetings with the Dean of GSAS:

- The **Arts and Sciences Graduate Council (ASGC)** consists of student-elected representatives from doctoral and master's programs in the Arts and Sciences. AGSC organizes and sponsors social, cultural, and academic events to improve the quality of life for graduate students and to foster student interaction across disciplines. ASGC also provides travel grants to support students who are presenting at conferences.
- The **PhD Council (PhDC)** is composed of student-elected representatives from the eleven Columbia graduate schools that administer doctoral programs. Representatives advocate on behalf of doctoral students across the university.

GSAS Compass (Graduate Career Development)

GSAS Compass complements departments' professional development initiatives through comprehensive career development support. The office offers a variety of career development services tailored to master's and doctoral students, including career development workshops, employer events, networking opportunities, and [one-on-one advising](#).

GSAS Compass, located in 106 Low Library, assists doctoral and master's students in identifying, working toward, and achieving their post-graduation career goals. The office's objectives are to:

- Create an inclusive culture that fosters exploration, nurtures diverse interests, and assists in preparing GSAS students for a range of careers that are well suited to their individual skills, interests, values, and personalities
- Empower students to harness their academic training in any career path they pursue

Our staff accomplishes these objectives through a variety of career development services tailored to master's and doctoral students, including career exploration and job search workshops, small-group advising, employer events, networking opportunities, and [one-on-one advising](#). Compass also offers an online job and internship database, with on- and off-campus opportunities for graduate students, a robust online Resource Library, and an online on-demand career development course in CourseWorks. All of these resources can be accessed through their [website](#).

GSAS Compass invites MAPDs and DGSs to contact the office directly about the specific career interests of their students. Compass staff relies on close relationships with departments to tailor programming and advising to meet the diverse needs of GSAS students. The office is available to work with departments and student groups on delivering career-related programming and organizing alumni career panels.

Compass staff also available to meet with students in one-on-one career advising appointments to discuss career options, review job application materials, and prepare for interviews. Students have the option to book either in-person or virtual one-on-one advising appointments in the GSAS Compass online portal, accessible on their [website](#). During the 2024-25 academic year, Compass will continue to offer a mix of in-person and virtual programming.

To learn more, visit [this webpage](#) or write to gsas-compass@columbia.edu.

Appendix

GSAS Forms to Be Completed by Faculty

Please see below for links to GSAS forms for faculty members to complete and submit.

Dissertation Office Forms

- [Application for Master of Philosophy](#)
(completed by department)
- [Application for Master of Philosophy: Teachers College](#)
(completed by Teachers College Office of Doctoral Studies)
- [Report of the Dissertation Prospectus Committee](#)
(completed by department)
- [Application for the Dissertation Defense](#)
(completed by department)
- [Application for the Dissertation Defense: Teachers College](#)
(completed by Teachers College Office of Doctoral Studies)

Other Forms

- [Return to MA Study: Evaluation of Application](#)

GSAS Forms to Be Completed by Students

Please see below for links to GSAS forms for students to complete and submit.

Student Affairs Forms

- [Application for Transfer Credit](#)
- [Registration Adjustment Form](#)
(formerly known as the Add/Drop form)
- [Columbia Library Affiliation Form](#)
(for students in freestanding MA programs)
- [Parental Accommodation Form](#)
(doctoral students in Arts and Sciences programs)
- [Application for Childcare Subsidy](#)
(doctoral students in Arts and Sciences programs)
- [Adoption Assistance Program](#)
(doctoral students in Arts and Sciences programs)

Leaves of Absence, Withdrawals, Reinstatement

- [Leave of Absence](#)
- [Withdrawal from the University](#)
- [Application for MA Reinstatement](#)
- [Return from a Leave of Absence](#)

Exchange Scholars and Inter-University Doctoral Consortium (IUDC)

- Exchange Scholar Application
 - [Columbia students who wish to study elsewhere](#)
 - [Non-Columbia students who wish to study at Columbia](#)
- [Inter-University Doctoral Consortium \(IUDC\) Registration Form](#)

Financial Aid Forms

- [Request for Loans and/or Federal Work-Study](#)
- [Private Education Loan Applicant Self-Certification Form](#)
- [Statement of Understanding for External Fellowship Awards](#)
- [Summer Tuition Credit Application Form](#)
- [Consent to Release Financial Records](#)
- [Loan Reduction Application](#)

NOTE: Columbia University Federal School Code is: 002707

Sample Warning Letter for Students in Unsatisfactory Academic Standing

Dear **[Student Name]**:

This letter is formal notification that your academic standing in the **[MA/PhD]** Program in **[Program Name]** is currently unsatisfactory and that you are now in a probationary state of enrollment in the program. I write to you now to describe the terms of your probationary state and the standards of academic performance expected of you if you wish to continue in the program.

Our program requires **[list minimum academic requirements]; and continued good academic standing in a graduate program requires [review [this page](#) and note all unmet criteria]**.

In order to return to good standing, you must achieve the following: **[cite the tasks to be completed, goals to be achieved, etc., in order for the student to return to good standing, and the deadlines by when they should be met]**. If you do not meet these specific conditions, you will not be permitted to enroll for a subsequent term.

Please sign and date this letter below and return it to me by **[date]** to acknowledge these probationary terms. I am available to meet if you have any questions or concerns about these expectations. If you wish to withdraw from the program, please notify me and complete the [Request for Withdrawal form](#).

Sincerely,

[DGS]

Sign and date below to indicate that you have read and understood this letter.

Student Signature:

Date:

Gender-Based Misconduct Reporting Requirements for Faculty and Staff

University employees (faculty and staff)¹ have an obligation under federal law and university policy to immediately report gender-based misconduct experienced by undergraduate and graduate students.² This FAQ explains what you must do.

What should I say to a student who starts talking with me about an incident of gender-based misconduct?

1. If a student is in immediate danger, call the University's Public Safety Department at 212-854-5555 (Morningside) or 212-305-7979 (Medical Center), or the New York Police Department at 911.
2. Let the student know right away—before they disclose any information to you, if possible—that you have an obligation to report the incident (see below on how to report). This enables students to choose whether to share information with you or to seek out confidential resources, listed in point 3 below, that do not have the same reporting requirement. Some students are comfortable with reporting; others are not. When you explain your reporting responsibility, please assure the student that nothing in the reporting process allows their personal identifying information to be shared publicly.
3. Share these on-campus resources, as appropriate. They are for students who are in crisis and in need of immediate professional support and for students who just want to know where else to turn.

The [Gender-Based Misconduct Office](#) has case managers who can help determine if students need accommodations (such as changes to exam dates or housing) and assist students with referrals and resources. This “non-confidential” office will protect students’ privacy to the greatest extent possible and will disclose identifying information to others only on a need-to-know basis. The office can be reached at 212-854-1717 or titleix@columbia.edu.

In addition, the following confidential resources do not have a reporting obligation and will not reveal to others any identifiable information about the student:

Sexual Violence Response/Rape Crisis and Anti-Violence Support Center:

Professional and peer counselors available in person into the evening and available 24/7/365 at 212-854-HELP

Columbia Health (Morningside) for Columbia and Teachers College students:

- Medical Services: 212-854-9797
- Counseling and Psychological Services: 212-854-2878

Ombuds Office: 212-854-1234

Columbia University Medical Center Health Services:

- Medical Services: 212-305-3400
- Counseling and Psychological Services: 212-305-3400

¹ Included are university officers, residential program staff, teaching assistants (including graduate students and postdocs), and adjunct faculty. Barnard and Teachers College faculty and staff should consult their Title IX coordinator for additional information and resources.

² Because requirements regarding postdoctoral students vary, contact the Deputy Title IX Coordinator for Faculty and Staff Concerns at eoaa@columbia.edu or 212-854-6699.

Barnard Health Services:

- Medical Services: 877-941-1695
- Counseling and Psychological Services: 212-854-2092

University Chaplain: 212-854-1493

Additional resources can be found [here](#).

If a student tells me they have experienced gender-based misconduct, how do I submit a report?

You can use the [Gender-Based Sexual Misconduct Report Form](#), call the Gender-Based Misconduct Office at 212-854-1717, or email the office at titleix@columbia.edu. This will reach the Deputy Title IX Coordinator for Student Concerns and will fulfill your reporting responsibility.

What will I need to include in my report?

You will need to include any information you have, including the name(s) of the student(s) or others involved in any incidents and information about the incidents. If you don't know students' names but have information about an incident, you must report that. Likewise, if you have names but no detailed information about an incident, you must report that as well.

What kinds of gender-based misconduct trigger my reporting obligation?

The university policy identifies ten types of gender-based misconduct that violate our policy and require a report if you hear about them. They are (1) nonconsensual sexual intercourse; (2) nonconsensual sexual contact; (3) domestic violence; (4) dating violence; (5) sexual exploitation; (6) stalking; (7) sexual harassment; (8) gender-based harassment; (9) intimidation that reasonably leads the student to fear for their physical well-being or to engage in sexual conduct for self-protection; and (10) retaliation for participating in any way in the gender-based misconduct disciplinary process, including by reporting an incident. Click [here](#) for detailed definitions.

Importantly, you don't need to be concerned with whether there is enough information to report or whether an incident fits the policy definition. When you report the information you have learned, even if it seems minor, the Gender-Based Misconduct Office will determine the appropriate next steps.

Do I need to report if: (1) I hear about an incident from someone else; (2) the student does not know the name of the person who committed an offense; (3) the offender is not a student or not affiliated with Columbia; or (4) the incident took place away from campus or when school was not in session?

Yes. The university seeks to ensure that our students have access to the appropriate resources and that our community is safe.

What happens when I file a report?

If you have the names of students involved, the Gender-Based Misconduct Office will reach out to them. For students who have experienced gender-based misconduct, a case manager will help determine if they need accommodations, referrals, and resources as described above. For any student who has been accused of violating the policy, the office will also work directly with him or her if an investigation is initiated.

Do I need to do anything after I have filed a report?

No. Once you file a report, your reporting obligation is complete, though you should keep any notes you have taken for future reference, since the Gender-Based Misconduct Office may follow up with you if they have any questions as they are processing the report. The Gender-Based Misconduct Office will follow up with the students involved to help arrange accommodations and access to additional resources, as appropriate. You can continue to talk with the student over time, but please continue to communicate with the Gender-Based Misconduct Office if you learn additional information.

Do I have reporting responsibilities if I hear that faculty or staff have experienced gender-based misconduct? If so, what are they?

University officers have a duty to report gender-based misconduct involving employees to the Deputy Title IX Coordinator for Faculty and Staff Concerns at eoaa@columbia.edu or 212-854-6699.

You can also share these resources for faculty and staff: (1) the [Office of Equal Opportunity and Affirmative Action](#); (2) [Human Resources](#); (3) the confidential [Ombuds Office](#); and (4) the confidential Employee Assistance Program. [St. Luke's Crime Victims Treatment Center](#) (212-523-4728) provides medical services and counseling near campus for survivors of sexual assault, intimate partner violence, childhood sexual abuse, and other forms of violence and crime.

For further information about the Gender-Based Misconduct Policy for Students, resources, and more, please see the University's Sexual Respect website at sexualrespect.columbia.edu.