



# COLUMBIA ENGINEERING



## STUDENT HANDBOOK 2025-2026

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# 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. This handbook is also not to be considered the sole or comprehensive guide to policies at Columbia. Students should consult the policies and expectations of the various offices and departments for additional guidance. 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 that 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 and Interim Title IX Policies 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

# The Undergraduate Programs

The undergraduate programs at Columbia Engineering not only are academically exciting and technically innovative but also lead to 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 Science, Earth and Environmental Engineering, Electrical Engineering, Industrial Engineering and Operations Research, 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 (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 that count for Bachelor of Science Degree 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 or 36 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 or 36 points of credit of approved graduate study extending over at least one academic year. M.S. students must complete the professional development and leadership course, ENGI E4000, as a graduation requirement.

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, the Office of Engineering Student Affairs, and, if applicable, the International Students and Scholars Office (ISSO). A minimum cumulative grade-point average of 2.5 is required for the M.S. degree. Some programs may require a higher GPA and can be found on the department's Bulletin section or website. 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 Engineering 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.

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 their 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 who have completed all six Residence Units can satisfy the continuous registration requirement and make use of various University facilities by registering for Matriculation & Facilities (M&F) for a maximum of two semesters if they are:

- completing a degree requirement such as a language examination or qualifying examination;
- preparing the dissertation proposal; or
- writing or distributing the dissertation.

If a Ph.D. student is registered in courses or holds a university teaching or research appointment, the student must register for either a full Residence Unit or Extended Residence.

Ph.D. students must be registered for the semester in which their distribution takes place. This is the final term in which the dissertation distribution occurs is the last semester in which a Ph.D. student is permitted to register, even if the defense takes place in a subsequent term. Click [here](#) for more detailed information about final registration requirements. Students should also be aware that International students with questions about their registration and remaining in visa compliance should contact the [International Students and Scholars Office \(ISSO\)](#).

Note: Full-time doctoral students who are supported on faculty grants through twelve-month research appointments in the sciences and related fields should pay particular attention to the special conditions that are noted on the [Registration and Application for PhD Defense page](#).

- Distribution deadlines can be found [here](#).
- Dates for the fall and spring terms can be found on the [Registrar's Academic Calendar](#).
- Dates for the summer term can be found on the [School of Professional Studies website](#).
- Students covered under the Columbia Student Health Insurance Plan are strongly advised to review the information regarding the [plan's](#) coverage periods and important dates. Students with specific questions regarding their insurance coverage should contact the Columbia Health Insurance Office at [studentinsurance@columbia.edu](mailto:studentinsurance@columbia.edu).
- Similarly, students with active Columbia Residential leases should review the policy regarding dissertation defenses and [housing eligibility](#).

Students should distribute final copies of the dissertation to the defense committee members at least four weeks before the anticipated defense date to allow adequate time for committee members to review the dissertation thoroughly. The defense is expected to take place no later than two months after the distribution.

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.

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 their 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 Engineering 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.

# **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 their religious beliefs will be given an equivalent opportunity to register for classes or make-up any examination, study, or work requirements that the student 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) works to prevent and respond to discrimination and harassment by developing and implementing policies and procedures that address discrimination, harassment, gender-based misconduct, prohibit certain romantic and sexual relationships, require the duty to report and the duty to act, in accordance with relevant federal, state, and local anti discrimination 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 fostering 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 prohibiting romantic and sexual relationships between faculty and undergraduate, graduate students, and other relationships.

- [Policy on Romantic and Sexual Relationships Between Faculty/Staff and Undergraduate Students](#)
- [Policy on Romantic and Sexual Relationships Between Faculty/Staff and Graduate Students](#)
- [Policy on Romantic and Sexual Relationships Between Staff Members](#)

For additional information on these issues, policies, and resources, please visit [Equal Opportunity and Affirmative Action](#).

## 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](#).

## University Immunization Policy

New York State public health law and University policy require that all students complete several immunization requirements and submit documentation prior to registering for their first term. Columbia

University expects all requirements to be met prior to arriving on campus for the respective academic term, not when they arrive in New York City.

Columbia University is committed to providing a safe, inclusive, and supportive experience for all students and recognizes medical contraindications to vaccination as well as student observance of their faith as it pertains to the practice of immunization.

More information about immunization requirements and exemptions can be found on the Columbia Health website.

## Formal Complaint Procedures

### [Procedure for Complaint Against Another Student](#)

**Gender-Based Misconduct and Interim Title IX Policies and Procedures for Students** Complaints against students for gender-based misconduct are processed in accord with the [Gender-Based Misconduct and Interim Title IX Policies 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 Engineering 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](#)

### **Equal Opportunity and Affirmative Action**

Visit [EOAA](#) online to speak with a member of the Office, learn more about filing an incident report, the [investigative process](#), or how to find [resources for support](#).

## 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, or permission of the School offering the class. 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 545 W. 112th Street, 4th Floor (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 they are enrolled unless their 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 they are 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 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 Engineering 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 of at least 12 credits 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, with the exception of their final term of studies.

## 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 in eight semesters, 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 that counts for the B.S. degree 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 nontechnical electives at the 3000-level or above and physical education courses, 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.

### Graduate

Graduate students are required to complete the School's degree requirements. Full-time graduate registration is defined as:

1. M.S., M.S./Ph.D. track, Eng.Sc.D. students: At least 12 credits per term. A typical course load is 12–15 credits per term, not including the last term.
2. Ph.D. students: Registration in the appropriate Residence Unit.

Degree requirements for master's degrees must be completed within five years; those for doctoral degrees must be completed within seven years. Degree-seeking students must maintain continuous enrollment during academic terms (Fall and Spring) at Columbia Engineering until all degree requirements are met and their degree is scheduled for conferral. Students who fail to register by the end of the Change of Program Period will be withdrawn if they have not been authorized for a leave of absence.

Students who need more than the allowable time to complete their degree requirements or students who attempted to graduate but failed to meet degree requirements should submit a petition for a program extension to extend their studies.

A graduate student who has matriculated in a degree program is expected to (1) maintain a cumulative GPA above the minimum requirement and (2) make normal progress towards completion of their degree

requirements.

A minimum cumulative GPA of 2.5 or the minimum GPA required by the academic department, whichever is higher (in all courses taken as a degree candidate), is required for the M.S. degree. A minimum GPA of 3.0 or the minimum GPA required by the academic department, whichever is higher, is required for the Doctor of Engineering Science (Eng.Sc.D.) and the Doctor of Philosophy (Ph.D.) degrees.

Normal progress towards the degree, to ensure completion of the degree within the necessary timeframe, necessitates that students earn final grades sufficient to count towards the degree in their attempted credits for the semester.

Graduate students who do not meet the minimum cumulative GPA of the school and the department or are not making sufficient progress towards their degree requirements will be placed on Academic Action. Please review the Academic Monitoring section for more information.

### 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.

## Changes in Registration

### Undergraduate

An undergraduate student who wishes to drop or add courses or to make other changes in their program of study after the change of program period must obtain the approval of their advising dean in the Center for Student Advising (CSA). An undergraduate student who wishes to drop or add a course in their major must also obtain department approval. Note: The drop-date for Columbia Core courses is the end of the Change of Program period for the current semester. After these dates, undergraduate students must petition the Committee on Academic Standing to drop a class after the deadlines.

In cases that have been referred for disciplinary action through the Dean's Discipline process, undergraduate students may not drop from the course in question without a successful petition to the Committee on Academic Standing.

### Graduate

Graduate students who wish to drop or add a course or make other course related changes after the change of program period must obtain approval from their department and their department must submit the relevant paperwork to the Office of Engineering Student Affairs for processing. The deadline for making program changes in each term is shown in the [Academic Calendar](#). After these dates, graduate students must petition the Office of Engineering Student Affairs. For individual courses dropped after the end of the Change of Program period, there will be no tuition refund. Failure to attend a class will be indicated by a permanent unofficial withdrawal (UW) on the transcript.

In cases that have been referred for disciplinary action through the Dean's Discipline process, graduate students should contact the Office of Engineering Student Affairs.

## Transfer Credits

### Undergraduate

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 their CSA Advising Dean 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.

### Graduate

For graduate students, Advanced Standing is granted in most cases instead of transfer credits. Advanced Standing refers to a student receiving credit towards their graduate degree program for previously completed graduate-level coursework within the following parameters:

1. M.S. students in on-campus programs can earn Advanced Standing toward the M.S. degree for graduate level coursework (4000 level or above) completed at Columbia University only. No more than 15 points of Advanced Standing can be awarded, and the coursework can not have been counted towards a previous degree, minor, or certificate program. Advanced Standing points must be deemed appropriate and relevant to the degree program of study, as determined by the Department or Program. In most cases, regardless of Advanced Standing points, M.S. students are required to complete a minimum of 15 credits while enrolled as a Columbia Engineering graduate student.
2. M.S. students in CVN programs are not eligible for Advanced Standing. They may instead request up to 6 transfer credits for prior graduate-level coursework completed at either Columbia University or another institution
3. Ph.D. students possessing a conferred master'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. with approval from the academic department and the Office of Engineering Student Affairs.
4. Eng.Sc.D. students will earn Advanced Standing provided they earned their master's degree outside of Columbia Engineering to reflect their prior completion of an M.S. program. They can earn up to 30 points of Advanced Standing. These Advanced Standing points are separate from the points the student must complete as an Eng.Sc.D. student at Columbia Engineering.

### 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 in November for the fall term and April 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 or two exams scheduled at the same time, 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 rule 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 Advising Dean. Graduate students should contact the Office of Engineering Student Affairs.

### Transcripts and Certifications

Information on obtaining University transcripts and certifications can be found on the [Registrar's website](#).

### Report of Grades

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

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, IN, YC, CP, UW, W, 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 of change of program. Students wishing to change to R credit after this date are required to submit the written approval from the course instruction to the Office of Engineering Student Affairs (ESA) who will submit it to the registrar. The request to change to R credit must be made by the last day of the change of program period 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 request an IN by filling out a petition for an incomplete with their CSA Advising Dean 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 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. The contingency grade is the grade that the student would earn if they completed no further work in the course, with any missing assignments counted as an F or zero.

*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 their 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 their 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)*: Undergraduates may select to take only one course that is offered for a letter grade pass/fail each semester. In general, courses taken pass/fail do not count toward degree requirements including the 128-point requirement. There are two exceptions to this rule. Physical Education classes do count toward the 128-point requirement, even though students do not receive letter grades for the class. Additionally, 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 3000-level non-tech elective classes may not count towards a minor if the grade remains a P. Students do have the option of uncovering the letter grade of these two elective 3000-level non-tech classes by the end of the change of program period of the following semester after the course has been completed. Any other course that is taken P/F cannot be uncovered by an undergraduate student. For these classes, the undergraduate student will have to petition the Committee on Academic Standing to uncover the letter grade. 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. For graduate students, courses taken for the P/F option cannot count towards the credits necessary for a student's degree requirements. Students have until the [last day to change a course grading option](#) to elect the P/F option. After that day, there is no uncovering for a letter grade. Additionally, the grading option cannot be changed after a final grade has been assigned.

*W (official withdrawal)*: a mark given to students who, after the drop deadline for the semester, are granted a leave of absence or approved to drop an individual course. The grade of W, meaning "official withdrawal," will be recorded as the official grade for the course in lieu of a letter grade.

### 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, 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. Please visit the [Registrar's website](#) for further details.

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

Students must meet all program, department, and school requirements to graduate. This includes all required courses, minimum final grades for all courses, transcripts from previous institutions, meeting the minimum GPA requirements, etc. Failure to meet the requirements will disqualify students from a degree conferral.

### Application or Renewal of Application for the Degree

In order to be considered for a degree or certificate, students must file an Application for Degree or Certificate. Students should complete the online Application for Degree available directly within SSOL, under the Degree Application Status tab. For additional support, please follow the instructions on the [Registrar's website](#). Candidates for Master of Philosophy and doctoral degrees should inquire at their departments but must also follow the instructions of the [Dissertation Office](#).

General application deadlines to submit the Application for the Degree are November 1 for February, January 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.) Candidates for Master of Philosophy and doctoral degrees should refer to the Dissertation Office's [dissertation dates and deadlines](#).

Students who fail to earn the degree by the conferral date for which they applied will be moved to 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 four semesters at Columbia. Students may not apply for honors.

## Academic Monitoring

The SEAS Faculty Committee on Instruction (COI) determines academic policies and regulations for the School. Academic performance is reviewed by advisers at the end of each Fall and Spring semester. The Undergraduate Committee on Academic Standing and the Office of Engineering Student Affairs are expected to uphold the policies and regulations of the Committee on Instruction and determine when circumstances warrant exceptions to them.

### Undergraduate

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, making adequate progress for the completion of their degree program, 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 for the deficiencies in their academic record by taking appropriate courses at a four-year accredited institution. Students must be able to complete their degree requirements by the end of 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 student's Advising Dean in the Berick Center for Student Advising. 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.

### Graduate

For graduate students, the Office of Engineering Student Affairs and its departments monitor the academic progress of graduate students. If a student's academic performance (based on GPA and/or degree progress) indicates cause for concern, they may be put on Academic Action and be guided toward resources and support. Examples of Academic Actions may include Academic Warning, Academic Probation, Strict Academic Probation, or Academic Dismissal.

Students will be placed on Academic Action if their cumulative GPA is below 2.5 or the minimum GPA required by the academic department, whichever is higher. Students may also be placed on Academic Action if they are not making satisfactory progress toward their degree. Doctoral students can also be placed on Academic Action if they are not making satisfactory progress toward their dissertation and doctoral milestones. Students who are on Academic Action and do not return to good standing after one semester may be dismissed from the program.

### Leave of Absence

A Leave of Absence is an authorized, temporary break from academic participation. Leave requests (as well as requests to return from leave) require approval from the appropriate office as outlined in detail for each request type.

### Medical Leave of Absence

#### Undergraduate

A medical leave of absence for an undergraduate student is granted by the James H. and Christine Turk Berick Center for Student Advising to an undergraduate student whose health prevents them from successfully pursuing full-time study. Undergraduates who take a medical leave of absence are guaranteed housing upon their return if they were already guaranteed housing. Students on medical leave may be eligible to continue participation in University-sponsored health insurance; please contact [studentinsurance@columbia.edu](mailto:studentinsurance@columbia.edu) for additional details.

Documentation from a physician or counselor must be provided before such a leave is granted. In order to

apply for readmission following a medical leave, a student must submit proof of recovery from a physician or counselor. Please visit the [CSA website](#) for further details.

A medical leave for an undergraduate student is for a minimum of one year and cannot be longer than two years.

When a 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 the withdrawal will also appear on the transcript. If the leave begins prior to the drop deadline, then 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 typically result in W (Official Withdrawal) in all courses. In certain circumstances, a student may qualify for an IN (Incomplete), which would have to be completed within two semesters after the student returns to Columbia. If the Incomplete is not completed by that time, an F or contingency grade such as W will be inserted as the final grade.

In exceptional cases, an undergraduate student may apply for readmission following a one-term 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 their Advising Dean as part of the readmission process. This plan must demonstrate that their 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 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.

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 medical leave of absence policy, undergraduates should consult their CSA Advising Dean.

### Graduate

A medical leave of absence for a graduate student is granted by the Office of Engineering Student Affairs; please consult with their office for more information.

Documentation from a physician or counselor must be provided in order for such a leave to be granted.

When a 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 the withdrawal will also appear on the transcript. If the leave begins prior to the drop deadline, then the specific courses that the student enrolled in will be deleted from their record. If the leave is after the drop deadline, the course grades will typically result in W (Official Withdrawal) in all courses. In certain circumstances, a student may qualify for an IN (Incomplete), which would have to be completed within two semesters after the student returns to Columbia. If the Incomplete is not completed by that time, an F or contingency grade such as W will be inserted as the final grade.

A medical leave for a graduate student is for a minimum of one semester, up to two years (or four semesters) total. If a student does not return for their approved term, they will be withdrawn from the School. Students may return in the Fall or Spring terms.

Students on medical leave may be eligible to remain in on-campus housing; please contact [seas\\_housing@columbia.edu](mailto:seas_housing@columbia.edu) for additional details. Students on medical leave may be eligible to continue participation in University-sponsored health insurance; please contact

[studentinsurance@columbia.edu](mailto:studentinsurance@columbia.edu) for additional details.

Graduate students requesting to return from medical leave must submit supporting medical documentation and a personal statement that includes a well-developed plan to complete their degree. 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 when returning from an approved medical leave. It is recommended that students submit the request to return form well in advance of the semester that they wish to return for. Please note that return requests are not processed until June 1 for fall returns and November 1 for spring returns.

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.

## Voluntary Leave of Absence

A voluntary leave of absence may be granted to eligible students who require a break from their studies due to personal reasons.

### Undergraduate

A voluntary leave of absence (VLOA) 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 leave must discuss this option in advance with their CSA Advising Dean. Voluntary leaves are granted for a period of one academic year only for undergraduate students; VLOAs 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. Please visit the [CSA website](#) for further details.

When a voluntary 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 specific courses that the student is enrolled in for the semester will be deleted if the leave begins prior to the drop deadline. If the leave is 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 IN (Incomplete).

In exceptional cases, an undergraduate may apply for readmission following a one-term voluntary 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 their 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 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. Undergraduates should consult the voluntary leave of absence policy statement available on the website of the Berick Center for Student Advising for more information regarding the readmission procedures from a voluntary leave of absence.

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 leave of absence policy, undergraduates should consult their CSA Advising Dean.

Finally, students on a voluntary leave of absence must vacate University housing and are not eligible for

University-sponsored health insurance. Students who choose to take voluntary leaves are not guaranteed housing upon return to the University. Undergraduate students who go on leave during their first year and had guaranteed housing prior to their leave are guaranteed housing upon readmission. 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.

### Graduate

A voluntary leave of absence (VLOA) for a graduate student is granted by the Office of Engineering Student Affairs. Voluntary leaves are granted for a minimum of one semester, up to one year (or two semesters) total. A graduate student must have been registered for at least one semester and have a minimum cumulative 2.5 GPA to request a voluntary leave. Additionally, doctoral students must have a faculty adviser and funding from their faculty adviser and/ or academic department prior to and when returning from an approved voluntary leave of absence. The deadline to request a voluntary leave for a given term is the drop deadline for that term. VLOA requests made after the drop deadline may only be granted in exceptional circumstances.

When a voluntary leave of absence is granted during the course of the semester, the semester coursework will be deleted if the leave begins prior to the drop deadline. If after the drop deadline, the course grades will result in W (Official Withdrawal) in all courses. In certain circumstances, a student may qualify for an IN (Incomplete). For graduate students, an IN would have to be completed within two semesters after the student returns to Columbia. If the Incomplete is not completed by that time, an F or contingency grade such as W will be inserted as the final grade.

Students on a voluntary leave of absence must vacate University housing and are not eligible for University-sponsored health insurance.

A graduate student may request to return from a voluntary leave of absence for the fall or spring terms. A request to return must be made before the return semester begins. It is recommended that students submit the request to return form well in advance of the semester that they wish to return for. Please note that return requests are not processed until April 1 for fall returns/November 1 for spring returns. Please contact the Office of Engineering Student Affairs for more information.

Students may not take courses for transferable credit while on leave. Finally, students who choose to take voluntary 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 the school.

## Undergraduate Emergency Family Leave of Absence

Undergraduate 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 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 specific courses that the student is enrolled in for the semester will be deleted if the leave begins prior to the drop deadline. If the leave is 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. Students who were guaranteed housing prior to taking an emergency family leave are guaranteed housing upon readmission. 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. This plan must demonstrate that their 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.

## Leave for Military Duty

Please refer to the Military Leave of Absence Policy in [University Policies](#) for recent updates regarding leave for military duty.

## Involuntary Leave of Absence Policy

Please refer to the Involuntary Leave of Absence Policy in [University Policies](#).

## Withdrawal

Students may withdraw if they wish to permanently discontinue their program of study. Students are strongly recommended to consult their advisor and/or Department prior to withdrawal.

Students who withdraw during a semester before the drop deadline have the semester coursework deleted. If after the drop deadline, the course grades will result in W (Official Withdrawal) in all courses.

Students who withdraw must vacate University housing and forfeit University-sponsored insurance.

## Readmission

Students who withdrew or were withdrawn may be eligible to apply for readmission to the school. Specific readmission procedures are determined by the reasons for and timeframe of the withdrawal.

Undergraduate 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.

Further information for undergraduate students is available in the Berick Center for Student Advising. Undergraduate students applying for readmission should complete all parts of the appropriate readmission procedures by June 1 for the fall term or November 1 for the spring term.

Graduate students applying for readmission must complete a change of status application and should consult the Office of Engineering Student Affairs for additional information. Students are only eligible if

their withdrawal date is within one year of their readmission request. Students who were withdrawn from the school due to a dismissal are not eligible to apply for readmission. Readmission requests should be submitted for the next commencing Fall or Spring term. Requests are not processed until April 1 for fall returns/November 1 for spring returns.

Readmission is not guaranteed - such requests are reviewed by the student's academic department and the Office of Engineering Student Affairs. Students who fail to apply for readmission within the outlined one year timeframe can only return to the school by submitting an application to the Office of Graduate Admissions. Submitting an admission application does not guarantee reinstatement and is subject to review by the Department and the School's admissions committees.

## Policy On Conduct and Discipline

### Life in the Academic Community

The Fu Foundation School of Engineering and Applied Science within Columbia University is a 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.

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 Engineering 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 (demonstrations, rallies, and picketing)
- Guide to Living
- Gender-Based Misconduct Policy and Procedures for Students
- Columbia University Information Technology (CUIT) policies and procedures
- Undergraduate Student Travel Policy

## Agreement to Uphold Academic and Behavioral Integrity

All students are expected to understand and abide by the Agreement to Uphold Academic and Behavioral Integrity. The agreement is listed below for reference. Students must sign this agreement upon their start at Columbia University.

As a member of the Columbia University Community, I understand that I am expected to uphold the highest standards of respect, integrity, and civility. I have read and understand the [policies](#) within Student Conduct and Community Standards and I agree to maintain the highest standards of personal integrity and academic honesty in all endeavors. I understand that any violation of these policies is likely to result in a sanction from the Engineering Community Standards Committee. This sanction may include but is not limited to disciplinary probation, suspension, or expulsion from Columbia University.

For more information about the discipline process for undergraduate students, please review the [Academic Integrity](#) website or [Student Conduct & Community Standards](#).

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

## 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 disciplinary warning to 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. Students who find themselves in such circumstances should immediately contact their instructor and adviser for advice.

For undergraduate students, another resource is the Academic section of the [Live Well | Learn Well site](#) for Academic resources and support.

The easiest way to avoid academic integrity issues is to prepare yourself as best you can. Below are some basic suggestions to help:

- 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, Counseling and Psychological Services (CPS), and Engineering Student Affairs 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, Office of Engineering Student Affairs, or the Student Conduct and Community Standards Office to report any allegations of academic misconduct.

Students found responsible of an academic integrity violation may not be eligible to receive Latin Honors at Class Day or ineligible to take on leadership positions for a period of time and/or other 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, for instance: term papers, coding problem sets, seminar presentations, laboratory reports, and analytical essays of different lengths. These papers play a major role in course performance, but more importantly, they play a major role in intellectual development. Columbia's academic integrity policy in the Standards & Discipline defines plagiarism as "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 or Teaching Assistants are available to help as questions arise about proper citations, references, and the appropriateness of group work on assignments. Students can also check with the Writing Center directly. Another option is to connect with Research Librarians who facilitate monthly citation management workshops online and in person. 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 options for academic support by emailing [ugrad-integrity@columbia.edu](mailto:ugrad-integrity@columbia.edu). Graduate students should consult the Office of Engineering Student Affairs in 530 Mudd or by emailing [seas-conduct@columbia.edu](mailto:seas-conduct@columbia.edu). Ignorance of proper citation methods or academic integrity policies does not exonerate one from responsibility.

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

A student's education at Columbia University consists 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 their Advising Dean or meet with the Director of Academic Integrity in Suite 601 of Lerner Hall. Graduate students should consult the Office of Engineering Student Affairs in 530 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

Knowingly or negligently engaging in behavior that assists another student in a violation of academic integrity is prohibited.

- Assistance, Unauthorized Giving

Giving unauthorized assistance to another student or receiving unauthorized assistance from another person on tests, quizzes, assignments or examinations, without the instructor's permission, is prohibited.

- Bribery

Offering or giving any favor or something of value for the purpose of improperly influencing a grade or other evaluation of a student in an academic program is prohibited.

- Cheating

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, the possession, giving of, use, or consultation of unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations, working on any examination, test, quiz or assignment outside of the time constraints imposed, the unauthorized use of prescription medication to enhance academic performance, or submitting an altered examination or assignment to an instructor for re-grading.

- 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 the University, is prohibited. This includes, but is not limited to, falsifying information on a résumé, 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, or intentionally underperforming on a placement exam. Furthermore, another party providing false information on another student's behalf is prohibited.

- Ethics, Honor Codes, and Professional Standards, Violation of

Violating established institutional policies related to the 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. This includes, but is not limited to: leaving work on public computers; sharing work with other students for a completed course without authorization from the course instructor; and sharing course notes without instructor authorization.

- Giving or Taking Academic Materials, Unauthorized

Unauthorized taking, circulating, or sharing of past or present course material(s) without the instructor's permission is prohibited. This includes, but is not limited to, assignments, exams, lab reports, notebooks, and papers. Methods of obtainment and distribution include but are not limited to: taking photographs, videos, or screenshots; uploading to public websites (i.e. CourseHero, Github, etc.); e-mailing or other messaging platforms; sharing through Courseworks or Canvas; or taking and/or distributing unauthorized recordings of lectures/course instructions/office hours.

- Obtaining Advanced Knowledge

Unauthorized advance access to exams or other assignments without an instructor's permission is prohibited.

- Plagiarism

The use of words, phrases, or ideas that do not belong to the student, without properly citing or

acknowledging the source, is prohibited. This may include, but is not limited to, copying computer code for the purposes of completing assignments for submission.

- Sabotage

Deliberately and/or intentionally harming or attempting to harm someone else's academic performance is prohibited. This includes, but is not limited to: altering another student's experiment data; disrupting the experiments or tests of others; taking actions which prevent others from completing work; or making modifications to parts of a group project without the knowledge of contributors.

- Self-Plagiarism

Using any material portion of an assignment to fulfill the requirements of more than one course, without the instructor's permission, is prohibited. This includes, but is not limited to, submitting original writing or any previous assignments (including assignments submitted for a prior course and/or degree).

- Test Conditions

Compromising a testing environment, violating specified testing conditions, and/or violating test instructions to intentionally or unintentionally create access to an unfair advantage for oneself or others, is prohibited (for a prior course and/or degree).

- Use of Artificial Intelligence Tools, Unauthorized

Absent a clear statement from a course instructor granting permission, the use of generative Artificial Intelligence (AI) tools to complete an assignment or exam is prohibited. The unauthorized use of AI shall be treated similarly to unauthorized assistance and/or plagiarism.

For more information regarding Generative AI Policy, please visit the Office of the Provost [Generative AI Policy webpage](#).

## Disciplinary Procedures

Many policy violations that occur in the residence halls or within fraternity and sorority housing are handled by the Office of Residential Life. More 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 regarding graduate students are referred directly to the School's housing liaison in the Office of Engineering Student Affairs.

In matters involving rallies, picketing, and other mass demonstrations, the Rules of University Conduct outlines procedures.

### 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.

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

Students are expected to familiarize themselves with the Standards and Discipline handbook and the policies and expectations available on the Students Conduct and Community Standards [website](#), which is part of the required Academic Integrity Tutorial modules in CourseWorks. This handbook is also not to be considered the sole or comprehensive guide to policies at Columbia. Students should consult the policies and expectations of the various offices and departments for additional guidance.

Students found responsible for reportable violations of conduct, including academic integrity violations, will need to report 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 in cases of receiving a sanctioned outcome of Disciplinary Probation or higher.

For more information about the discipline process for undergraduate students, please review the [Academic Integrity](#) website or Student Conduct & Community Standards. For more information about the discipline process for graduate students, please contact the Office of Engineering Student Affairs.

### [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 this [website](#). To read more about the exceptions that apply to the disclosure of student records information, please visit the [University Policies website](#).

## **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, as described in this statement.

Students should follow the recommended course of action when filing grievances or concerns. If the issue is not resolved, the student may appeal and file a formal grievance to the Senior Associate Dean of Engineering Student Affairs.

These procedures should be used to address concerns regarding the Columbia 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 is appointed.

## 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 through 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 Office](#), who serves as an informal, confidential resource for assisting members of the University with conflict resolution. The Ombuds Office provides information, counseling, and referrals to appropriate University offices and will also mediate conflicts if both parties agree. The Ombuds Office 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 Vice Dean of Academic Programs (for undergraduates) or the Senior Associate Dean (for graduate students) 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 act relating to the grievance occurred.

The Vice Dean or Senior Associate Dean will review the complaint to determine if a grievance hearing is warranted and will convene an *ad hoc* committee consisting of the Engineering Student Affairs deans and a faculty member chosen by the committee.

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 student 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, the student 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 decision. 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 course instructor, and students have the right to understand how their grades were determined. 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 determined and to inquire about the 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, if an undergraduate student.

For graduate students, if a resolution is not achieved in speaking with the course instructor, students should first contact the appropriate academic committee of the department for the course (Director of Graduate Studies, the M.S. Committee, or the Ph.D. Committee), then the chair of the department offering the course, and finally Engineering Student Affairs by email at [seas-academics@columbia.edu](mailto:seas-academics@columbia.edu) to submit

a petition for review by the deans.

## 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.

# Campus Life

The Fu Foundation School of Engineering and Applied Science attracts and admits an exceptionally interesting, 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.

- [Diversity, Equity, & Inclusion \(DEI\)](#)
- Columbia Engineering is committed to advancing and nurturing a diverse, equitable and inclusive climate for all faculty, students, and staff.
- [Pronouns in Use: Resources for the Columbia Community](#)
- Pronouns are part of our everyday language. Using the correct pronouns demonstrates respect for a person's identity and helps to promote a culture of inclusion on campus.

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

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 their undergraduate career. Generally, each matriculating student is assigned to an advising dean, who is a liaison to the department the student indicated as their first intended major on the Columbia application. When a student declares a major, a faculty member is also appointed to advise them 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 students' 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 all first-year undergraduate students live. The University assigns rooms to incoming first-year Engineering and Columbia College undergraduate students in dedicated first-year residence halls. Once students have moved into their new campus home, they find themselves part of a residential system that offers undergraduates a network of social and academic support.

Residential Life comprises 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.

Fraternity and Sorority Life is also a vibrant part of the residential experience and the Columbia community, as are a number of special interest housing options.

### 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 provides governance for recognized student organizations, including pre-professional, academic, competition, cultural, special interest, publication, media, and performing arts organizations. The pre-professional 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.

## Engineering Student Affairs

Engineering 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 students at Columbia Engineering. It strives to demonstrate sensitivity and concern in addressing the needs of the School's population.

### Graduate Student Affairs

From their first day on campus to Graduation celebrations, graduate students participate in breakthrough research, social events that encourage interpersonal relationships with peers and alumni, educational opportunities to learn from esteemed faculty, and professional development initiatives to prepare students for careers after graduation.

The Graduate Student Affairs team 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 Engineering Student Affairs strongly believes that orientation serves as a vehicle for 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 Engineering 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.

### Engineering Wellness

Engineering Wellness provides resources and services in order to promote general wellness for students. Engineering Wellness is a part of the Graduate Student Affairs (GSA) at Columbia University, School of Engineering. For more information regarding resources, please visit the [Engineering Wellness](#) website.

## 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 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 music and performance space, plus a diverse offering of meeting, rehearsal, and event spaces, computer labs, and kiosks.

The building also features the University Bookstore, a Columbia Dining hall, a retail cafe, and the Ticket and Information Center. Lerner Hall is home to many critical University resources such as Undergraduate Student Life, the James H. and Christine Turk Berick Center for Student Advising, University Chaplain, Columbia Event Management, and two Columbia Health offices: Counseling & Psychological Services and Sexual Violence Response.

## 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. 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, features coaches' offices, a strength and conditioning center, a theater-style meeting room, as well as a student-athlete lounge and study space. Opened in February 2023, Columbia's Philip & Cheryl Milstein Family Tennis Center is a state-of-the-art facility which includes 6 indoor courts and 6 outdoor courts, conference rooms, meeting spaces, a strength and conditioning area, as well as hospitality areas.

Columbia's Dodge Physical Fitness Center draws thousands of students each day for recreation, physical education classes, intramurals, club sport practice and competition, group fitness classes, personal

training, and wellness programming, in addition to 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; 3 squash courts; the eight-lane Uris pool with a diving well; a fully equipped three-level cardio and strength training facility; two aerobic group fitness rooms; a functional fitness studio; an indoor cycling studio; 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.
  - Upon full-time matriculation at any institution, must be within their NCAA 5-year clock
  - Be registered for at least 12 points of credit each term to maintain full-time status.
- Seniors who need less than 12 points to graduate in their final semester of enrollment may petition to go part-time in that final semester and be eligible to compete. Petition needs to be approved by the student-athletes advising dean.
- 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.

Any questions about athletics eligibility should be referred to the appropriate academic adviser and 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, Group Fitness, Personal Training, Wellness Programs, and Open Recreation.

Through Intramurals, students have the opportunity to participate in both individual and team sports within the campus community. 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 and mindfulness.

The Group Fitness program has about 50 group exercise classes per week during the academic semester which include sculpt, yoga, Zumba®, core, and cardio focuses, while the Specialized Class program offers skill-based courses.

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.

The Indoor Cycling studio is also found in the squash court hallway and hosts classes through the day. Personal Training is also available at Dodge Fitness Center.

Details about all the programs, activities, schedules, and employment opportunities are available [online](#) and in the Office of Physical Education and Recreation, 336 Dodge Fitness Center.

## Campus Safety and Security

Columbia's [Department of Public Safety](#) is committed to providing a safe environment for all students, faculty, staff, residents and visitors to the University. With [community engagement programs, events](#) designed to help increase your personal safety, and [guidance on personal safety](#), Columbia Public Safety continues to explore new ways to help keep the community safe. The [Public Safety Annual Security and Fire Safety Report](#) also includes essential information about crime prevention programs, fire safety procedures, and other resources critical to the safety and security of our campus community.

Existing resources for traveling safely around campus include:

- The on-demand, point-to-point [Evening Shuttle](#) service offers a safe alternative for traveling at night.
- The [Intercampus Shuttle](#) has [an app](#) that provides real-time, GPS tracking of the shuttles so you know when the next bus is coming.
- The [Lion Safe App](#) provides quick access to all safety resources and includes a special feature, "Friend Walk" that allows you to alert a friend of your location in real-time, so they can follow your path to your destination and trigger a call to emergency services if necessary.
- Through the [Safety Escort Program](#), you can request to walk with a member of the Public Safety team across the Morningside, Manhattanville, and CUIMC campuses and surrounding areas.
- Neighborhood merchants serve as [Safe Havens](#).
- [Blue Light Emergency Call Boxes](#) are located on and around campus and allow you to request help quickly.

As your safety partner, the Department of Public Safety is here for you 24/7, 365 days a year. Stay connected by:

- [Visiting our website](#) for information on all resources and services.
- Making sure you are [signed up for emergency text updates](#) to receive real-time notifications of emergency events on or near campus.
- Following Public Safety on [Facebook](#) and [Instagram](#).
- Taking a moment to save Public Safety's emergency phone numbers:
  - Morningside: 212-854-5555
  - Manhattanville: 212-853-3333
  - CUIMC: 212-305-7979

If you are ever in need of immediate assistance on campus, please call Public Safety. If you are off campus, please call New York City emergency services at 911.

# Student Services

## Columbia Housing

Columbia Housing provides our undergraduate residential students with safe and comfortable accommodations and a friendly face whenever they have questions or concerns. We're responsible for maintaining the physical integrity, cleanliness, and operation of Columbia's 30+ undergraduate residence halls.

### Guaranteed Housing

Academic year housing is guaranteed for undergraduate Columbia College and School of Engineering and Applied Science students, provided they meet the [eligibility requirements](#).

The number of terms for which a student is guaranteed housing depends on their class standing:

- Incoming first-year students are guaranteed four consecutive years of housing.
- Transfer students are guaranteed housing for the number of years associated with their class standing.
- Combined Plan students are guaranteed housing only for their first year of the Combined Plan program.

### Residence Halls

Columbia Housing residence halls offer a variety of living styles, including corridor, suite, and apartment style options, as well as a range of amenities like bike storage, fitness rooms, and lounges. Explore our residence halls with the [Residence Hall Directory](#).

All residence halls have laundry facilities and [each room is furnished](#) with a bed and mattress, desk, chair, chest of drawers, trash can, and wardrobe or closet. Outside furniture is not permitted (e.g., mattresses, futons, chairs, etc.).

Students are supported in residence by [Columbia Residential Life](#), whose trained Resident Advisers (RAs) live among the students in the residence halls. Residential Life works to create an atmosphere conducive to educational pursuits and the development of community among the diverse student body. Throughout the year, Residential Life staff coordinate programs in the residence halls and off-campus that are both social and educational.

### The Guide to Living

The Guide to Living contains everything students need to know about living in the residence halls, from what kind of decorations are permitted in rooms, to guest policies, emergency procedures, and the terms and conditions of occupancy in Columbia Housing. Created by Columbia Housing and [Residential Life](#) in collaboration with other campus partners, the Guide to Living is a collection of policies and procedures that apply to residential students. Residential students should familiarize themselves with the content of the Guide to Living prior to moving into Columbia Housing.

Policies and procedures within the [Guide to Living](#) are tagged by theme and topic and can be filtered accordingly. The following themes may be helpful:

- [Terms and Conditions](#)
- [Before You Come to Campus](#)
- [Life in the Residence Halls](#)

### [Providing 24/7 Support at the Hartley Hospitality Desk](#)

Call or email the Hospitality Desk, located in the lobby of Hartley Hall, whenever you need Housing related assistance. The Hospitality Desk is staffed 24 hours 7 days a week during academic periods to assist students.

- **Phone:** 212-854-2779
- **Email:** [housing@columbia.edu](mailto:housing@columbia.edu)

Learn more about the [Hartley Desk and the support services it provides](#).

### [Upperclass Room Selection](#)

In the spring semester, all eligible upperclass students participate in Room Selection, an annual process during which students select their housing for the following academic year. The order in which students select their housing is determined by seniority, so that seniors have first selection. Learn more about the [Room Selection process](#) on our website.

### [Stay Up-to-Date](#)

Follow us on [Instagram](#) and [Facebook](#) for updates.

## Columbia Dining

Columbia Dining is committed to one thing: Good Food. This commitment guides the operation every day, from the nutritious, quality ingredients we select, to our culinary team training and sustainable practices.

### [Columbia Dining Plans](#)

With a Columbia Dining plan, eating on campus is as easy as it is delicious. We have options dedicated specifically to first-year students – designed to encourage community building – as well as options for upperclass and graduate students – designed to suit the varied needs of our diverse student body. If you haven't registered for a dining plan yet, it's not too late! Visit [our website](#) today to sign up.

Dining plans consist of meal swipes and Dining Dollars, and some plans also offer Flex and complimentary meal swipes.

- **Dining Dollars** can be used at all Columbia Dining and Barnard Dining locations. Dining Dollars are tax-free, roll over year-to-year until graduation, and operate as a declining balance account, much like a debit card.
- **Flex** can be used at all Columbia Dining locations, as well as the Columbia Bookstore, vending machines, select off-campus retailers, and for online [food delivery through Grubhub](#). Flex is not tax-free, but similar to Dining Dollars, they roll over year-to-year until graduation and operate as a declining balance account.
- **Complimentary Meal Swipes** are bonus meal swipes that can be used if you have a guest, if you

want to eat in-unit *and* take a meal to go, or if you run out of weekly swipes.

Dining Dollars and Flex can be added at any time through [SSOL](#).

### **How to Use Your Dining Plan**

Dining plans are transacted through your University ID card, which serves as a convenient way to enjoy dining all over campus – and off, depending on your plan – without carrying cash. At residential locations, give your card to the cashier and tell them how you would like to pay: meal swipe, Flex, or Dining Dollars. At retail locations, tell the cashier if you would like to use Flex or Dining Dollars, then tap your card at the reader.

### **Dining Plan Policies**

[Learn more about the framework of service](#) provided by Columbia Dining, including contract terms, our operating calendar, and more.

### [Our Locations](#)

During the academic year, Columbia Dining is open 24 hours a day, seven days a week, with a different menu at each location. Check our [website for daily menus and hours of operation](#).

### **Residential Locations**

Most of our residential locations offer all-you-care-to-eat dining, which means you can return to the server as many times as needed during your meal for seconds, thirds, or more. Please visit [Columbia Dining's website](#) for further details and a full list of locations.

### **The Columbia-Barnard Exchange**

Columbia Dining plan holders may use their meal swipes, Dining Dollars, and Flex at [Barnard Dining locations](#).

### [The Columbia Dining Eco-Container](#)

When you want to take a meal to go but don't want to create extra waste, use a Columbia Dining eco container! **The eco-container is the only reusable container that can be used for take-out at Columbia Dining residential locations.** Pick up a clean eco-container at the cashier station of any residential dining hall in exchange for a Columbia Dining token received at Check-In. Learn more about the [eco-container program](#) and our [commitment to sustainable practices](#) on our website.

### [Fighting Food Insecurity](#)

Columbia Dining sponsors the Emergency Meal Fund (EMF), a no-questions-asked program offering limited support to undergraduate students in need. Learn more about [how to request and use EMF tickets](#).

### [Support for Students with Food Allergies, Special Diets, and Nutrition Concerns](#)

### **Allergen Certification**

Every student deserves to dine safely. Every student deserves to dine safely. All Columbia Dining Managers and First Cooks are AllerTrain™ certified to ensure proper food handling procedures for diners with food allergies, intolerances, and sensitivities.

### Food Allergies & Special Diets

Menus across all our locations are [labeled to identify major allergens and ingredients](#) so students can quickly determine whether a food item is safe for them. Some dining halls offer dedicated vegan and gluten-free stations, and you can always find vegan, vegetarian, gluten-free, and halal options on the menu.

Kosher students may sign up for the Columbia Kosher Dining Plan, which allows access to a restricted kosher cooler in John Jay Dining Hall for grab-and-go deli-style meals including sandwiches, salads, snacks and desserts. CU kosher meals can also, for an additional charge, be exchanged for a kosher meal at Barnard's Hewitt Hall (kosher to kosher only).

Students who need allergen or special diet-related assistance in-unit should ask to speak to a manager.

### Meet with Our Registered Dietitian

Columbia Dining also has a registered dietitian on staff to address individual questions and concerns from Columbia Dining Plan Holders related to food allergies, intolerances, and dietary preferences. You may submit questions or schedule a consultation [through our website](#).

### Find out What's Cooking' on Campus

Be the first to know about upcoming events, exciting menu changes, and more.

- **Join The Dish**, our text messaging alert system. We promise to send only the spiciest Dining updates no more than four times per month. Standard messaging rates apply. Find out [how to sign up](#) on our website.
- **Follow us on [Instagram](#) and [Facebook](#)**

## 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: 212-854-4357 (HELP)

Email: [health@columbia.edu](mailto:health@columbia.edu)

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

Patient Portal: <https://secure.health.columbia.edu/>

Make an appointment with any department

[Pre-scheduled visit](#)

[Drop-in or same day visit](#)

Columbia Health provides extensive virtual and on campus healthcare programs and services for students while they are enrolled at the University. Columbia Health works with the Columbia Student Health Insurance Plan (or an accepted, comparable plan) to meet your healthcare needs and help all students achieve personal and academic success. All Columbia Health staff are confidential resources.

All full-time and international students have access to Columbia Health through the mandatory Columbia Health and Related Services Fee (CHRSF). They are also required to have health insurance while they are enrolled. To meet this requirement, students can confirm their enrollment in the Columbia Student Health Insurance Plan or request a waiver by providing proof of alternate coverage that meets the established criteria set by the University.

Part-time students also pay a mandatory CHRSF based on the number of registered credits. This fee provides access to a range of programs and services. Part-time students wishing to access all of Columbia Health's services can opt to pay the full-time CHRSF or enroll in the Columbia Student Health Insurance Plan, which will require payment of the full-time CHRSF.

Columbia Health expects all incoming students to complete the Student Health History Form on the [Patient Portal](#) (Medical Clearances section) prior to their arrival at Columbia University. It is completely confidential and becomes part of a student's medical record. The form should include any medical information that is pertinent to ongoing care, particularly around current treatment and prescriptions. Columbia Health does not share this information, or any other health information, with anyone without the student's written permission.

### [Benefits and Services of Columbia Health](#)

Columbia Health comprises five departments staffed by a diverse group of highly-trained college health professionals to meet students' health needs whether they are on campus or studying virtually.

#### **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. Bios and photos of providers are available online. Schedule a medical appointment (in-person at John Jay Hall or virtual) on the [Patient Portal](#). For questions or support with making an appointment, call 212-854-7426.

#### **Counseling and Psychological Services (CPS)**

Counseling and Psychological Services offers short-term individual counseling, referrals for longer term therapy, consultations for Columbia couples, urgent concerns and problem-solving drop-in, virtual and in-person support spaces ([offerings vary by semester](#)), medication consultation, and crisis intervention. Bios, descriptions of expertise, and photos of mental health providers are available on our website. To get started with CPS, schedule a treatment planning session on the Patient Portal or call 212-854-2878.

#### **Disability Services (DS)**

Disability Services provides in-person and virtual academic accommodations, support services, accommodations for University events, on-campus housing accommodations, and service/ assistance animals for students with various disabilities including but not limited to physical, hearing, visual, learning, psychological, chronic medical conditions, and temporary injuries to cultivate a campus culture that is responsive to their needs. Students must register with Disability Services to receive accommodations and support services. For questions, email [disability@columbia.edu](mailto:disability@columbia.edu).

### **Alice! Health Promotion**

Alice! Health Promotion provides one on one conversations on sleep, stress, time management; substance use and recovery support; wellness coaching; sexual and reproductive health (including HIV testing and treatment, birth control, PrEP and PEP, etc.); and gender affirming care coordination. For questions, email [alice@columbia.edu](mailto:alice@columbia.edu).

### **Sexual Violence Response (SVR)**

Sexual Violence Response provides trauma-informed, confidential support and prevention programs focused on ending gender and power-based violence. Services include prevention focused training and education programs, crisis counseling and intervention, advocacy, connection to resources, online orders of protection, and accompaniment for survivors and co survivors of violence. Services are available by appointment and drop-in (drop-in hours vary by semester) by phone, secure Zoom, or in-person for all Columbia University community members.

Advocates are available 24/7 year-round via the Helpline at 212-854-4357 (HELP). For questions, call 212-854-3500 or email [svresponse@columbia.edu](mailto:svresponse@columbia.edu).

### [Student Health Insurance](#)

All full-time and international students without an approved waiver are automatically enrolled in the Columbia Student Health Insurance Plan. Enrollment confirmation, eligible dependent enrollment, and waiver requests are due on September 30 (February 15 for new spring term enrollment or June 30 for new summer term enrollment). Students are encouraged to submit requests at least two weeks before the deadline. All requests are considered, but approval is not guaranteed.

Columbia University is pleased to offer voluntary dental and vision insurance. For complete information about health insurance, dental, and vision plan benefits, dependent enrollment, waivers and other related information, [visit the Columbia Health website](#).

### *Mandatory International Student Enrollment*

Navigating the U.S. healthcare system can be complex. To help ensure that international students have access to the highest quality of care on- and off-campus, Columbia University requires all international students without an approved waiver to enroll in the Columbia Student Health Insurance Plan.

### [Immunization Compliance](#)

There are two immunization requirements that all students - regardless of credit load - must meet before registering for classes or accessing University campuses and facilities. *Deadline: Students must submit their documentation upon admission or at least 30 days prior to their scheduled registration date. Submission does not equal compliance. Your registration will remain on hold until your compliance is verified.*

- Measles, mumps, and rubella.
- Meningitis vaccine or certification that you have declined to receive it.

Columbia Health strongly recommends that all students remain up-to-date with their COVID-19 vaccine and receive the annual seasonal influenza vaccine, available at no cost during the annual Flu Fairs hosted in October.

Submit your immunization requirements or exemption requests using the Patient Portal. [Visit the Columbia Health website](#) for complete instructions or more information about these immunization requirements.

## Columbia Mail

Undergraduate mail is coordinated by [Columbia Mail and is available](#) to undergraduate residents of Columbia Housing only. Items are delivered to the [Student Mail Center](#) in Wien Hall. Students are notified via email when an item is ready for pick-up.

## Columbia Transportation

Columbia Transportation provides travel options and information for the Columbia community to make safe, efficient, and timely trips to, from, and between Columbia's campuses. Services include the Intercampus Shuttle and the Evening Shuttle powered by Via. For more information, visit the [Columbia Transportation website](#).

# Columbia University Resource List

## UNDERGRADUATE ADMISSIONS

### Undergraduate Admissions

212 Hamilton, MC 2807

212-854-2522

[ugrad-ask@columbia.edu](mailto:ugrad-ask@columbia.edu)

[undergrad.admissions.columbia.edu](http://undergrad.admissions.columbia.edu)

## UNDERGRADUATE ADVISING

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

403 Lerner Hall, MC 1201

212-854-6378

[csa@columbia.edu](mailto:csa@columbia.edu)

[cc-seas.columbia.edu/csa](http://cc-seas.columbia.edu/csa)

## UNDERGRADUATE STUDENT LIFE

505–515 Lerner, MC 2601

212-854-3612

[cc-seas.columbia.edu/studentlife](http://cc-seas.columbia.edu/studentlife)

### Multicultural Affairs

505 Lerner, MC 2607

212-854-0720

[cc-seas.columbia.edu/OMA](http://cc-seas.columbia.edu/OMA)

### Intercultural Resource Center (IRC)

552 West 114th Street, MC 5755

212-854-0720

[cc-seas.columbia.edu/](http://cc-seas.columbia.edu/)

[multicultural/aboutus/irc.php](http://multicultural/aboutus/irc.php)

### Residential Life

515 Lerner, MC 4205

212-854-3612

[cc-seas.columbia.edu/reslife](http://cc-seas.columbia.edu/reslife)

### Student Engagement

515 Lerner, MC 2601

212-854-3612

[cc-seas.columbia.edu/engagement](http://cc-seas.columbia.edu/engagement)

## COLUMBIA COLLEGE

208 Hamilton, MC 2805

212-854-2441

[college.columbia.edu/](http://college.columbia.edu/)

## CORE CURRICULUM PROGRAM

### Center for the Core Curriculum

202 Hamilton, MC 2811

212-854-2453

[college.columbia.edu/core](http://college.columbia.edu/core)

### Art Humanities

826 Schermerhorn, MC 5517

212-854-4505

[arthum.college.columbia.edu/](http://arthum.college.columbia.edu/)

### Music Humanities

621 Dodge, MC 1813

212-854-3825

[college.columbia.edu/core/classes/mh.php](http://college.columbia.edu/core/classes/mh.php)

### Contemporary Civilization

514 Fayerweather, MC 2811

212-854-5682

[college.columbia.edu/core/conciv50](http://college.columbia.edu/core/conciv50)

### Literature Humanities

202 Hamilton, MC 2811

212-854-2453

[college.columbia.edu/core/lithum](http://college.columbia.edu/core/lithum)

### Undergraduate Writing Program

310 Philosophy, MC 4995

212-854-3886

[uwp@columbia.edu](mailto:uwp@columbia.edu)

[college.columbia.edu/core/uwp](http://college.columbia.edu/core/uwp)

## ENGINEERING STUDENT AFFAIRS

### Graduate Student Affairs

530 S. W. Mudd, MC 4708

212-854-6438

[seas-gsa@columbia.edu](mailto:seas-gsa@columbia.edu)

[gradengineering.columbia.edu/](http://gradengineering.columbia.edu/)

### Graduate Admissions

1220 S. W. Mudd, MC 4708

212-854-4688

[gradmit@columbia.edu](mailto:gradmit@columbia.edu)

[gradengineering.columbia.edu/admissions](http://gradengineering.columbia.edu/admissions)

## COLUMBIA VIDEO NETWORK

540 S. W. Mudd, MC 4719

212-854-6447

[info@cvn.columbia.edu](mailto:info@cvn.columbia.edu)

[cvn.columbia.edu](http://cvn.columbia.edu)

## CAREER SUPPORT

### Center for Career Education (Undergraduates) East

Campus, Lower Level, MC 5727 212-854-5609

[careereducation@columbia.edu](mailto:careereducation@columbia.edu)

[careereducation.columbia.edu](http://careereducation.columbia.edu)

### Graduate Career Placement Center

646-832-5941

[seas-gcp@columbia.edu](mailto:seas-gcp@columbia.edu)

[career.engineering.columbia.edu](http://career.engineering.columbia.edu)

## COMPUTING SUPPORT CENTER

**Client Services Help Desk**

202 Philosophy, MC 4926  
212-854-1919  
[askcuit@columbia.edu](mailto:askcuit@columbia.edu)  
[cuit.columbia.edu](mailto:cuit.columbia.edu)

**THE EARL HALL CENTER**

**University Chaplain**

Office: W710 Lerner  
Mailing: 202 Earl Hall, MC 2008  
212-854-6242, 212-854-1493  
[ouc.columbia.edu](mailto:ouc.columbia.edu)

**EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

103 Low Library, MC 4333  
212-854-5511  
[eoaa.columbia.edu](mailto:eoaa.columbia.edu)

**Student Services for**

**Gender-Based and Sexual Misconduct** 800 Watson Hall  
212-854-1717  
[studentconduct.columbia.edu/gbm](http://studentconduct.columbia.edu/gbm)

**FINANCIAL AID (UNDERGRADUATE)**

**Undergraduate Financial Aid and Educational Financing**

618 Lerner  
Mailing: 100 Hamilton, MC 2802  
212-854-3711  
[ugrad-finaid@columbia.edu](mailto:ugrad-finaid@columbia.edu)  
[cc-seas.financialaid.columbia.edu](http://cc-seas.financialaid.columbia.edu)

**FINANCIAL AID (GRADUATE)**

**Student Financial Planning**

615 Lerner, MC 2802  
212-854-7040  
[sfp@columbia.edu](mailto:sfp@columbia.edu)  
[sfs.columbia.edu/financial-aid/graduate](http://sfs.columbia.edu/financial-aid/graduate)

**Institutional Financial Aid (Grants, Fellowships, Assistantships)**

Office of Graduate Student Affairs  
530 S. W. Mudd, MC 4708  
212-854-6438

**GLOBAL ENGAGEMENT**

**Center for Undergraduate Global Engagement (UGE)**

606 Kent Hall, MC 3948  
212-854-2559  
[uge@columbia.edu](mailto:uge@columbia.edu)  
[global.undergrad.columbia.edu](http://global.undergrad.columbia.edu)

**COLUMBIA HEALTH**

General Info: 212-854-2284  
[health@columbia.edu](mailto:health@columbia.edu)  
[health.columbia.edu](http://health.columbia.edu)  
CU-EMS (Ambulance)  
212-854-5555

**Insurance and Immunization Compliance** John

Jay, 3rd Floor, MC 3601  
Insurance Office: 212-854-3286  
[studentinsurance@columbia.edu](mailto:studentinsurance@columbia.edu)  
Immunization Compliance Office: 212-854-7210  
[immunizationcompliance@columbia.edu](mailto:immunizationcompliance@columbia.edu)

**Student Health Insurance Plan Administrators**

Aetna Student Health  
1-800-859-8471  
[www.aetnastudenthealth.com/columbia](http://www.aetnastudenthealth.com/columbia)

**Alice! Health Promotion**

John Jay, 3rd Floor, MC 3601  
212-854-5453  
[alice@columbia.edu](mailto:alice@columbia.edu)

**Counseling and Psychological Services**

Lerner, 8th floor, MC 2606  
24/7 Support: 212-854-2878

**Disability Services**

108A Wien Hall, MC 3711  
Voice/TTY: 212-854-2388  
[disability@columbia.edu](mailto:disability@columbia.edu)

**Medical Services**

John Jay Hall, 4th Floor  
212-854-6655 (Gay Health Advocacy Project) 24/7  
Support: 212-854-7426

**Sexual Violence Response**

Lerner, 7th floor  
24/7 Support: 212-854-HELP (4357)  
[SVResponse@cumc.columbia.edu](mailto:SVResponse@cumc.columbia.edu)

**HOUSING AND DINING**

**Columbia Housing**

118 Hartley, MC 3003  
212-854-2946  
[housing@columbia.edu](mailto:housing@columbia.edu)  
[housing.columbia.edu](http://housing.columbia.edu)

**Columbia Dining**

118 Hartley, MC 3003  
212-854-4076  
[dining@columbia.edu](mailto:dining@columbia.edu)  
[dining.columbia.edu](http://dining.columbia.edu)

**INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION**

**Dodge Physical Fitness Center**

212-854-7149  
[perec.columbia.edu/](http://perec.columbia.edu/)

**INTERNATIONAL STUDENTS AND SCHOLARS (ISSO)**

Office: 524 Riverside Drive, Ground Floor Mailing: 2960 Broadway, MC 5724 212-854-3587 [isso@columbia.edu](mailto:isso@columbia.edu)  
[isso.columbia.edu](http://isso.columbia.edu)

**LIBRARIES**

**Butler Library Information**

535 W. 114th Street  
212-854-7309  
[library.columbia.edu](http://library.columbia.edu)

Science & Engineering Library  
401 Northwest Corner  
212-851-2950

**MATH/SCIENCE DEPARTMENTS**

**Biological Sciences**

600 Fairchild, MC 2402  
212-854-4581

**Chemistry**

344 Havemeyer, MC 3178  
212-854-2202

**Earth and Environmental Sciences**

106 Geoscience, Lamont-Doherty Earth Observatory,  
845-365-8550

**Mathematics**

410 Mathematics, MC 4426  
212-854-2432

**Physics**

704 Pupin, MC 5255  
212-853-1320

**Statistics**

1255 Amsterdam Avenue  
Room 1005 SSW, MC 4690  
212-851-2132

**OMBUDS OFFICE**

660 Schermerhorn Ext., MC 5558  
212-854-1234  
[ombuds@columbia.edu](mailto:ombuds@columbia.edu)  
[ombuds.columbia.edu/](http://ombuds.columbia.edu/)

On Wednesdays the Ombuds Officer is at the  
Columbia Medical Center office:  
154 Haven Ave. Room 412 212-304-7026

**PROFESSIONAL DEVELOPMENT AND  
LEADERSHIP**

255 Engineering Terrace  
646-761-1694

[pdl-seas@columbia.edu](mailto:pdl-seas@columbia.edu)  
[pdl.engineering.columbia.edu](http://pdl.engineering.columbia.edu)

**PUBLIC SAFETY**

101 Low Library, MC 4301  
212-854-2797 (24 hours a day)  
[publicsafety@columbia.edu](mailto:publicsafety@columbia.edu)  
[publicsafety.columbia.edu](http://publicsafety.columbia.edu)

Campus Emergencies:  
212-854-5555  
Escort Service:  
212-854-SAFE (7233)

**REGISTRAR**

210 Kent, MC 9202  
[registrar@columbia.edu](mailto:registrar@columbia.edu)  
[registrar.columbia.edu](http://registrar.columbia.edu)

**STUDENT CONDUCT AND COMMUNITY  
STANDARDS**

800 Watson Hall  
612 West 115 Street, MC 2611 212-854-6872  
[studentconduct@columbia.edu](mailto:studentconduct@columbia.edu)  
[studentconduct.columbia.edu](http://studentconduct.columbia.edu)

**STUDENT SERVICE CENTER**

210 Kent, MC 9202  
212-854-4400  
[ssc@columbia.edu](mailto:ssc@columbia.edu)  
[ssc.columbia.edu](http://ssc.columbia.edu)

**UNIVERSITY LIFE**

212-853-1628  
[UniversityLife@columbia.edu](mailto:UniversityLife@columbia.edu)  
[universitylife.columbia.edu](http://universitylife.columbia.edu)

**WELLNESS**

**Engineering Graduate Wellness:**

530 Mudd  
212-854-6438  
[seas-wellness@columbia.edu](mailto:seas-wellness@columbia.edu)  
[wellness.engineering.columbia.edu](http://wellness.engineering.columbia.edu)

**Undergraduate Wellness:**

Stephanie King  
605 Lerner  
212-853-1369  
[sk3296@columbia.edu](mailto:sk3296@columbia.edu)

