



# Student Handbook

Columbia Engineering 2020 - 2021

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## Undergraduate Programs

The undergraduate programs at Columbia Engineering not only are academically exciting and technically innovative, but also lead into a wide range of career paths for the educated citizen of the twenty-first century. Whether you want to become a professional engineer, work in industry or government, or plan to pursue a career in the physical and social sciences, medicine, law, business, or education, Columbia Engineering will provide you with an unparalleled education.

The School firmly believes that students gain the most when engineering is brought up front, early in the four-year curriculum. Therefore, each first-year student takes the Art of Engineering, which addresses the fundamental concepts of math and science in an engineering context, as well as nontechnical issues in professional engineering practice such as ethics and project management.

## Undergraduate Degrees

Columbia Engineering's undergraduate degrees are offered by the following departments: Applied Physics and Applied Mathematics, Biomedical Engineering, Chemical Engineering, Civil Engineering and Engineering Mechanics, Computer Engineering, Computer Science, Earth and Environmental Engineering, Electrical Engineering, Industrial Engineering and Operations Research, Materials Science and Engineering Program, and Mechanical Engineering.

## The Bachelor of Science Degree

Students who complete a four-year sequence of prescribed study are awarded the Bachelor of Science degree. The general requirement for the Bachelor of Science degree is the completion of a minimum of 128 academic credits with a minimum cumulative grade-point average (GPA) of 2.0 (grade letter 'C') at the time of graduation. The program requirements, specified elsewhere in the [Academic Bulletin](#), include the first-year–sophomore course requirements, the major departmental requirements, and technical and nontechnical elective requirements.

Students who wish to transfer points of credit may count no more than 68 transfer points toward the degree and must satisfy the University's residence requirements by taking at least 60 points of credit while enrolled in The Fu Foundation School of Engineering and Applied Science. Courses may not be repeated for credit unless it is stated otherwise in the course description.

The bachelor's degree in engineering and applied science earned at Columbia University prepares students to enter a wide range of professions. Students are, however, encouraged to consider graduate work, at least to the master's degree level, which is increasingly considered necessary for many professional careers.

The Engineering Accreditation Commission (EAC) of ABET, an organization formed by the major engineering professional societies, accredits university engineering programs

on a nationwide basis. Completion of an accredited program of study is usually the first step toward a professional engineering license.

Advanced study in engineering at a graduate school sometimes presupposes the completion of an accredited program of undergraduate study.

The following undergraduate programs are accredited by the EAC of ABET: Biomedical Engineering, Chemical Engineering, Civil Engineering, Earth and Environmental Engineering, Electrical Engineering, and Mechanical Engineering.

## Policy on Degree Requirements

The Committee on Instruction and faculty of The Fu Foundation School of Engineering and Applied Science review degree requirements and curricula matters each year, and the Academic Bulletin reflects these faculty recommendations and curricular changes in its yearly reprinting. School policy requires students to fulfill all general degree requirements as stated in the Academic Bulletin of the first year of their matriculation into the School. Students declare their major during the first semester of their sophomore year. Requirements for the major or minor are in accordance with the Academic Bulletin during the year in which the student declares the major or minor.

## Graduate Programs

Graduate programs of study in The Fu Foundation School of Engineering and Applied Science are not formally prescribed, but are planned to meet the particular needs and interests of each individual student. Requirements for each degree are outlined in detail in the Academic Bulletin.

Students registered in the School have a minimum requirement for each Columbia degree of 30 points of credit of coursework completed at Columbia University. The student must enroll for at least 15 of these points while registered as a matriculating student in a degree program in the Engineering School. Students wishing to change from the Ph.D. degree to the Eng.Sc.D. degree must therefore enroll for at least 15 points while registered in the School. For residence requirements for students registered in the Graduate School of Arts and Sciences or those wishing to change from the Eng.Sc.D. degree to the Ph.D. degree, see the bulletin of the Graduate School of Arts and Sciences.

For graduation, a candidate for any degree except a doctoral degree must file an Application for Degree or Certificate on the date specified in the Academic Calendar. Candidates for a doctoral degree must apply for the final examination. If the degree is not earned by the next regular time for the issuance of diplomas subsequent to the date of filing, the application must be renewed. Degrees are awarded three times a year—in October, February, and May.

### The Master of Science Degree

The Master of Science degree is offered in many fields of engineering and applied science upon the satisfactory completion of a minimum of 30 points of credit of approved graduate study extending over at least one academic year.

All degree requirements must be completed within five years of the beginning of the Master of Science program. Under extraordinary circumstances, a written request for an extension of this time limit may be submitted to the student's department for approval by the department chair and the Assistant Dean. A minimum cumulative grade-point average of 2.5 is required for the M.S. degree. A student who, at the end of any term, has not attained the grade-point average required for the degree may be asked to withdraw.

### Doctoral Degrees: Eng.Sc.D. and Ph.D.

Two doctoral degrees in engineering are offered by the University: the Doctor of Engineering Science, administered by The Fu Foundation School of Engineering and Applied Science and the Doctor of Philosophy, administered by the Graduate School of Arts and Sciences. Both doctoral programs are subject to review by the Committee on Instruction of the School. Doctoral students may submit a petition to the Office of Graduate Student Affairs to change from the Eng.Sc.D. degree to the Ph.D. degree or from the Ph.D. degree to the Eng.Sc.D. degree. The petition must be submitted within

the first year of enrollment in the doctoral program. Any petitions submitted after this period will not be considered.

Doctoral degree status can be changed only once; students, therefore, must determine which doctoral degree program is most appropriate for their academic and professional endeavors.

Departmental requirements may include comprehensive written and oral qualifying examinations. A student must have a satisfactory grade-point average to be admitted to the doctoral qualifying examination. Thereafter, the student must write a dissertation embodying original research under the sponsorship of a member of his or her department and submit it to the department. If the department recommends the dissertation for defense, the student applies for final examination, which is held before an examining committee approved by the appropriate Dean's Office. This application must be made at least three weeks before the date of the final examination.

The defense of the dissertation constitutes the final test of the candidate's qualifications. It must be demonstrated that the candidate has made a contribution to knowledge in a chosen area. In content the dissertation should, therefore, be a distinctly original contribution in the selected field of study. In form it must show the mastery of written English, which is expected of a university graduate.

## Ph.D. Degree

A student must obtain the master's degree (M.S.) before enrolling as a candidate for the Ph.D. degree. Application for admission as a doctoral candidate may be made while a student is enrolled as a master's degree candidate. Candidates for the Ph.D. degree must register full time and complete six Residence Units. The minimum requirement in coursework for the doctoral degree is 60 points of credit beyond the bachelor's degree. A master's degree from an accredited institution may be accepted in the form of advanced standing as the equivalent of one year of residence (30 points of credit and two Residence Units). An application for advanced standing must be completed during the first semester of study. Ph.D. candidates will be required to complete no less than 30 additional points of credit in residence for a letter grade beyond the M.S.

Ph.D. candidates should obtain a copy of the bulletin of the Graduate School of Arts and Sciences, in which are printed the requirements of the department of major interest.

## Eng.Sc.D. Degree

A student must obtain the master's degree (M.S.) before enrolling as a candidate for the Eng.Sc.D. degree. The minimum requirement in coursework for the doctoral degree is 60 points of credit beyond the bachelor's degree. Eng.Sc.D. candidates will be required to complete a minimum of 30 additional points of credit in residence beyond the M.S. for a letter grade. A master's degree from an accredited institution may be accepted in the form of advanced standing as the equivalent of 30 points of credit.

Candidates for the Eng.Sc.D. degree must, in addition to the 60-point requirement, accumulate 12 points of credit in the departmental course E9800: Doctoral research instruction (see below). The candidate for the degree of Doctor of Engineering Science must submit evidence that his or her dissertation has been filed in compliance with requirements set by the faculty of Engineering and Applied Science.

## Doctoral Research Instruction

An Eng.Sc.D. candidate is required to complete 12 credits in the departmental course E9800: Doctoral research instruction in accordance with the following guidelines:

- After obtaining a master's degree or advanced standing, at which time the student begins doctoral research, the student is eligible to register for E9800 (3, 6, 9, or 12 points of credit per term).
- Registration for E9800 at a time other than that prescribed above is not permitted, except by written permission of the Dean.
- The 12 points of E9800 required for the Eng.Sc.D. degree do not count toward the minimum residence requirements, e.g., 30 points beyond the master's degree or 60 points beyond the bachelor's degree.
- If a student is required to take coursework beyond the minimum residence requirements, the 12 points of doctoral research instruction must still be taken in addition to the required coursework.
- A student must register continuously through the fall and the spring terms. This requirement does not include the summer session.

## Completion of Requirements

The requirements for the Eng.Sc.D. degree must be completed in no more than seven years. The seven-year time period begins at the time of enrollment and extends to the date on which the dissertation defense is held.

Extension of the time allowed for completion of the degree may be granted on recommendation of the student's sponsor and the department chair to the Dean when special circumstances warrant. Such extensions are initiated by submitting a statement of work in progress and a schedule for completion together with the sponsor's recommendation to the department chair. Please contact the [Office of Graduate Student Affairs](#) for more information.

## Columbia Video Network

Columbia University's Fu Foundation School of Engineering and Applied Science established the Columbia Video Network (CVN) in 1986 to meet a growing need within the engineering community for a graduate distance education program. Over 30 years later, our part-time fully online programs provide working professionals high quality graduate engineering education in a convenient and flexible format.



## Programs of Study

CVN offers part-time online graduate degree, certificate, and non-degree programs. CVN students may enroll in select SEAS graduate courses in Fall, Spring, and Summer terms. CVN administrators work closely with faculty members from each department to select courses that best fit the needs of our students.

## Campus Life

The Fu Foundation School of Engineering and Applied Science attracts and admits a diverse, and multicultural group of students, and it takes steps to provide a campus environment that promotes the continued expansion of each student's ideas and perspectives.

While the School is large enough to support a wide variety of programs, it is also small enough to promote the close interaction among students, faculty, and administration that has created a strong sense of community on campus.

### James H. and Christine Turk Berick Center for Student Advising (CSA)

The James H. and Christine Turk Berick Center for Student Advising (CSA) reflects the mission of the University in striving to support and challenge the intellectual and personal growth of its undergraduate students and by creating a developmental, diverse, and open learning environment. Individually and collaboratively, each advising dean:

- Provides individual and group academic advisement, exploration, and counseling
- Provides information on pre-professional studies, major declaration, and completion of the degree, as well as various leadership, career, graduate school, and research opportunities
- Designs and facilitates programming to meet the unique developmental needs of each class and to enhance community among students, faculty, and administrators
- Interprets and disseminates information regarding University policies, procedures, resources, and programs
- Educates and empowers students to take responsibility in making informed decisions
- Refers students to additional campus resources

Every undergraduate is assigned an adviser from the Berick Center for Student Advising for the duration of his or her undergraduate career. Generally, each matriculating student is assigned to an advising dean, who is a liaison to the department the student indicated as his or her first intended major on the Columbia application. When a student declares a major, a faculty member is also appointed to advise him or her for the next two years. Depending on their chosen major, students may be assigned to a new advising dean who is a CSA liaison to their department. Advising deans regularly refer students to their academic departments to receive expert advice about their engineering course selections.

### Preprofessional Advising

Preprofessional Advising is a specialized advising unit within the James H. and Christine Turk Berick Center for Student Advising. It is dedicated to providing information and

guidance to students who plan a career in law or the health professions, through individual advising, workshops, and other events related to professions of law and health. Preprofessional advisers work closely with other CSA advisers to support students during their undergraduate program of study. They also provide extensive individualized support to students and alumni through their application process to professional schools.

## Undergraduate Student Life

Undergraduate Student Life (USL) is comprised of [Multicultural Affairs](#), [Residential Life](#), and [Student Engagement](#). Collectively, these offices foster a vibrant community by promoting inclusivity, encouraging responsibility, and creating and supporting opportunities for students to develop connections within and beyond Columbia's campus. Throughout the year, USL supports community events; provides leadership, cultural, and civic engagement programs and opportunities; offers diversity education and training; supports identity development and exploration; and advises students, student organizations, and residential communities.

### Multicultural Affairs

Multicultural Affairs promotes an inclusive campus community by acting as an educational resource and providing a supportive environment for personal exploration, intercultural connections, and intergroup dialogue. Multicultural Affairs facilitates student's engagement with many facets of diversity, including race, ethnicity, socioeconomic status, country of origin, sexual orientation, and gender identity/expression. Offering programs in diversity education, social justice, leadership development, advocacy, and mentoring. Multicultural Affairs also advises cultural and identity-based student organizations. In addition to serving as a resource for all students, Multicultural Affairs works with first-generation and low income students, LGBTQ students, students of color, and international students through all phases of the campus experience.

### Residential Life

Undergraduate student life begins within the residence halls, in which nearly all first-year undergraduate students live. The University assigns rooms to both Engineering and Columbia College undergraduate students, ensuring that all students will live either with or near a student attending the other program. Once students have moved into their new campus home, they will find themselves part of a residential system that offers undergraduates a network of social and academic support.

Residential Life comprises of a team of students, faculty, and professional staff who strive to enhance the quality of the residential experience by cultivating an atmosphere conducive to educational pursuits and developing community among the student body. This team includes resident advisers (RAs), undergraduates who live in the residence halls and serve as peer mentors and educators. Residential Life helps facilitate connections among hallmates, provides programming opportunities, and

supports shared community standards. Residential Life staff provide guidance through any challenges students may experience adjusting to residential living at Columbia.

## Student Engagement

Student Engagement is committed to building a strong sense of campus community by providing programming that enhances leadership skills, fosters community engagement, and encourages the exploration of the variety of co-curricular opportunities available to students at Columbia. Student Engagement staff advise the [Columbia Engineering Student Council](#), as well as a broad range of student organizations recognized by the student governing boards, and provide support for a host of community traditions and celebrations. Students can find opportunities for community building, social interaction, and participation in campus life through programs and events supported by Student Engagement, including the New Student Orientation Program, pre-orientation programs, Urban NY, Alternative Break Program, the WKCR radio station, and more.

## Undergraduate Orientation

[Columbia's New Student Orientation Program \(NSOP\)](#) helps students feel at home in Morningside Heights, become familiar with the academic and co-curricular opportunities, meet the administration and faculty of Columbia Engineering, learn about campus traditions, understand how to access campus resources and support services, and connect with the Columbia community. NSOP, required for all new students, begins the transition to the excitement, opportunities, and rigor of campus life. It is the first step of many to help students acclimate.

## Student Organizations

The [Engineering Student Council \(ESC\)](#) and its associated class councils are the elected representative body of undergraduates at Columbia Engineering. ESC represents student interests on committees and projects addressing a wide range of issues facing the Columbia community and helps shape the quality of life for Columbia students. Working in conjunction with the ESC, the Columbia College Student Council (CCSC), General Studies Student Council (GSSC), Student Government Association (SGA), the Activities Board at Columbia (ABC), Student Governing Board (SGB), InterGreek Council (IGC), Community Impact (CI), and Club Sports, oversee the management and funding of more than 400 student organizations.

The Activities Board at Columbia (ABC) provides governance for recognized student organizations, including preprofessional, academic, competition, cultural, special interest, publication, media, and performing arts organizations. The preprofessional organizations are of special interest to engineering students. These organizations reflect the range of academic disciplines and interests to be found among students and include the National Society of Black Engineers, the Society of Women Engineers, Society of Hispanic Professional Engineers, the American Institute of Aeronautics and Astronautics, and the Biomedical Engineering Society, just to name a few.

The Student Governing Board provides governance for recognized student organizations that are religious, spiritual, political, ideological, activist, and humanitarian.

The InterGreek Council oversees the Interfraternity Council, Multicultural Greek Council, and Panhellenic Council. Community Impact supports service organizations supporting communities of Upper Manhattan and Club Sports recognizes recreational and sports organizations.

## Graduate Student Affairs

The [Office of Graduate Student Affairs at The Fu Foundation School of Engineering](#) and Applied Science is integral to the School's teaching, research, and service mission and works to enhance the educational opportunities available to students. This office provides leadership for the integration of educational programs and services that enhance recruitment, retention, and quality of campus life for graduate students at Columbia Engineering. It strives to demonstrate sensitivity and concern in addressing the needs of the School's population. The office is dedicated to providing service to prospective, new, and continuing students pursuing a graduate education in engineering or applied science.

### Graduate Orientation

All new graduate students participate in orientation. During Welcome Day and Month, new graduate students learn about various School and University resources, policies and procedures, and other essential information to assist them with their transition to the graduate program. Orientation for new graduate students starting their program of study in the fall term begins in mid-August and spring orientation will be in mid-January.

In addition to providing information on university resources and policies, students engage in cultural, social, and professional networking activities. Through these activities graduate students are encouraged to connect with their peers, acclimate to the campus and New York City as well as develop their professional portfolios. The Office of Graduate Student Affairs strongly believes that orientation serves as a vehicle in onboarding our graduate students into an active and engaging student life experience at Columbia.

### Graduate Student Organizations

Columbia University graduate students can participate in and enjoy hundreds of diverse, University-affiliated social, religious, cultural, academic, athletic, political, literary, professional, public service, and other organizations. At Columbia Engineering, graduate students are encouraged to become active members of the Engineering Graduate Student Council (EGSC). The EGSC is a recognized group that consists of representatives from each of the nine academic departments at Columbia Engineering. The objectives of the EGSC are to foster interaction among graduate engineering students, to serve as a voice for graduate engineering students, and to sponsor social and educational events of interest to the graduate engineering community.

### Graduate Judicial Affairs

The Office of Graduate Student Affairs is responsible for assisting graduate students with upholding academic and community standards. The office provides mandatory

academic integrity training for graduate students and is responsible for the Dean's Discipline process.

## Student Conduct and Community Standards

[Student Conduct and Community Standards](#) strives to effect change and promote integrity, accountability, and respect in the Columbia University community. Working with students, faculty, and other community partners, SCCS thoroughly investigates and resolves incidents of academic, behavioral, and gender-based misconduct through a collaborative, educational, and reflective process guided by established values: Integrity; Accountability; Education; and Respect.

## Office of the University Chaplain

Columbia is home to a community of scholars, students, and staff from many different religious backgrounds. [The Office of the University Chaplain](#) ministers to their individual faiths and supports individual spirituality, while promoting interreligious understanding. The University Chaplain oversees the work of the United Campus Ministries - a fellowship of more than twenty religious life advisers representing specific faith traditions. The University Chaplain also fosters learning through spiritual, ethical, religious, political, and cultural exchanges and hosts programs on matters of justice, faith, and spirituality. Through these and other means, the Office of the University Chaplain cultivates interfaith and intercultural awareness.

The University Chaplain is available for confidential pastoral counseling to individuals, couples, and families in the Columbia University community. The Office of the University Chaplain may also assist with private ceremonies such as weddings, christenings, and memorial services. We warmly welcome your interest, questions, and participation.

## The Office of University Life

The mission of the [Office of University Life](#) is to further the academic and community experience of students, faculty, and staff at Columbia. Throughout the academic year, this office in collaboration with other Columbia student life offices and academic departments will sponsor programming and other required initiatives to achieve this mission.

All Columbia students are encouraged to participate in required Office of University Life initiatives. However, new students must participate in and complete the Sexual Respect and Community Citizenship Initiative and the Welcome to Columbia and Sexual Assault Prevention [pre-arrival tutorials](#).

The [Interschool Governing Board \(IGB\)](#), overseen by the Office of University Life, recognizes student organizations whose membership spans across the various schools at Columbia.

## Lerner Hall

[Lerner Hall](#) is the student center, housing many offices central to student life at Columbia University. A 225,000-square-foot facility located on the southwest corner of campus, Lerner Hall was designed by Bernard Tschumi, the former Dean of Columbia's Graduate School of Architecture, Planning and Preservation. The building features a glass facade and ramps to offer those within Lerner scenic views of campus and to allow those on campus to clearly view the activities within the building.

Opened in 1999, Lerner Hall contains an auditorium that seats up to 1,100, a fully operational cinema, a party space, plus a diverse offering of meeting, rehearsal, and performance spaces, computer labs and kiosks.

The building also features the University Bookstore, two dining facilities, a banking center and ATM, and the Ticket and Information Center. Lerner Hall is home to many critical University resources such as Undergraduate Student Life (USL), the James H. and Christine Turk Berick Center for Student Advising (CSA), University Chaplain, University Event Management (UEM), and Counseling & Psychological Health (CPS).



## Intercollegiate Athletics

Columbia has a long tradition of success in [intercollegiate athletics](#) and The Fu Foundation School of Engineering and Applied Science has always been an active participant in these programs. While Columbia's intercollegiate athletics program is governed by Ivy League regulations, Columbia is also a member of the National Collegiate Athletic Association. Columbia sponsors men's varsity teams in baseball, basketball, cross country, fencing, football, golf, rowing (heavyweight and lightweight), soccer, squash, swimming and diving, tennis, track and field (indoor and outdoor), and wrestling.

Women in all undergraduate divisions of Columbia and in Barnard College compete together as members of University-wide athletic teams. The arrangement, called a consortium under NCAA rules, is one of only three in the nation and the only one on a Division I level. Currently, there are women's varsity teams in archery, basketball, cross country, fencing, field hockey, golf, lacrosse, rowing, soccer, softball, squash, swimming and diving, tennis, track and field (indoor and outdoor), and volleyball.

Columbia's commitment to success in intercollegiate athletics competition has been matched by the determination of alumni and administrators to upgrade the University's athletic facilities. [The Baker Field Athletics Complex](#), a few miles up the Hudson River on the northern tip of Manhattan, has been completely rebuilt and expanded. The complex features Robert K. Kraft Field at Lawrence A. Wien Stadium, a 17,000-seat football and lacrosse facility; Robertson Field at Satow Stadium, home of the baseball program; Rocco B. Commisso Soccer Stadium, home venue for soccer programs; softball and field hockey venues; and an Olympic-quality synthetic track. At Columbia's Dick Savitt Tennis Center at the Baker Athletics Complex, there are six cushioned hard tennis courts, all of which are covered by a state-of-the-art air dome for winter use. The Remmer and 1929 Boathouse includes a three-bay shell house, complete with an upper level that includes an erg and weight room. The Campbell Sports Center, the newest athletics building at the Baker Athletics Complex, features coaches offices, a strength and conditioning center, a theatre-style meeting room, as well as a student-athlete lounge and study space.

Columbia's [Dodge Physical Fitness Center](#) draws thousands of students each day for recreation, physical education classes, intramural play, club competition, and varsity sport contests and practices. Dodge Fitness Center houses most indoor sports and is available to all registered students. Major athletic facilities on campus include two full-size gymnasiums for basketball, volleyball, and badminton; six squash and handball courts; the eight-lane Uris pool with three diving boards; a fully equipped three-level exercise and weight room facility; two aerobic group fitness rooms; a fencing room; a wrestling room; an indoor running track; and two fully equipped saunas.

### Eligibility for Intercollegiate Athletics

Any student in the Engineering School who is pursuing the undergraduate program or an approved combined program toward a first degree is eligible for intercollegiate athletics. To be eligible for athletic activities, the student must:

- Be a candidate for a bachelor's degree
- Be registered for at least 12 points of credit
- Make appropriate progress toward the degree as defined by the NCAA, the Ivy League, and Columbia University.
- These criteria are monitored by the Associate Athletics Director for Compliance and certified by the Office of the Registrar.
- Have attended the University for no more than eight terms
- Not have completed the requirements for the bachelor's degree

Questions about athletic eligibility should be referred to the appropriate academic adviser or the [Associate Athletics Director for Compliance](#) in the Department of Intercollegiate Athletics and Physical Education.

## Recreation Programs

In addition to the required physical education courses (see [Academic Bulletin](#)), the Department of Intercollegiate Athletics and Physical Education offers a comprehensive recreation program, including Intramurals, Club Sports, Fitness, and Wellness Programs. Through Intramurals, students have the opportunity to participate in both individual and team sports. Individual activities function through tournaments, while team activities feature both league and tournament competition. Club Sports are designed to allow groups of individuals who share a common athletics interest to organize and collectively pursue this activity. Club Sports are organized on recreational, instructional, and competitive levels. The Wellness program supports students' well-being through movement, mindfulness, and healthy fuel. Student Wellness initiatives are open to all Columbia students and are always free. The fitness program has about 70 group exercise classes per academic semester which include sculpt, yoga, Zumba®, core, and cardio focuses, while the Specialized Class program offers skill-based courses ranging from squash to scuba. The Functional Fitness Studio, in the squash court hallway, hosts both classes and open hours. Classes in the Functional Fitness Studio use kettlebells, TRX® straps, sandbags, and body weight training in circuit format. Personal Training is also available at Dodge Fitness Center. Details about all the programs, activities, schedules, and employment opportunities are available online at [perec.columbia.edu](http://perec.columbia.edu) and in the Office of Physical Education and Recreation, 336 Dodge Fitness Center.

## Campus Safety and Security

Columbia University prepares an [annual security report](#), which is available to all current and prospective employees and students. The report includes statistics for the three previous years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Columbia University, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Director of Administration and Planning, Public Safety at 212-854-3815 or by accessing their [website](#).

## Student Services

### Undergraduate Housing

The residence halls are an important focal point of campus life outside the classroom. A trained Residential Life staff lives with the students in the halls. They work to create an atmosphere conducive to educational pursuits and the development of community among the diverse student body. Throughout the year Residential Life staff present programs in the residence halls and off-campus that are both social and educational.

Columbia guarantees housing for all undergraduate students (except 2nd Year Combined Plan students and visiting students) who have filed their intent to reside on campus by the stated deadline and who have continuously registered as full-time students. Each spring, continuing students participate in a room selection process to select their accommodations for the next academic year. Students who take an unauthorized leave of absence are placed on the non-guaranteed waitlist upon their return and are on the waitlist for each subsequent year.

Columbia Housing operates a variety of residence halls with accommodations available to Columbia undergraduate students, including corridor or suite-style living and amenities like kitchens and lounges. Students can explore their residence hall options in the [Residence Hall Directory](#).

Upperclass Columbia students also have the option of living in brownstones and a limited number of fraternity and sorority organizations. These rooms are also chosen through the room selection process, which takes place each spring.

### Graduate Housing

Graduate students have a number of housing opportunities in the Morningside Heights neighborhood. The three main sources are Columbia Residential, International House, and Off-Campus Housing Assistance (OCHA). Columbia Residential operates Columbia-owned apartments and dormitory-style suites in the Morningside Heights and Manhattan Valley areas within walking distance of the campus, as well as in Riverdale, in the Bronx. International House, a privately owned student residence near the campus, has accommodations for about five hundred graduate students, both international and American, who attend various area colleges and universities. It provides a supportive and cross-cultural environment with many activities and resources, and it is within the vicinity of the Engineering School.

[Columbia's Off-Campus Housing Assistance \(OCHA\)](#) office assists Columbia students and affiliates in their search for rental housing in the metropolitan area. OCHA manages a database known as the [Housing Registry](#) that contains listings of available rooms and apartments in non-Columbia-owned buildings in NYC. [The Registry](#) also contains listings of sublets of rooms and apartments in Columbia-managed housing. Prospective

roommates can post and search profiles on the Roommates section of the Registry. OCHA also offers one-on-one counseling. Only students and affiliates with a UNI or an acceptance/offer letter are permitted to use [the Registry](#). Office hours and instructions are posted on the website. Start your search by watching OCHA's [Apartment Hunting Webinar](#) on OCHA's homepage.

Columbia Residential application information is sent along with acceptance packets from the Office of Graduate Student Affairs. Information on applying for housing is also available in the Office of Graduate Student Affairs and the [Columbia Residential website](#). Due to the growing demand for housing, graduate housing is not guaranteed, but every effort is made to accommodate incoming graduate students. It is critical that incoming graduate students follow the instructions provided in their acceptance packet. Depending on availability, students placed on the Columbia Residential waitlist receive housing assignments between late December and January for the spring term, and between May and late September for the fall term.

Students will be properly notified of Graduate Orientation and Registration. Select move-in periods on the Columbia Residential application accordingly, and update your application as needed. For the spring term, the housing application approval process begins late November and concludes by the end of December.

## Columbia Dining

### First-Year Students

All first-year students in residence are required to enroll in one of three dining plans, each of which comprises a varying number of meals served in John Jay Dining Hall, Ferris Booth Commons, or JJ's Place, and Dining Dollars, which can be used at the 11 dining locations on campus. Plan 3 is the only first-year plan that also includes Off Campus Flex.

#### First-Year Dining Plans ·

- 19 meals per week and 75 Dining Dollars per term, plus 15 floating meals and 6 guest meals
- 15 meals per week and 125 Dining Dollars per term, plus 10 floating meals and 6 guest meals
- 19 meals per week, \$50 Flex and 25 Dining Dollars per term, plus 15 floating meals and 6 guest meals

The dining plans are transacted through the University ID Card, which serves as a convenient way to enjoy dining all over campus without carrying cash.

#### Meals

The meals portion of the dining plan enables students to help themselves to unlimited servings of food served in John Jay Dining Hall, Ferris Booth Commons, or JJ's Place. The hours of operation for these locations offer 24-hour dining.

## Dining Dollars

In addition to meals, Dining Dollars comprise the other portion of the first-year dining plan. Each Dining Dollar is equal to one dollar and operates as a declining balance account, much like a debit card.

Columbia Dining maintains 10 dining facilities conveniently located on campus. Each of the locations accepts Dining Dollars, an alternative to cash payment, that is accessed by the University ID Card.

With Dining Dollars, students will enjoy the ease and flexibility of cashless transactions as well as the savings of sales tax on all food purchases. Dining Dollars will roll over from year to year until graduation.

### Upperclass and Graduate Students

Many upperclass and graduate students who dine on campus open a Dining Dollars account; however, some choose to enroll in an upperclass/graduate student dining plan.

Columbia Dining offers eleven plans, all of which are accessed by the University ID Card and can be used for meals in John Jay Dining Hall, Ferris Booth Commons, or JJ's Place. The hours of operation for these locations offer dining options for breakfast, lunch, dinner, and late-night, with continuous dining service.

### *Upperclass and Graduate Dining Plans*

- *A Weekly*. 14 meals per week and 200 Dining dollars per term, plus 15 floating meals and 6 guest meals
- *A Term*. 210 meals per term and 200 Dining dollars per term
- *A Meal Only*. 210 meals only
- *B Dining Dollars*. 175 meals per term and 200 Dining Dollars per term, plus 6 guest meals
- *B Flex*. 175 meals and 200 Flex per term, plus 6 guest meals
- *C*. 100 meals and 125 Dining Dollars per term, plus 4 guest meals
- *C Plus*. 150 meals, 75 Dining Dollars and 75 Flex per term plus 4 guest meals
- *D*. 75 meals and 75 Dining Dollars per term, plus 2 guest meals
- *EZ1*. 19 meals per week and 75 Dining Dollars per term, plus 6 guest meals and 15 floating meals
- *EZ2*. 15 meals per week and 125 Dining Dollars, plus 6 guest meals and 10 floating meals
- *EZ3*. 19 meals per week and 25 Dining Dollars, plus \$50 Flex, 6 guest meals, and 15 floating meals

## Kosher Dining Plan

All students who participate in a dining plan, including first-year, upperclass, or graduate students, are eligible for the Columbia Kosher Dining Plan. Signing up for this dining plan allows access to a restricted kosher area within John Jay Dining Hall as well

as Express Meals to-go. CU kosher meals can also, for an additional charge, be exchanged for a kosher meal at Barnard's Hewitt Hall (kosher to kosher only). To sign up, the student selects a plan from either the First Year Dining Plan or the Upperclass Dining Plan options, according to the student's status, then elects to enroll in the Kosher Dining Plan. For more details, a dining plan comparison, and additional tools, visit the [Columbia Dining website](#).

#### Locations/Menus/Hours

Locations, menus, and hours of all campus dining facilities can be found on the [Columbia Dining website](#). The website also offers photos and virtual tours of some of our facilities.

#### Food Pantry

##### *Mission Statement*

To relieve hunger through the acquisition and distribution of food to those students who need it most, and to lead the campus community in the fight against hunger and the stigma associated with food insecurity.

#### Nutrition, Food Allergies, and Special Diets

Registered Dietitian Alexa Gandara is available on-site as well as online to address individual questions and concerns related to food allergies, intolerances, and dietary preferences. Alexa can be contacted via email at [ag4314@columbia.edu](mailto:ag4314@columbia.edu) or by phone at 212-854-3353 with questions, to schedule a consultation, or to discuss personal meal planning. For more information and a nutrition calculator, visit the [Columbia Dining website](#).

# Columbia Health

Phone: 212-854-2284

After-hours Urgent Medical Concerns: 212-854-7426

After-hours Urgent Mental Health Concerns: 212-854-2878

24/7 support for survivors of violence: 212-854-HELP (4357)

<mailto:health@columbia.edu>

Website: [health.columbia.edu](http://health.columbia.edu)

Patient Portal: [secure.health.columbia.edu](http://secure.health.columbia.edu)

Fall 2020

Full time students and those on the Columbia University Student Health Insurance Plan are required to pay the Health & Related Services Fee regardless of the physical location of the student. Columbia Health, directly or in conjunction with our global partners, will continue to provide our [full range of services](#) to students, in person or via virtual means, across all 50 US states as well as for our students located outside of the United States. There is no option to waive the fee.

## Student Health Insurance

*All full-time domestic and all international students who do not request a waiver or exception for student health insurance are automatically enrolled in the Columbia Plan. Students who enroll in The Columbia Plan (administered by Aetna Student Health) may also provide insurance for their eligible dependents. All enrollment, waiver, and exception requests are due on September 30 for new and returning fall students, (February 15 for new spring term enrollment or June 15 for new summer term enrollment). All waiver and exception requests are considered, but approval is not guaranteed.*

## Mandatory International Student Enrollment

Navigating the health care system in the United States can be complex. To help ensure that international students have access to the highest quality care on and off-campus, Columbia University requires all international students to enroll in The Columbia Plan.

## Request a Waiver/Exception

Students can request a waiver (domestic students) or exception (international students) from mandatory enrollment. For more information, visit the [Columbia Health](#) website or contact [studentinsurance@columbia.edu](mailto:studentinsurance@columbia.edu).

## Coverage throughout the United States

[Aetna Student Health](#) maintains a comprehensive network of healthcare providers within the United States. When students are 50 miles or more away from campus and need routine, urgent or emergency care, they may select an in-network provider using the [Provider Search](#) feature on the [Aetna Student Health](#) website for Open Choice Student Health plans. Medically necessary care, received by an in-network provider, is covered by Aetna Student Health according to the [plan design](#).

### [OnCall International](#) Emergency Travel Assistance Coverage

Students enrolled in the Columbia Plan also have access to [OnCall International](#), an emergency travel assistance program that will help facilitate medical services when outside of the U.S. For more information about [OnCall International](#) visit the [Columbia Health website](#) or contact [studentinsurance@columbia.edu](mailto:studentinsurance@columbia.edu).

## Benefits and Services of Columbia Health

Columbia Health comprises five units and a diverse group of highly-trained professionals to meet your health needs whether you are on campus or sheltering in place.

### *Medical Services*

Medical Services provides routine and urgent medical care, travel medicine, immunizations, as well as sexual health services, reproductive and gynecological services, LGBTQ health care, and confidential HIV testing. Students can make virtual or limited in-person appointments with a Medical Services provider (bios and photos are available online) by logging on to the Patient Portal or calling 212-854-7426. Students within 50 miles of campus can come in for limited in-person appointments at John Jay Hall.

### Counseling and Psychological Services

Counseling and Psychological Services offers short-term individual counseling, referrals for longer-term therapy, consultations for couples, student-life support groups, medication consultation, and emergency consultation. Students are welcome to select a mental health clinician (bios and photos are available online). Call 212-854-2878 to find out about the services available.

### Disability Services

Disability Services facilitates access for students with all types of disabilities, including physical, psychological, sensory, AD/HD, learning disabilities, and temporary and chronic medical conditions by coordinating reasonable accommodations that facilitate access to Columbia's academic programs, campus resources, and activities. Examples include exam accommodations, note-taking, sign language interpretation, assistive technology, and accessible housing coordination. Disability Services is providing student support for students who are on campus or wherever they are sheltering in place. Students must register with Disability Services in order to receive accommodations and support services. Visit the Columbia Health website for in-person



consultation, virtual drop-in hours, registration guidelines and additional information. For questions or to make an appointment, email [disability@columbia.edu](mailto:disability@columbia.edu).

### Alice! Health Promotion

Alice! Health Promotion offers health education appointments and programs to help connect students with information and resources to make informed decisions about a broad range of health related topics. From stress management, time management to sleep hygiene, Alice! is a great resource for student's well-being. Alice! also offers assistance with examining their drinking and other drug-use behavior in a judgement-free environment, Alice! offers virtual BASICS appointments by self, soft, and mandated referrals. To make a virtual appointment, email [alice@columbia.edu](mailto:alice@columbia.edu).

### GHAP Gay Health Advocacy Project

GHAP offers support for students of all genders and orientations with any sexual health-related concerns, such as guidance on HIV testing and treatment management, PrEP and PEP consultations, STI testing information, and birth control education. To make a virtual appointment, call 212-854-6655 or email [ghap@columbia.edu](mailto:ghap@columbia.edu).

### Sexual Violence Response

Sexual Violence Response (SVR) offers trauma-informed, confidential support through crisis counseling/intervention, advocacy, prevention, and outreach. SVR Advocates are available 24/7 year-round via the Sexual Violence Response Helpline. Call 212-854-HELP/4357 to speak with an Advocate. Students may also call the helpline 24/7 for crisis intervention, options for reporting, seeking medical help, and safety planning. To schedule an in-person appointment (available in Lerner 700 only), a virtual appointment, or to speak with SVR staff, call 212-854-3500 or email [svresponse@columbia.edu](mailto:svresponse@columbia.edu). Students may also drop-in at the Lerner Hall location during regular business hours.

### Immunization Compliance

There are two immunization documentation requirements that all students - regardless of credit load - must meet before registering for classes:

1. Measles, mumps, and rubella (required by New York State public health law and University policy).
2. Meningitis vaccine or certification that you have declined to receive it.
3. **\*Influenza/"flu:"** In light of the continuing pandemic and the coming flu season, **flu vaccines are mandatory for students who are on campus** (living in Columbia housing or off-campus) in the 2020-2021 academic year. Columbia Health will be providing no-cost\* flu vaccination opportunities at the start of fall term. Vaccines are at no cost when provided by Columbia Health. Columbia will not reimburse students that receive vaccines elsewhere.

You can submit your immunization requirements or exemptions (medical or religious) online, email, fax, or mail. For complete instructions or for more information about these immunization requirements, visit the [Columbia Health](#) website.

*Deadline: Students must submit their documentation upon admission or at least 30 days prior to their scheduled registration date. Your registration will remain on hold until you submit these requirements.*

## Student and Family Support

### Undergraduate students

The college experience is about more than grades. Learn about the components of campus life that help make Columbia a home away from home for our students. Medical, emotional, financial and professional support services are available for all students.

### Engineering Wellness

#### Graduate students

Engineering Wellness provides resources and services in order to promote general wellness for SEAS graduate students. Engineering Wellness offers a number of wellness workshops, programming and serves as a referral resource for students to be connected to the appropriate health and health education services on campus. Engineering Wellness is a part of the Graduate Student Affairs (GSA). For more information visit the website.

# Academic Procedures and Standards

## Registration and Enrollment

*Registration* is the process that reserves seats in particular classes for eligible students. It is accomplished by following the procedures announced in advance of each term's registration period.

Enrollment is the completion of the registration process and affords the full rights and privileges of student status. Enrollment is accomplished by the payment or other satisfaction of tuition and fees and by the satisfaction of other obligations to the University.

Registration alone does not guarantee enrollment; nor does registration alone guarantee the right to participate in class. In some cases, students will need to obtain the approval of the instructor or of a representative of the department that offers a course. Students should check the [Academic Bulletin](#), their registration instructions, the [Directory of Classes](#), and also with an adviser for all approvals that may be required. To comply with current and anticipated Internal Revenue Service mandates, the University requires all students who will be receiving financial aid or payment through the University payroll system to report their Social Security number at the time of admission. Newly admitted students who do not have a Social Security number should obtain one well in advance of their first registration. International students should consult the International Students and Scholars Office, located at 524 Riverside Drive (212-854-3587), for further information.

Special billing authorization is required of all students whose bills are to be sent to a third party for payment. Students who are not citizens of the United States and who need authorization for special billing of tuition and/or fees to foreign institutions, agencies, or sponsors should go to the International Students and Scholars Office with two copies of the sponsorship letter.

## University Regulations

Each person whose enrollment has been completed is considered a student of the University during the term for which he or she is enrolled unless his or her connection with the University is officially severed by being withdrawn or for other reasons. No student enrolled in any school or college of the University shall at the same time be enrolled in any other school or college, either of Columbia University or of any other institution, without the specific authorization of the dean or director of the school or college of the University in which he or she is first enrolled.

The privileges of the University are not available to any student until enrollment has been completed. Students are not permitted to attend any University course for which they are not officially enrolled or for which they have not officially filed a program unless they have been granted auditing privileges.

The University reserves the right to withhold the privileges of registration and enrollment or any other University privilege from any person who has outstanding financial, academic, or administrative obligations to the University.

Continuous registration until completion of all requirements is obligatory for each degree. Students are exempted from the requirement to register continuously only when granted a leave of absence by the Committee on Academic Standing (for undergraduate students) or the Office of Graduate Student Affairs (for graduate students).

## Registration Instructions

Registration instructions are announced in advance of each registration period by the Registrar. Students should consult these instructions for the exact dates and times of registration activities. Students must be sure to obtain all necessary written course approvals and advisers' signatures before registering. Undergraduate students who have not registered for a full-time course load by the end of the change of program period will be withdrawn, as will graduate students who have not registered for any coursework by the end of the change of program period. International students enrolled in graduate degree programs must maintain full-time status until degree completion.

## Degree Requirements and Satisfactory Progress

### Undergraduate

Undergraduate students are required to complete the School's degree requirements and graduate in eight academic terms. Full-time undergraduate registration is defined as at least 12 semester credits per term. However, in order to complete the degree, students must be averaging 16 points per term. Students may not register for point loads greater than 21 points per term without approval from the Committee on Academic Standing.

To be eligible to receive the Bachelor of Science degree, a student must complete the courses prescribed in a faculty-approved major/program (or faculty-authorized substitutions) and achieve a minimum cumulative grade point average (GPA) of 2.0. Although the minimum number of academic credits is 128 for the B.S. degree, some programs of the School require a greater number of credits in order to complete all the requirements. Undergraduate engineering degrees are awarded only to students who have completed at least 60 points of coursework at Columbia. No credit is earned for duplicate courses or for courses that are taken pass/fail and the final grade is a P with the exception of two non-technical electives at the 3000 level or above, as noted below.

Undergraduates in the programs accredited by the Engineering Accreditation Commission of ABET (Biomedical Engineering, Chemical Engineering, Civil Engineering, Earth and Environmental Engineering, Electrical Engineering, and Mechanical Engineering) satisfy ABET requirements by taking the courses in prescribed programs, which have been designed by the departments so as to meet the ABET criteria.

## Attendance

Students are expected to attend their classes and laboratory periods. Instructors may consider attendance in assessing a student's performance and may require a certain level of attendance for passing a course.

## Graduate

Graduate students are required to complete the School's degree requirements. Full-time graduate registration is defined as at least 12 credits per term. M.S. students may not register for point loads greater than 15 credits per term or 9 credits for the last term. A graduate student who has matriculated in an M.S. program or is a nondegree student is considered to be making normal progress if he or she has earned a cumulative GPA of 2.5 or minimum GPA required by the academic department, whichever is higher. Candidates in the Doctor of Engineering Science (Eng.Sc.D.) program are expected to achieve a 3.0 GPA or minimum GPA required by the academic department, whichever is higher.

Graduate students (on-campus and online students) who do not meet the minimum cumulative GPA of the school and the department will be placed on academic probation. During the probation period students must meet with their department to discuss and develop an academic plan to improve their overall GPA. If the student does not meet the academic benchmarks required by their department after the term in which they have been placed on probation, then they may be asked to leave the School permanently. Degree requirements for master's degrees must be completed within five years; those for the doctoral degrees must be completed within seven years. A minimum cumulative GPA of 2.5 (in all courses taken as a degree candidate) is required for the M.S. degree; a minimum GPA of 3.0 or minimum GPA required by the academic department, whichever is higher, is required for the Doctor of Engineering Science (Eng.Sc.D.) degree and the Doctor of Philosophy degree. The minimum residence requirement for each Columbia graduate degree is 30 points of coursework completed at Columbia.

## Changes in Registration

An undergraduate student who wishes to drop or add courses or to make other changes in his or her program of study after the change of program period must obtain the approval of his or her [CSA adviser](#). A student who wishes to drop or add a course in his or her major must also obtain department approval. The deadline for making program changes in each term is shown in the [Academic Calendar](#). Note that the drop-date for Columbia Core courses is the second week of the semester. After these dates, undergraduate students must petition their Committee on Academic Standing; graduate students must petition the [Office of Graduate Student Affairs](#). For courses dropped after these dates, no adjustment of fees will be made. Failure to attend a class will be indicated by a permanent unofficial withdrawal (UW) on the transcript.

## Transfer Credits

Undergraduate students may obtain academic credit toward the B.S. degree by completing coursework at other accredited four-year institutions. Normally, this credit is

earned during the summer. To count as credit toward the degree, a course taken elsewhere must have an equivalent at Columbia University and the student must achieve a grade of at least B. An exception to this policy is made for students enrolled in an approved study abroad program. Students in an approved study abroad program will receive transfer credit if they earn a grade of C or higher. To transfer credit, a student must obtain prior approval from his or her CSA adviser and the department before taking such courses. A course description and syllabus should be furnished as a part of the approval process. Courses taken before the receipt of the high school diploma may not be credited toward the B.S. degree. A maximum of 6 credits may be applied toward the degree for college courses taken following the receipt of a high school diploma and initial enrollment at Columbia University.

Master degree students are not eligible for transfer credits. Students possessing a conferred M.S. degree upon entry into a Ph.D. program may be awarded 2 residence units toward their Ph.D., as well as 30 points of advanced standing toward their Ph.D. or Eng.Sc.D. with departmental approval.

## Examinations

- *Midterm examinations:* Instructors generally schedule these in late October and mid-March.
- *Final examinations:* These are given at the end of each term. The Master University Examination Schedule is available online and is confirmed by November 1 for the fall term and April 1 for the spring term. This schedule is sent to all academic departments and is available for viewing on the Columbia website. Students should consult with their instructors for any changes to the exam schedule. Examinations will not be rescheduled to accommodate travel plans.
- *Note:* If a student has three final examinations scheduled during one calendar day, as certified by the Registrar, an arrangement may be made with one of the student's instructors to take that examination at another, mutually convenient time during the final examination period. This refers to a calendar day, not a 24-hour time period. Undergraduate students unable to make suitable arrangements on their own should contact their CSA adviser. Graduate students should contact the Office of Graduate Student Affairs.

## Transcripts and Certifications

For information on the Federal Family Education Rights and Privacy Act (FERPA) of 1974, please visit the [Essential Policies](#) website. Information on obtaining University transcripts and certifications will be found as a subhead under Essential Resources.

## Report of Grades

Grades can be viewed by using the [Student Services Online](#) feature located on the [Student Services](#) website. If you need an official printed report, you must request a transcript (please see Transcripts and Certifications above).

All graduate students must have a current mailing address on file with the Registrar's Office.

### Transcript Notations

The grading system is as follows: A, excellent; B, good; C, satisfactory; D, poor but passing; F, failure (a final grade not subject to re-examination). Occasionally, P (Pass) is the only passing option available. The grade-point average is computed on the basis of the following index: A=4, B=3, C=2, D=1, F=0. Designations of + or – (used only with A, B, C) are equivalent to 0.33 (i.e., B+=3.33; B–=2.67). Grades of P, INC, UW, and MU will not be included in the computation of the grade-point average.

- *R (registration credit; no qualitative grade earned)*: not accepted for degree credit in any program. R credit is not available to undergraduate students for academic classes. In some divisions of the University, the instructor may stipulate conditions for the grade and report a failure if those conditions are not satisfied. The R notation will be given only to those students who indicate, upon registration and to the instructor, their intention to take the course for R, or who, with the approval of the instructor, file written notice of change of intention with the registrar not later than the last day for change of program. Students wishing to change to R credit after this date are required to submit written approval from the Office of Graduate Student Affairs and the course instructor to the registrar. The request to change to R credit must be made by the last day to change a course grading option. A course that has been taken for R credit may not be repeated later for examination credit and cannot be uncovered under any circumstances. The mark of R does not count toward degree requirements for graduate students. The mark of R is automatically given in Doctoral Research Instruction courses.
- *UW (unofficial withdrawal)*: given to students who discontinue attendance in a course but are still officially registered for it, or who fail to take a final examination without an authorized excuse.
- *IN (incomplete)*: granted only in the case of incapacitating illness as certified by the Health Services at Columbia, serious family emergency, or circumstances of comparable gravity. Undergraduate students must request an IN by filling out the Incomplete Request Form with their CSA adviser prior to the final exam for the course in the semester of enrollment. Students requesting an IN must gain permission from both the Committee on Academic Standing (CAS) and the instructor. Graduate students should contact their instructor. If granted an IN, students must complete the required work within a period of time stipulated by the instructor but not to exceed one year. After a year, the IN will be automatically changed into an F or the contingency grade.
- *YC (year course)*: a mark given at the end of the first term of a course in which the full year of work must be completed before a qualitative grade is assigned. The grade given at the end of the second term is the grade for the entire course.

- *CP (credit pending)*: given only in graduate research courses in which student research projects regularly extend beyond the end of the term. Upon completion, a final qualitative grade is then assigned and credit allowed. The mark of CP implies satisfactory progress.
- *MU (make-up examination)*: given to a student who has failed the final examination in a course but who has been granted the privilege of taking a second examination in an effort to improve his or her final grade. The privilege is granted only when there is a wide discrepancy between the quality of the student's work during the term and his or her performance on the final examination, and when, in the instructor's judgment, the reasons justify a make-up examination. A student may be granted the mark of MU in only two courses in one term, or, alternatively, in three or more courses in one term if their total point value is not more than 7 credits. The student must remove MU by taking a special examination administered as soon as the instructor can schedule it.
- *P/F (pass/fail)*: Undergraduate students may take up to two courses of the 9-11 nontechnical elective credit on a P/F basis. These courses must be at the 3000-level or higher and must be courses that can be taken P/F by students attending Columbia College (e.g., instruction classes in foreign language and core curriculum classes are not eligible to be taken pass/fail). These courses may not count toward the minor, and cannot be uncovered under any circumstances. Students may take only one class P/F per semester to count toward the 128 points, exclusive of physical education credit and any other course that is taught only on a P/F basis. Please note that physical education classes are the only courses taught solely on a P/F basis that may apply toward the 128 credits for the degree. The P/F option does not count toward degree requirements for graduate students and cannot be uncovered under any circumstances.
- *W (official withdrawal)*: a mark given to students who are granted a leave of absence after the drop deadline for the semester. The grade of W, meaning "official withdrawal," will be recorded as the official grade for the course in lieu of a letter grade. The grade of W will zero out the credits for the class so the student's GPA will not be affected.

## Name Changes

Columbia University recognizes that some students prefer to identify themselves by a First Name and/or Middle Name, other than their Legal Name. For this reason, beginning in the Spring 2016 semester, the University has enabled students to use a "Preferred Name" where possible in the course of University business and education. Under Columbia's Preferred Name policy, any student may choose to identify a Preferred First and/or Middle Name in addition to the Legal Name. Students may request this service via a link on SSOL. The student's Preferred Name may be used in many University contexts, including SSOL, class rosters, CourseWorks, and Canvas, and on ID Cards. For some other records the University is legally required to use a student's Legal Name. However, whenever reasonably possible, a student's "Preferred Name" will



be used.

Students may change their name of record by submitting a name change affidavit to the Student Service Center. Affidavits are available from this office or online.

## Graduation

Columbia University awards degrees three times during the year: in February, May, and October. There is one commencement ceremony in May.

### Application or Renewal of Application for the Degree

In general, students pick up and file an application for a degree at their schools or departments, but there are several exceptions. Candidates for Master of Science degrees may pick up and file their application for the degree with the Diploma Division, 210 Kent Hall, or through the registrar's website. Candidates for doctoral and Master of Philosophy degrees should inquire at their departments but must also follow the instructions of the Dissertation Office, 107 Low Library.

General deadlines for applying for graduation are November 1 for February, December 1 for May, and August 1 for October. (When a deadline falls on a weekend or holiday, the deadline moves to the next business day.) Doctoral students must deposit their dissertations two days before the above conferral dates in order to graduate.

Students who fail to earn the degree by the conferral date for which they applied must file another application for a later conferral date.

### Diplomas

There is no charge for the preparation and conferral of an original diploma. If your diploma is lost or damaged, there will be a charge of \$100 for a replacement diploma. Note that replacement diplomas carry the signatures of current University officials. Applications for replacement diplomas are available on our website. Any questions regarding graduation or diploma processing should be addressed to [diplomas@columbia.edu](mailto:diplomas@columbia.edu).

# Academic Standing

## Academic Honors

### Dean's List

To be eligible for Dean's List honors, an undergraduate student must achieve a grade-point average of 3.5 or better and complete at least 15 graded credits with no unauthorized incompletes, UWs, or grades lower than C.

### Honors Awarded with the Degree

At the end of the academic year, a select portion of the candidates for the Bachelor of Science degree who have achieved the highest academic cumulative grade-point average are accorded Latin honors. Latin honors are awarded in three categories (cum laude, magna cum laude, and summa cum laude) to no more than 25 percent of the graduating class, with no more than 5 percent summa cum laude, 10 percent magna cum laude, and 10 percent cum laude. Honors are awarded on the overall record of graduating seniors who will have completed a minimum of four semesters at Columbia upon graduation. Students who enter Columbia through the Combined Plan program are eligible for honors based on three semesters at Columbia. Students may not apply for honors.

## Academic Monitoring

The Undergraduate Committee on Academic Standing determines academic policies and regulations for the School except in certain instances when decisions are made by the faculty as a whole. The Undergraduate Committee on Academic Standing is expected to uphold the policies and regulations of the Committee on Instruction and determine when circumstances warrant exceptions to them.

Academic performance is reviewed by advisers at the end of each semester. The Undergraduate Committee on Academic Standing, in consultation with the departments, meets to review undergraduate grades and progress toward the degree. Indicators of academic well-being are grades that average above 2.0 each term, in a coordinated program of study, with no incomplete grades.

Possible academic sanctions include:

- *Warning:* C– or below in any core science course or in a required course for their major; low points toward degree completion
- *Academic Probation:* Students will be placed on academic probation if they meet any of the conditions below:
  - Fall below a 2.0 GPA in a given semester
  - Have not completed 12 points successfully in a given semester
  - Have not completed chemistry, physics, University Writing, The Art of Engineering, and calculus during the first year

- Receive a D, F, UW, or unauthorized Incomplete in any first-year/sophomore required courses
  - Receive a D, F, UW, or unauthorized Incomplete in any course required for the major
  - Receive straight C's in the core science courses (chemistry, calculus, physics) or in required courses for their major
  - Not making significant progress towards the degree
- *Continued Probation:* Students who are already on probation and fail to meet the minimum requirements as stated in their sanction letter.
  - *Strict Probation:* Students who are already on probation, fail to meet the minimum requirements as stated in their sanction letter, and are far below minimum expectations. This action is typically made when there are signs of severe academic difficulty.
  - *Suspension and Dismissal:* Students who have been placed on academic probation and who fail to be restored to good academic standing in the following semester can be considered either for suspension or dismissal by the Undergraduate Committee on Academic Standing. The decision to suspend or dismiss a student will be made by the Committee on Academic Standing in the Berick Center for Student Advising and the Dean's Office in close consultation with the student's departmental adviser when the student has declared a major. In cases of suspension, the student will be required to make up the deficiencies in their academic record by taking appropriate courses at a four-year accredited institution in North America. Students must be able to complete their degree requirements in their eighth semester at Columbia after readmission. If this is not achievable, then students should be considered for dismissal instead.

The courses that the student must take will be determined by the Undergraduate Committee of Academic Standing and by the student's departmental adviser when the student has declared a major. All proposed courses will be reviewed by the appropriate faculty who teach the equivalent classes at Columbia University. All courses that are being taken to fulfill a major requirement or as a technical elective must be approved by the student's departmental adviser. Courses being taken to count as a nontechnical elective or to count as general credit would only require the approval of the Undergraduate Committee on Academic Standing. The existing procedures for the approval of outside credit will be followed in these cases. Students must receive a grade of B or better for the credit to be transferred.

The Office of Graduate Student Affairs monitors the academic progress of graduate students in consultation with the departments. Students will be placed on Academic Probation if their cumulative GPA is below 2.5 or the minimum GPA required by the academic department, whichever is higher. A student who, at the end of any term, has not attained the grade-point average required for the degree may be asked to withdraw.

## Voluntary Medical Leave of Absence

A voluntary medical leave of absence for an undergraduate student is granted by the [James H. and Christine Turk Berick Center for Student Advising](#) to a student whose health prevents him or her from successfully pursuing full-time study. Undergraduates who take a voluntary medical leave of absence are guaranteed housing upon their return if they were already guaranteed housing.

A [voluntary medical leave of absence](#) for a graduate student is granted by the Office of Graduate Student Affairs, so please consult with this office for more information. Documentation from a physician or counselor must be provided before such a leave is granted. In order to apply for readmission following a voluntary medical leave, a student must submit proof of recovery from a physician or counselor. Graduate students may also be required to meet with a medical provider at Columbia. Doctoral students must have a faculty advisor and funding from their faculty advisor and/or academic department prior to and returning from an approved medical leave.

A voluntary medical leave for undergraduate students is for a minimum of one year and cannot be longer than two years. If the student does not return within the two-year time frame, he or she will be permanently withdrawn from the School. Students may only return in the fall or spring term, not in summer sessions.

When a voluntary medical leave of absence is granted during the course of the semester, the fact that the student was enrolled for the semester and withdrew will be recorded on the student's transcript. The date of withdrawal will also appear on the transcript. If the leave begins prior to the drop deadline, then the specific course that the student is enrolled in will be deleted from the student's record. If after the drop deadline, the course grades will normally be W (official withdrawal) in all courses. In certain circumstances a student may qualify for an incomplete, which would have to be completed by the first week of the semester in which the student returns to Columbia. If the Incomplete is not completed by that time, a W will be inserted as the final grade.

In exceptional cases, an undergraduate student may apply for readmission following a one-term voluntary medical leave of absence. In addition to providing a personal statement and supporting medical documentation for the medical leave readmission committee to review, the student will also need to provide a well-developed academic plan that has been approved by the departmental adviser and the Berick Center for Student Advising as part of the readmission process. This plan must demonstrate that his or her return to Columbia Engineering following a one-semester voluntary leave of absence will allow the student to properly follow the sequence of courses as required for the major and to meet all other graduation requirements by their eighth semester. The final decision regarding whether or not a student will be allowed to be readmitted after a one-semester leave will be made by the Medical Leave Readmission Committee.

The deadlines for petitioning a readmission are June 1 for the fall semester and November 1 for the spring semester. The deadlines for petitioning a return from a voluntary medical leave for graduate students after one semester are June 1 for the fall

semester and November 1 for the spring. Students are not eligible to return from a voluntary medical leave during the summer. A return from a voluntary medical leave request must be made before the start of the fall or spring semester. Graduate students may apply for readmission following a one-term voluntary medical leave of absence. As part of the readmission process, graduate students need to submit a personal statement and supporting medical documentation. Graduate students should contact the Office of Graduate Student Affairs for more information.

During the course of the leave, students are not permitted to take any courses for the purpose of transferring credit and are not permitted to be on campus. For more information about the voluntary medical leave of absence policy, consult your CSA adviser; graduate students should consult the Office of Graduate Student Affairs.

### Voluntary Personal Leave of Absence

A voluntary personal leave of absence (VPLOA) may be granted by the Committee on Academic Standing to undergraduate students who request a temporary withdrawal from Columbia Engineering for a nonmedical reason. Students considering a voluntary personal leave must discuss this option in advance with their CSA adviser. Voluntary personal leaves are granted for a period of one academic year only for undergraduate students; VPLOAs will ordinarily not be granted for one semester, or for more than one year. Students must be in good academic standing at the time of the leave and must be able to complete their major and degree in eight semesters.

A voluntary personal leave of absence for a graduate student is granted by the Office of Graduate Student Affairs. A graduate student must be registered for at least one semester and have a minimum cumulative 2.5 GPA to request a voluntary personal leave. Additionally, doctoral students must have a faculty adviser and funding from their faculty adviser and/or academic department prior to and returning from an approved voluntary personal leave of absence. The deadline to request a VPLOA for a given term is the last day to drop classes during that term. VPLOA requests made after the drop deadline will be denied. A graduate student may request to return from a voluntary personal leave of absence for the fall, spring, or summer semester. A request to return must be made before the semester starts. Please contact the Office of Graduate Student Affairs for more information.

When a voluntary personal leave of absence is granted during the course of the semester, the fact that the student was enrolled and then withdrew will be recorded on the student's transcript. The date of withdrawal will also be indicated. If the leave begins prior to the drop deadline, the specific courses that the student is enrolled in will be deleted from the student's record. If after the drop deadline, the course grades will normally be a W (official withdrawal) in all courses. In certain circumstances a student may qualify for an incomplete, which would have to be completed by the first week of the semester in which the student returns to Columbia. If the Incomplete is not completed by that time, a W will be inserted as the final grade.

In exceptional cases, an undergraduate may apply for readmission following a one-term voluntary personal leave of absence. The student will need to provide to the Committee on Academic Standing a well-developed academic plan that has been approved by the departmental adviser and the Berick Center for Student Advising as part of the admission process. This plan must demonstrate that his or her return to

Columbia Engineering following a one-semester leave of absence will allow the student to properly follow the sequence of courses as required for the major and to meet all other graduation requirements by their eighth semester. The Committee on Academic Standing will review the student's academic plan and request for readmission. The deadlines for petitioning for readmission are June 1 for the fall semester and November 1 for the spring semester. The deadlines for petitioning a return from a voluntary personal leave for graduate students after one semester are June 1 for the fall semester and November 1 for the spring.

Students may not take courses for transferable credit while on leave. Finally, students who choose to take voluntary personal leaves are not guaranteed housing upon return to the University. International students should contact the International Students and Scholars Office to ensure that a leave will not jeopardize their ability to return to Columbia Engineering.

### [Undergraduate Emergency Family Leave of Absence](#)

Students who must leave the University for urgent family reasons that necessitate a semester-long absence (e.g., family death or serious illness in the family) may request an emergency family leave of absence. Documentation of the serious nature of the emergency must be provided. Students must request an emergency family leave of absence from their advising dean in the James H. and Christine Turk Berick Center for Student Advising.

When an emergency family leave of absence is granted during the course of the semester, the semester will be deleted if the leave begins prior to the drop deadline. If after the drop deadline, the course grades will normally be W (official withdrawal) in all courses. In certain circumstances, a student may qualify for an incomplete, which would have to be completed by the first week of the semester in which the student returns to Columbia. If the Incomplete is not completed by that time, a W will be inserted.

To return, students must notify the Berick Center for Student Advising as soon as possible, ideally by November 1 for the spring semester and June 1 for the fall semester. Students must request readmission in writing and submit a statement describing their readiness to return. Once readmission is granted, housing will be guaranteed. SEAS students may request permission to return after one semester as long as they can demonstrate that they can remain in sequence with their coursework and have the prior approval of the departmental adviser.

Students who decide not to return must notify the James H. and Christine Turk Berick Center for Student Advising of their decision. The date of separation for the leave of absence will be the date of separation for withdrawal. Leaves may not extend beyond four semesters. Students who do not notify the Berick Center for Student Advising of their intentions by the end of the two-year period will be permanently withdrawn.

Leave for Military Duty

Please refer to Military Leave of Absence Policy on the [Essential Policies for the Columbia Community](#) website for recent updates regarding leave for military duty.

#### Involuntary Leave of Absence Policy

Please refer to Involuntary Leave of Absence Policy in [Essential Policies for the Columbia Community](#) website.

#### Readmission

Students seeking readmission must submit evidence that they have achieved the purposes for which they left. Consequently, specific readmission procedures are determined by the reasons for the withdrawal. Further information for undergraduate students is available in the Berick Center for Student Advising. Graduate students should see the Office of Graduate Student Affairs.

Students applying for readmission should complete all parts of the appropriate readmission procedures by June 1 for the autumn term or November 1 for the spring term.

# Policy on Conduct and Discipline

## Life in the Academic Community

The Fu Foundation School of Engineering and Applied Science within Columbia University is a vibrant academic community. Admitted students, faculty, and administrators come together and work through committees and other representative bodies to pursue and to promote learning, scholarly inquiry, and free discourse. As in any community, principles of civility and reasoned interaction must be maintained. Thus, methods for addressing social as well as academic behaviors exist.

## Standards and Discipline

As members of the Columbia University community, all students are expected to uphold the highest standards of respect, integrity, and civility. These core values are key components of the Columbia University experience and reflect the community's expectations of Columbia University students. Students are therefore expected to conduct themselves in an honest, civil, and respectful manner in all aspects of their lives. Students who violate standards of behavior related to academic or behavioral conduct interfere with their ability, and the ability of others, to take advantage of the full complement of University life, and will thus be subject to Dean's Discipline. Undergraduate Community members may find a full description of University policies on the [Student Conduct and Community Standards](#) website.

We expect that in and out of the classroom, on and off campus, each student in the School will act in an honest way and will respect the rights of others. Freedom of expression is an essential part of University life, but it does not include intimidation, threats of violence, or the inducement of others to engage in violence or in conduct which harasses others. We state emphatically that conduct which threatens or harasses others because of their race, sex, religion, disability, sexual orientation, or for any other reason is unacceptable and will be dealt with severely. If each of us at Columbia can live up to these standards, we can be confident that all in our community will benefit fully from the diversity to be found here. Any undergraduate student who believes he or she has been victimized should speak with an adviser in the James H. and Christine Turk Berick Center for Student Advising, a member of the Residential Life staff, or a member of Student Conduct and Community Standards; graduate students should speak with an officer in the Office of Graduate Student Affairs.

While every subtlety of proper behavior cannot be detailed here, examples of other actions subject to discipline are:

- Access, Unauthorized
- Alcohol, Prohibited use of
- Collusion
- Columbia University Identification Card, Unauthorized use of
- Columbia Identity (or affiliated organizations), Unauthorized use of
- Disruptive Behavior
- Failure to Comply



- Entry/Egress, Unauthorized
- Falsification
- Federal, State, or Local laws, Violation of
- Fire Safety Policies, Violation of
- Illegal Drugs Policy, Violation of
- Hazing
- Information Technologies Policies, Violation of
- Physical Endangerment, Threats, and Harassment
- Retaliation
- Smoking Policy, Violation of University
- Theft
- Vandalism
- Weapons

### University Policies and Procedures

- Rules of University Conduct
- Guide to Living
- Gender-Based Misconduct Policy and Procedures for Students
- Columbia University Information Technology (CUIT) policies and procedures
- Undergraduate Student Travel Policy

### Academic Integrity



[Academic integrity](#) defines a university and is essential to the mission of education. At Columbia, you are expected to participate in an academic community that honors intellectual work and respects its origins. The abilities to synthesize information and produce original work are key components in the learning process. As such, a violation of academic integrity is one of the most serious offenses that one can commit at Columbia. If found responsible, violations range from conditional disciplinary probation in expulsion from the university. Compromising academic integrity not only jeopardizes a student's academic,

professional, and social development; it violates the standards of our community. As a Columbia student, you are responsible for making informed choices with regard to academic integrity both inside and outside of the classroom.

Students rarely set out with the intent of engaging in violations of academic integrity. But classes are challenging at Columbia, and students may find themselves pressed for time, unprepared for an assignment or exam, or feeling that the risk of earning a poor grade outweighs the need to be thorough. Such circumstances lead some students to behave in a manner that compromises the integrity of the academic community, disrespects their instructors and classmates, and deprives them of an opportunity to learn. In short, they cheat. Students who find themselves in such circumstances should immediately contact their instructor and adviser for advice.

The easiest way to avoid the temptation to cheat in the first place is to prepare yourself as best you can. Here are some basic suggestions to help you along the way:

- Discuss with each of your faculty their expectations for maintaining academic integrity.
- Understand that you have a student responsibility to uphold academic integrity based on the expectations outlined in each of your course syllabi.
- Understand instructors' criteria for academic integrity and their policies on citation and group collaboration.
- Clarify any questions or concerns about assignments with instructors as early as possible.
- Develop a timeline for drafts and final edits of assignments and begin preparation in advance.
- Avoid plagiarism: acknowledge people's opinions and theories by carefully citing their words and always indicating sources.
- Assume that collaboration in the completion of assignments is prohibited unless specified by the instructor.
- Utilize the campus's resources, such as the [Berick Center for Student Advising](#), and [Counseling and Psychological Services \(CPS\)](#), if feeling overwhelmed, burdened or pressured.
- Attend Academic Integrity workshops offered throughout the academic year.
- If you suspect that an academic integrity violation may have occurred, know that you can talk to your instructor, Advising Dean, Director of Academic Integrity (for undergraduates), Office of Graduate Student Affairs (for graduate students), or the Student Conduct and Community Standards Office to report any allegations of academic misconduct.

Students found responsible for an academic integrity violation may be disqualified from receiving Latin Honors or other academic distinctions.

### Plagiarism and Acknowledgment of Sources

Columbia has always believed that writing effectively is one of the most important goals a college student can achieve. Students will be asked to do a great deal of written work while at Columbia: term papers, seminar and laboratory reports, and analytic essays of different lengths. These papers play a major role in course performance, but more important, they play a major role in intellectual development. Plagiarism, the use of words, phrases, or ideas belonging to the student, without properly citing or acknowledging the source, is prohibited. This may include, but is not limited to, copying computer programs for the purposes of completing assignments for submission.

One of the most prevalent forms of plagiarism involves students using information from the Internet without [proper citation](#). While the Internet can provide a wealth of information, sources obtained from the web must be properly cited just like any other source. If you are uncertain how to properly cite a source of information that is not your own, whether from the Internet or elsewhere, it is critical that you do not hand in your work until you have learned the proper way to use in-text references, footnotes, and

bibliographies. Faculty members are available to help as questions arise about proper citations, references, and the appropriateness of group work on assignments. You can also check with the [Undergraduate Writing Program](#). Another option is to connect with [Research Librarians](#) for citation management workshops. Information on these workshops is posted online on the [Columbia Libraries](#) website. Undergraduate students can also meet with the Director of Academic Integrity to review citation styles or discuss questions about academic integrity by emailing [ugrad-integrity@columbia.edu](mailto:ugrad-integrity@columbia.edu). Ignorance of proper citation methods does not exonerate one from responsibility.

### Personal Responsibility, Finding Support, and More Information

A student's education at Columbia University is comprised of two complementary components: a mastery over intellectual material within a discipline and the overall development of moral character and personal ethics. Participating in forms of [academic dishonesty](#) violates the standards of our community at Columbia and severely inhibits a student's chance to grow academically, professionally, and socially. As such, Columbia's approach to academic integrity is informed by its explicit belief that students must take full responsibility for their actions, meaning you will need to make informed choices inside and outside the classroom. Columbia offers a wealth of resources to help students make sound decisions regarding academics, extracurricular activities, and personal issues.

Undergraduate students should consult an advising dean or meet with the [Director of Academic Integrity](#) in Suite 601 of Lerner Hall. Graduate students should consult or meet their assistant dean in the Office of Graduate Student Affairs in Suite 530 in Mudd.

### Academic Integrity Policies and Expectations

Violations of policy may be intentional or unintentional and may include dishonesty in academic assignments or in dealing with University officials, including faculty and staff members. Moreover, dishonesty during the Dean's Discipline hearing process may result in more serious consequences.

Types of [academic integrity violations](#):

- Academic Dishonesty, Facilitation of: assisting another student in a violation of academic integrity is prohibited. This may include but is not limited to selling and/or providing notes, exams, and papers.
- Assistance, Unauthorized Giving: unauthorized assistance to another student or receiving unauthorized aid from another person on tests, quizzes, assignments, or examinations without the instructor's express permission is prohibited.
- Bribery: offering or giving any favor or thing of value for the purpose of improperly influencing a grade or other evaluation of a student in an academic program is prohibited.
- Cheating: wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage is prohibited. Cheating includes, but is not limited to, using or consulting unauthorized materials or using unauthorized equipment or devices

on tests, quizzes, assignments, or examinations, working on any examination, text, quiz, or assignment outside the time constraints imposed, the unauthorized use of prescription medication to enhance academic performance, and /or submitting an altered examination or assignment to an instructor for regrading.

- Collaboration, Unauthorized: collaborating on academic work without the instructor's permission is prohibited. This includes, but is not limited to, unauthorized collaboration on tests, quizzes, assignments, labs, and projects.
- Dishonesty: falsification, forgery, or misrepresentation of information to any University official in order to gain an unfair academic advantage in coursework or lab work, on any application, petition, or documents submitted to this University is prohibited. This includes, but is not limited to, falsifying information on a resume, fabrication of credentials or academic records, misrepresenting one's own research, providing false or misleading information in order to be excused from classes or assignments, and/or intentionally underperforming on a placement exam.
- Ethics, Honor Codes, and Professional Standards, Violation of: any violation of published institutional policies related to ethics, honor codes, or professional standards of a student's respective school is prohibited.
- Failing to Safeguard Work: failure to take precautions to safeguard one's own work is prohibited.
- Giving or Taking Academic Materials, Unauthorized: unauthorized circulation or sharing of past or present course material(s) without the instructor's express permission is prohibited. This includes, but is not limited to, assignments, exams, lab reports, notebooks, and papers.
- Obtaining Advanced Knowledge: unauthorized advanced access to exams or other assignments without an instructor's express permission is prohibited.
- Plagiarism: the use of words, phrases, or ideas belonging to another without properly citing or acknowledging the source is prohibited. This may include, but is not limited to, copying computer programs for the purposes of completing assignments for submission.
- Sabotage: inappropriately and deliberately harming someone else's academic performance is prohibited.
- Self-Plagiarism: using any material portion of an assignment to fulfill the requirements of more than one course without the instructor's express permission is prohibited.
- Test Conditions: violations of compromising a testing environment or violating specified testing conditions, to intentionally or unintentionally create access to an unfair advantage for oneself or others is prohibited.

## Disciplinary Procedures

Many policy violations that occur in the residence halls or within fraternity and sorority housing are handled by Residential Life. Some serious offenses are referred directly to Student Conduct and Community Standards. Violations in University Apartment Housing are handled by building managers and housing officials. Some incidents are referred directly to the School's housing liaison in the Office of Graduate Student Affairs.

In matters involving rallies, picketing, and other mass demonstrations, the [Rules of University Conduct](#) outlines procedures.

Student Conduct and Community Standards is responsible for all disciplinary affairs concerning undergraduate students that are not reserved to some other body. The Office of Graduate Student Affairs is responsible for all disciplinary affairs concerning graduate students that are not reserved to some other body.

Students found responsible for reportable violations of conduct, including academic integrity violations, may face reports of such offenses on future recommendations for law, medical, or graduate school. Students found responsible for any violations of conduct may be disqualified from receiving Latin Honors or other awards. They may also be disqualified from participating in internships or other leadership roles. The parents or guardians of undergraduate students may also be notified.

## Dean's Discipline Process for Undergraduate and Graduate Students

It is expected that all students act in an honest way and respect the rights of others at all times. Dean's Discipline is the process utilized to investigate and respond to allegations of behavioral or academic misconduct. The Dean's Discipline process is not meant to be an adversarial or legal process, but instead aims to educate students about the impact their behavior may have on their own lives as well as on the greater community and, as a result, is not meant to be an adversarial or legal process. The process is initiated when an allegation is reported that a student may have violated University policies. Students may be subject to Dean's Discipline for any activity that occurs on or off campus that impinges on the rights of other students and community members. This also includes violations of local, state, or federal laws.

[Student Conduct and Community Standards](#) is responsible for administering the Dean's Discipline disciplinary process for all disciplinary affairs concerning students that are not reserved to some other body.

Students are expected to familiarize themselves with the Standards and Discipline handbook and the comprehensive list of policies and expectations available on the Students Conduct and Community Standards website.

For more information about the discipline process for graduate students, please contact the [Office of Graduate Student Affairs](#).

For more information about the discipline process for undergraduate students, please review the [Academic Integrity](#) website.

## Confidentiality

Privacy and Reporting: Disciplinary proceedings conducted by the University are subject to the Family Education Rights and Privacy Act ("FERPA," also called "The Buckley Amendment"). There are several important exceptions to FERPA that will allow the University to release information to third parties without a student's consent. For example, the release of student disciplinary records is permitted without prior student consent to University officials with a legitimate educational interest such as a student's academic adviser and to Columbia Athletics if the student is an athlete. The University will also release information when a student gives written permission for information to be shared. To obtain a FERPA waiver, please visit: [columbia.edu/cu/student-conduct/documents/FerpaRelease.pdf](https://columbia.edu/cu/student-conduct/documents/FerpaRelease.pdf). To read more about the exceptions that apply to the disclosure of student records information, please visit the [Essential Policies](#) website.

## Essential Policies for the Columbia Community

This handbook is intended for the guidance of persons applying for or considering application for admission to Columbia University and for the guidance of Columbia students and faculty. The handbook sets forth in general the manner in which the University intends to proceed with respect to the matters set forth herein, but the University reserves the right to depart without notice from the terms of this handbook. The handbook is not intended to be and should not be regarded as a contract between the University and any student or other person. Valuable information to help students, faculty, and staff understand some of the policies and regulations of the University can be found on the [Essential Policies for the Columbia Community](#) website. Policies on this website pertain to campus safety (including harassment and discrimination), the confidentiality of student records, drug and alcohol use, student leaves, and political activity, as well as others. This is a useful reference to several important policies the Columbia University maintains including the following:

- Student Email Communication Policy
- Information Technology Policies
- Social Security Number Reporting
- Policy on Access to Student Records (FERPA)
- University Regulations (including Rules of University Conduct)
- Policies on Alcohol and Drugs
- Columbia University Non- Discrimination Statement and Policy
- Gender-Based Misconduct Policy and Procedures for Students
- Protection of Minors
- University Event Policies
- Policy on Partisan Political Activity
- Campus Safety and Security
- Crime Definitions in Accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program
- Morningside Campus: Required Medical Leave for Students with Eating Disorders
- Voluntary Leave of Absence Policy
- Involuntary Leave of Absence Policy
- Military Leave of Absence Policy
- Central Administration of the University's Academic Programs
- Non-Retaliation Policy
- Essential Resources
- Student Consumer Information
- Additional Policy Sources
- Directory

# Official University Regulations

## Reservation of University Rights

This handbook is intended for the guidance of Columbia students and faculty. The handbook sets forth in general the manner in which the University intends to proceed with respect to the matters set forth herein, but the University reserves the right to depart without notice from the terms of this handbook. The handbook is not intended to be, and should not be regarded as, a contract between the University and any student or other person.

## Attendance

Students are held accountable for absences incurred owing to late enrollment.

## Religious Holidays

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, each student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make-up any examination, study, or work requirements that he or she may have missed because of such absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

Officers of administration and of instruction responsible for scheduling academic activities or essential services are expected to avoid conflict with religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, they should consult the appropriate dean or director. If an additional appeal is needed, it may be taken to the Provost.

## Academic Discipline

See policy on Conduct and Discipline.

## The Federal Family Educational Rights and Privacy Act (FERPA)

See Transcripts and Certifications.

## [Columbia University Ombuds Office](#)

The Ombuds Office is a neutral and confidential resource for informal conflict resolution, serving the entire Columbia University community - students, faculty, and employees. As an institution, Columbia University is committed to the principles of equity and excellence. It actively pursues both, adhering to the belief that equity is the partner of excellence. Columbia University's goal is a workforce and student body that reflects the diversity and talent of New York City, the larger metropolitan area, and the nation. In furtherance of this goal, Columbia has implemented policies and programs which seek



to ensure that its employment and educational decisions are based on individual merit and not on bias or stereotypes.

The [Office of Equal Opportunity and Affirmative Action \(EOAA\)](#) has overall responsibility for the management of the University's Student Policies and Procedures on Discrimination and Harassment and the Employment Policies and Procedures and local laws and has been designated as the University's Compliance Office for the Title IX, Section 504 of the Rehabilitation Act, and other equal opportunity, nondiscrimination, and affirmative action laws. Students, faculty, and staff may contact the EOAA to inquire about their rights under University policies, request assistance, seek information about filing a complaint, or report conduct or behavior that may violate these policies. All students and applicants for admission are protected from coercion, intimidation, interference, or retaliation for filing a complaint or assisting in an investigation under any of the applicable policies and laws.

### Columbia University Non-Discrimination Statement and Policy

Columbia University is committed to providing a learning, living, and working environment free from unlawful discrimination and to foster a nurturing and vibrant community founded upon the fundamental dignity and worth of all its members. Consistent with this commitment, and with all applicable laws, it is the policy of the University not to tolerate unlawful discrimination in any form and to provide persons who feel that they are victims of discrimination with mechanisms for seeking redress.

Columbia University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other University-administered programs.

Nothing in this policy shall abridge academic freedom or the University's educational mission. Prohibitions against discrimination and discriminatory harassment do not extend to statements or written materials that are relevant and appropriately related to the subject matter of courses.

This policy governs the conduct of all Columbia University students, faculty, staff, and visitors that occurs on the University's campuses or in connection with University-sponsored programs. This policy also governs conduct by Columbia University students, faculty, staff, and visitors that creates, contributes to, or continues a hostile work, educational, or living environment for a member or members of the University community.

### Consensual Romantic and Sexual Relationships

Columbia University maintains policies regarding consensual romantic and sexual relationships between faculty and students, and staff and students. The Faculty-Student Relationship Policy states that no faculty member shall exercise academic or professional authority over any student with whom he or she has or previously has had a consensual romantic or sexual relationship. This policy covers all officers of instruction, research, and the libraries, including student officers of instruction, research, and

teaching assistants.

The Staff-Student Relationship Policy states that no staff member at Columbia should participate in the supervision, employment actions, evaluation, advising, or mentoring of any Columbia University student with whom that staff member has or has had a consensual romantic or sexual relationship, except in unusual circumstances, where explicit advance authorization has been obtained.

For additional information on these issues, policies and resources, please visit the [Sexual Respect](#) website.

### Disability Accommodation

Students seeking access, accommodations or support services for a disability should contact [Disability Services](#) at 212-854-2388. Information on the services provided by Disability Services may be found online.

### Formal Complaint Procedures

#### Procedure for Complaint Against Another Student

##### *Gender-Based Misconduct Policy and Procedures for Students*

Complaints against students for gender-based misconduct are processed in accord with the [Gender-Based Misconduct Policy and Procedures for Students](#) by Student Conduct and Community Standards. Students who attend Teachers College as well as Columbia University are covered by these policies. The use of the term "gender-based misconduct" includes sexual assault, sexual harassment, gender-based harassment, stalking, dating violence, and domestic violence.

##### *Columbia University Non-Discrimination Statement and Policy*

Dean's Discipline procedures will be used to investigate and respond to allegations that a student has engaged in discrimination or discriminatory harassment as set out in the Columbia University Non-Discrimination Statement. For more information about the Dean's Discipline process, please visit [Student Conduct and Community Standards](#) of the Office of Graduate Student Affairs in order to speak with a staff member.

#### Procedure for Complaints Against a Student Organization

Students who wish to file a complaint of discrimination or harassment against a student organization should do so in consultation with the Dean of their own school; the Dean will identify the appropriate procedure and channels and assist the student in pursuing the complaint.

#### Procedure for Complaints Against a Member of the Faculty or Staff

##### *Office of Equal Opportunity and Affirmative Action*

Complaints against employees and third parties affiliated with the University for discrimination and harassment are processed in accord with the Columbia University

Employee Policies and Procedures on Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The use of the term “discrimination and harassment” includes discrimination, discriminatory harassment, gender-based harassment, stalking, intimate partner violence, sexual harassment, and sexual assault. Violations of the University’s Employment Policies and Procedures on Discrimination and Harassment and the Student Policies and Procedures on Discrimination and Harassment are prohibited. Appropriate disciplinary action may be taken against any employee or student who violates these policies.

Columbia also offers a number of confidential resources to students who believe they were subjected to discrimination, harassment, or gender-based or sexual misconduct and who do not wish to report to the University. Some of these resources include: Counseling Services, Rape Crisis/Anti-Violence Support Center, and Health Services.

## Student Grievances, Academic Concerns, and Complaints

The following procedures are part of a process to ensure that student concerns about experiences in the classroom or with faculty are addressed in an informed and appropriate manner.

Due to the size and diverse nature of our scholarly community, each school maintains its own processes for addressing issues raised by students, including their concerns about experiences in the classroom or with faculty at their school. Experience has shown that most student concerns are best resolved in a collaborative way at the school level. Columbia Engineering offers several informal paths for students to use, as described in this statement.

If a student's concerns are not satisfied through this process, or if the student believes that a direct complaint to the Dean is more appropriate, formal grievance procedures are available through the Vice Dean of the School. These procedures should be used for complaints about Engineering faculty. For those faculty who are not members of Columbia Engineering, the student should consult the procedures of the school in which the faculty serve.

For academic complaints relating to Engineering faculty, these procedures, like those of other schools, provide for a final appeal to the University Provost.

We welcome students' thoughts on ways to clarify or enhance these procedures. If you are an Engineering student, please email [seasdean@columbia.edu](mailto:seasdean@columbia.edu).

### Complaints about Faculty and Staff Academic Misconduct

In fulfilling their instructional responsibilities, faculty are expected to treat their students with civility and respect. They "should promote an atmosphere of mutual tolerance, respect, and civility. They should allow the free expression of opinions within the classroom that may be different from their own and should not permit any such differences to influence their evaluation of their students' performance. They should confine their classes to the subject matter covered by their courses and not use them to advocate any political or social cause" (2008 Faculty Handbook). A fuller description of faculty rights and obligations may be found in the Faculty Handbook. Students who feel that members of the Engineering faculty have not met those obligations may take the following steps (the procedure below also applies to complaints against instructional and administrative staff):

Students are encouraged to seek a resolution to their complaints about faculty misconduct by talking directly with the faculty member. If they feel uncomfortable handling the situation in this manner, they may ask for guidance from a departmental faculty mediator, who will assist students with complaints about faculty members, other academic personnel, or administrators.

The name of the faculty mediator may be obtained from the department chair or administrator. The faculty mediator tries to resolve any issue by informal meetings with the student and others, including faculty as seems appropriate. Students who are dissatisfied with the outcome may request a meeting with the department chair. The

chair will review the mediator's recommendation and seek informally to resolve the student's complaint.

- Students may bring their concerns to the University's Ombuds Officer, who serves as an informal, confidential resource for assisting members of the University with conflict resolution. The Ombuds Officer provides information, counseling, and referrals to appropriate University offices and will also mediate conflicts if both parties agree. The Ombuds Officer does not have the authority to adjudicate disputes and does not participate in any formal University grievance proceedings. Further information on the Ombuds Office may be found on the [Ombuds Office](#) website.
- Students may seek a grievance hearing if informal mediation fails. The grievance procedures students should follow will depend upon the school within which the faculty member is appointed and the nature of the alleged misconduct.

If the faculty member holds an appointment in Columbia Engineering, the student may use the procedures described below to address the issues listed below. If the faculty member belongs to another school, students must use the procedure of that school. They may, however, ask for help from the departmental faculty mediator, chair, and the School's deans in identifying and understanding the appropriate procedures. Conduct that is subject to formal grievance procedure includes:

- Failure to show appropriate respect in an instructional setting for the rights of others to hold opinions differing from their own;
- Misuse of faculty authority in an instructional setting to pressure students to support a political or social cause; and
- Conduct in the classroom or another instructional setting that adversely affects the learning environment.

### Formal Grievance Procedure at Columbia Engineering

If the informal mediation mentioned above failed, the student should compose and submit to the Senior Vice Dean (for graduate concerns) or the Vice Deans for Undergraduate Programs (for undergraduate concerns) a written statement documenting the grievance and should also include a description of the remedy sought. This should be done no later than 30 working days after the end of the semester in which the grievance occurred.

The Senior Vice Dean and Vice Dean will review the complaint to determine if a grievance hearing is warranted and will convene an ad hoc committee consisting of the Student Affairs deans for graduate students or undergraduate students; and a faculty member chosen by the Vice Deans.

The faculty member is given the student's letter of complaint and invited to submit a written response. The Committee reviews both statements and is given access to any other written documents relevant to the complaint. It may normally interview both the grievant and the faculty member and may, at its discretion, ask others to provide testimony. The merits of the grievance are evaluated within the context of University

and Engineering School policy.

The investigative committee serves in an advisory capacity to the Dean of the School. It is expected to complete its investigation in a timely manner and submit a written report to the Dean, who may accept or modify its findings and any recommendations it may have made to remedy the student's complaint. The Dean will inform both the student and the faculty member of the decision in writing.

The Dean may discipline faculty members who are found to have committed professional misconduct. Any sanctions will be imposed in a manner that is consistent with the University's policies and procedures on faculty discipline. In particular, if the Dean believes that the offense is sufficiently serious to merit dismissal, he or she can initiate the procedures in Section 75 of the University Statutes for terminating tenured appointments, and nontenured appointments before the end of their stated term, for cause.

All aspects of an investigation of a student grievance are confidential. The proceedings of the grievance committee are not open to the public. Only the student grievant and the faculty member accused of misconduct receive copies of the decisions of the Dean and the Provost. Everyone who is involved with the investigation of a grievance is expected to respect the confidentiality of the process.

#### Disputes Over Grades or Other Academic Evaluations

The awarding of grades and all other academic evaluations rests entirely with the faculty. If students have a concern relating to a particular grade or other assessment of their academic work, the student first should speak with the instructor of the class to understand how the grade or other evaluation was derived and to address the student's specific concern.

If the students do not feel comfortable speaking with the class instructor about the matter, they should then bring the issue to the attention of their advising dean (undergraduate students) or department chair (graduate students).

If the students are unable thus to resolve the matter to their satisfaction and believe that a procedural issue is involved, they should bring the matter to the attention of the Vice Dean. The Vice Dean will work with the student and the faculty to determine whether there has been a procedural breach and if so, take immediate steps to remedy the matter. If the Vice Dean, together with appropriate faculty other than the instructor, decides that there is no need for further action, the student will be informed and the decision will be final.

#### Discrimination, Harassment, and Gender-Based Misconduct

See Formal Complaint Procedures.

## Scientific or Scholarly Misconduct

Complaints against the School's faculty that allege scientific or scholarly misconduct are evaluated using other procedures. These are contained in the Columbia University Institutional Policy on Misconduct in Research.

