



COLUMBIA UNIVERSITY  
SCHOOL OF GENERAL STUDIES

ACADEMIC POLICIES  
2015-2016

# COLUMBIA UNIVERSITY SCHOOL OF GENERAL STUDIES

## A SOLID FOUNDATION

The School of General Studies (GS) of Columbia University is the finest liberal arts college in the country created specifically for students with nontraditional backgrounds who seek a rigorous, traditional, Ivy League education. Most students at GS have, for personal or professional reasons, interrupted their educations, never attended college, attend part time, or are enrolled in a joint degree program. What makes GS unique among colleges of its type is that GS students are fully integrated into the Columbia undergraduate curriculum. They take the same courses, with the same faculty, are held to the same high standards, and earn the same degree as all other Columbia undergraduates. GS is also home to the Joint Program with List College of the Jewish Theological Seminary, the Joint Bachelor's Degree Program Between Columbia University and the City University of Hong Kong, and the Dual BA Program Between Columbia University and Sciences Po, in which students earn two undergraduate degrees at the same time, and the Postbaccalaureate Premedical Program, the oldest and largest certificate program in the country that prepares college graduates for entrance into medical school or other health care-related graduate programs.

The GS academic program, leading to a Bachelor of Arts degree, is composed of a major, the GS Core requirements, and electives. The University's Faculty of Arts & Sciences offers over 80 majors and concentrations and more than 1,500 courses to undergraduates. The GS Core provides a foundation for a solid liberal arts education, assuring that students develop critical skills in writing and quantitative reasoning, while exposing them to wide-ranging perspectives on significant ideas and achievements in literature, philosophy, history, music, art, and science.

At GS, this traditional approach to intellectual advancement is coupled with an administration that is dedicated to providing services designed to accommodate the needs of nontraditional students. From the Office of Admissions and Educational Financing, to the academic advisors in the Office of the Dean of Students, GS staff members are here to help nontraditional students navigate Columbia University and achieve academic success.

## CONTACT INFORMATION

School of General Studies  
Columbia University  
408 Lewisohn Hall, Mail Code 4101  
2970 Broadway  
New York, NY 10027

Phone: (212) 854-2772  
Toll Free: (800) 895-1169  
Fax: (212) 854-6316

Website: [gs.columbia.edu](http://gs.columbia.edu)  
Email: [my\\_story@columbia.edu](mailto:my_story@columbia.edu)

### **University Information**

Website: [columbia.edu](http://columbia.edu)  
Phone: (212) 854-1754

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# GS UNDERGRADUATES

## 2015-2016 | ACADEMIC POLICIES

Academic policies are set by the Faculty of Arts and Sciences and the academic administration of individual schools within the Arts and Sciences.

Students in the School of General Studies are expected to familiarize themselves with GS policies. Students seeking clarity on academic policies relevant to or beyond those stated on the GS website should consult with their GS advisors.

# DEGREE FULFILLMENT

## THE BACHELOR'S DEGREE

General Studies students earn a Bachelor of Arts degree (B.A.) The Bachelor of Arts combines breadth of study in a range of subjects and disciplines, represented by the GS core requirements, with specialization in a major field of study. Whether they major in the sciences, humanities, or social sciences, all GS students receive a B.A. degree.

To qualify for a bachelor's degree, students are required to complete 124 points with a minimum grade point average of 2.0. The 124 points are distributed among three general categories: GS core requirements, major requirements, and electives. GS students are required to complete a major in order to graduate. See Majors and Concentrations for details about individual major programs.

## THE CORE THE CORE REQUIREMENTS

The Core requirements provide the foundation for a traditional liberal arts education, assuring that students develop critical skills in writing and quantitative reasoning while exposing them to a range of knowledge and disciplines. Flexibility within the Core allows students to choose from several different departments to fulfill specified core requirements in science, literature, humanities, and social sciences, thereby encouraging students to explore new areas of inquiry and develop their intellectual interests.

**Select the option that states when you matriculated or will matriculate as a student in the School of General Studies.**

The Core (p. 4) (for students starting after Summer 2012)

The Core Pre-Summer 2012 (p. 13) (for students who started before Summer 2012)

Distribution Requirements Before 2003 (p. 21) (for students who started before 2003)

## CORE REGISTRATION AND PETITIONS

All students are strongly encouraged to consult their academic advisors before making any decisions regarding their Core registration. Registration for Core courses takes place

online during the regular course registration periods (<http://gs.columbia.edu/academic-calendar>).

## CORE PETITIONS

Students who wish to register for Art Humanities or Music Humanities, but are unable to make changes to their course registration via SSOL (<http://ssol.columbia.edu>), can do so by filing a petition at the Center for the Core Curriculum (<http://www.college.columbia.edu/core/center>) located in 202 Hamilton Hall.

The Core Registration Petition period runs from the first Tuesday of classes to the following Monday. The last day to drop a Core class is the Friday of the second week of classes.

Visit the GS Academic Calendar (<http://gs.columbia.edu/academic-calendar>) for specific dates.

## University Writing

Students are not guaranteed a section change and can only be accommodated in the case of a schedule conflict with other Core or required courses. Students are advised not to contact University Writing professors directly as sections cannot be modified by course instructors.

## Literature Humanities and Contemporary Civilization

Students enrolled in Literature Humanities or Contemporary Civilization in the fall will have their registration automatically rolled over into the spring semester by the Registrar.

If the "F" sections of Literature Humanities or Contemporary Civilization are full, students may not petition to add into any of the "C" sections. This rule is strictly enforced and no petitions will be accepted.

## THE CORE STUDENTS WHO START AFTER SUMMER 2012

The GS core requirements provide the foundation for a traditional liberal arts education, assuring that students develop critical skills in writing and quantitative reasoning while exposing them to a range of knowledge and disciplines. Flexibility within the GS core allows students to choose from several different departments to fulfill specified core requirements in science, literature, humanities, and social sciences, thereby encouraging students to explore new areas of inquiry and develop their intellectual interests. The GS Core is largely aligned with the Core Curriculum of Columbia College, with the GS Core offering additional flexibility.

Refer to/Print the core requirements checklist ([http://gs.columbia.edu/files/gs/Core\\_Requirements\\_Checklist-2012.pdf](http://gs.columbia.edu/files/gs/Core_Requirements_Checklist-2012.pdf)).

## General Rules

1. Only courses of 3 or more points taken for a letter grade can fulfill GS core requirements.
2. Courses used to satisfy a core requirement must be completed with a letter grade of D or above; courses graded “Pass” do not fulfill core requirements.
3. Independent study cannot be used to fulfill a GS core requirement.
4. AP credit cannot be used to fulfill a core requirement, except for foreign languages.
5. GS advisors determine whether a transfer course satisfies a core requirement.
6. GS advisors must approve all courses, including summer-term courses, used to fulfill a core requirement.
7. No single course may be used to satisfy more than one GS core requirement, with the following exceptions:
  - Frontiers of Science (Science C1000);
  - Symbolic Logic (PHIL V3411);
  - courses in computer science, mathematics, and statistics, which may be used to fulfill both the Science and Quantitative Reasoning requirements.
8. Students may count two courses from their major department toward the fulfillment of GS core requirements; the limit on overlap is two, even if a student is a double major.  
Courses counted toward a departmental concentration may simultaneously fulfill core requirements as long as the total number of overlapping classes from the major and/or concentration counted to the core does not exceed two.  
  
(Since the premedical concentration is not considered a departmental concentration, it is exempt from this policy.)
9. No more than two courses from any one department may be used to fulfill Core requirements.
10. Students must take at least one course toward fulfillment of core requirements each semester until the core requirements are completed.
11. Students must register for Core classes online during the regular registration period.
12. Students may not drop the University Writing, Contemporary Civilization, Literature, Art, or Music Humanities courses after the end of the Change of Program Period without a special petition to the GS Committee on Academic Standing. Students who wish to discuss the petition process should consult their GS advisors. Students will be billed for courses dropped after the Change of Program Period deadline—the second Friday of each semester—at the full-tuition rate (<https://gs.columbia.edu/tuition-and-fees-chart>).

## THE GS CORE

- **Writing** (p. 5)

- **Literature/Humanities** (p. 6)
- **Foreign Language** (p. 7)
- **Art Humanities** (p. 7)
- **Music Humanities** (p. 8)
- **Global Core** (p. 8)
- **Contemporary Civilization/Social Science** (p. 9)
- **Quantitative Reasoning** (p. 9)
- **Science** (p. 10)

## WRITING

University Writing Course F1010 is required of all GS students in their first semester as it facilitates students' entry into the intellectual life of Columbia by helping them become more capable and independent academic readers and writers. With its small section size and emphasis on the writing process, revision, critical analysis, collaboration, and research, the course provides an occasion for students to develop academic habits and skills important to their success in future courses.

In planning their first semesters of study at Columbia, GS students should start by choosing a section of University Writing that fits their schedules. Themed sections will be designated by the unique section numbers outlined below.

Non-native English speakers must reach level 10 in the American Language Program prior to registering for University Writing.

## COURSES OF INSTRUCTION

- *Sections below 100: UW: Contemporary Essays, F1010.0xx* (<http://www.college.columbia.edu/core/node/3292>)
- *Sections in the 100s: UW: Readings in American Studies, F1010.1xx* (<http://www.college.columbia.edu/core/node/3286>)
- *Sections in the 200s: UW: Readings in Gender and Sexuality, F1010.2xx* (<http://www.college.columbia.edu/core/node/3287>)
- *Sections in the 300s: UW: Readings in Sustainable Development, F1010.3xx* (<http://www.college.columbia.edu/core/node/3288>)
- *Sections in the 400s: UW: Readings in Human Rights, F1010.4xx* (<http://www.college.columbia.edu/core/node/3289>)
- *Sections in the 500s: UW: Readings in Data Sciences and Engineering, F1010.5xx* (<http://www.college.columbia.edu/core/node/3290>)
- *Sections in the 900s: University Writing for International Students, F1010.9x* (<http://www.college.columbia.edu/>)

core/node/3291)x (<http://www.college.columbia.edu/core/node/3290>)

## REGISTRATION AND PETITIONING

Students interested in registering for University Writing should review the Core Registration and Petitions page (p. 4).

## LITERATURE/HUMANITIES

Literature courses expose students to writers recognized for their ability to convey ideas, feelings, and images through the power and play of words. The study of literature provides students with an opportunity to deepen their critical reading and writing skills.

The literature/humanities requirement is fulfilled by the completion of at least one literature course at Columbia and either an additional literature course or one in the humanities. In addition to the rich variety of courses offered by the Department of English and Comparative Literature, students may choose from among the many literature courses found in Columbia's foreign language and literature departments.

To fulfill the literature requirement, the course must focus exclusively on the study of poetry, fiction, drama, or related genres. Courses on literature in translation, as well as literature courses in foreign languages at the 3000 level or above, may satisfy the literature requirement. Courses that focus primarily on literary theory, film, music, creative writing, or other non-literary interdisciplinary topics may not count for the literature requirement, even though they may be taught within the Department of English and Comparative Literature.

Humanities courses offer ways to understand the development of cultures and how the human experience is expressed in art, music, literature, architecture, drama, and religion.

A course from one of the following departments or interdisciplinary programs may count toward the second part of the literature/humanities requirement. (In foreign language departments, only courses at the 3000 level or above will be considered.)

- Archaeology
- Architecture
- Art History and Archaeology
- Classics
- English and Comparative Literature
- Film Studies
- Germanic Languages
- History\*

- Italian
- Music
- Philosophy
- Religion
- Slavic Languages
- Spanish and Portuguese

\* Courses from the Department of History may be counted toward the social science or the humanities requirement, but in no case may more than two courses from one department be used to fulfill Core requirements.

GS students may also elect to take the two-semester course Masterpieces of Western Literature and Philosophy, HUMA F1001-HUMA F1002 (commonly known as "Lit Hum"), to fulfill the literature or humanities requirement. This year-long course is particularly recommended for students who are planning to major in English literature or philosophy. Refer to/Print (<https://gs.columbia.edu/files/gsliterature-humanities-2014-2015-syllabus.pdf>) the 2014-2015 Masterpieces of Western Literature and Philosophy syllabus.

GS students may also elect to take the two-semester course Contemporary Civilization, COCI F1101-COCI F1102, to fulfill one social science (p. 9) and one humanities requirement. This year-long course is highly recommended for students planning to major in political science.

**Note:** Only the first semester of Contemporary Civilization may be applied to either the humanities requirement or the social science requirement (but not both). The second semester may only be applied to the social science requirement.

## INTERDISCIPLINARY PROGRAMS

The following interdisciplinary programs offer courses in both humanities and social sciences. GS advisors must determine the appropriate category for a course when taken to satisfy a GS core requirement.

- African Studies
- African-American Studies
- American Studies
- Ethnicity and Race Studies
- Comparative Literature and Society
- East Asian Languages and Cultures
- Hispanic Studies
- Human Rights
- Jewish Studies
- Latin American and Caribbean Studies
- Medicine, Literature, and Society
- Middle Eastern, South Asian, and African Studies
- Women's and Gender Studies

## REGISTRATION AND PETITIONING

Students interested in registering for Masterpieces of Western Literature and Philosophy or Contemporary Civilization should review the Core Registration and Petitions page (p. 4).

## FOREIGN LANGUAGE

The study of a foreign language often opens up a whole new way of seeing, understanding, and describing the world. Today's students should not be limited by a single language, but should be able to think and communicate in a language other than their native tongue. GS requires that all candidates for the bachelor's degree demonstrate competence in a second language at or beyond intermediate level. In order to achieve this level of fluency and encourage more advanced language study, students are expected to reach intermediate-level proficiency by the time they have reached junior standing. Intermediate-level proficiency in a foreign language is assessed in one of the following ways:

- An appropriate score on the SAT II subject test or Advanced Placement test, taken before matriculation to GS, as determined by relevant departments for specific languages
- Demonstrating intermediate-level competence on the language placement test administered by relevant departments or programs. Language placement tests must be taken within the first two semesters of study at GS, or, in cases where a student undertakes language study as part of a Columbia-approved study abroad program, at the beginning of the next term of enrollment after returning from study abroad.
- Approved transfer credits in foreign language study showing intermediate-level proficiency (usually two years of study)
- The satisfactory completion of the intermediate level of a language sequence at Columbia, as determined by the relevant department (the fourth term of a language, usually denoted as course number "1202")
- Completing secondary education in another country in a language other than English

Native speakers of languages other than English must take a language placement test within two semesters of matriculating at GS to demonstrate their language proficiency. If a placement test in a particular language is not available at Columbia, students should speak with their GS advisors about alternative testing arrangements. Students diagnosed with a language learning disability must register with the Office of Disability Services (<http://health.columbia.edu/disability-services>) in order to be considered for an accommodation for the foreign language requirement.

Students should speak with their GS advisors soon after matriculating at GS to discuss how they will satisfy this requirement. Because the language requirement can take four semesters to fulfill, students who have not satisfied the requirement by placement test, AP score, or transfer credit are required to begin their language study no later than their second year at GS, and to continue enrollment in language courses each semester until the requirement has been met.

Students interested in study abroad (p. 55) may also begin or complete their core foreign language study in numerous summer study abroad foreign language immersion programs.

## ART HUMANITIES

The art humanities core courses are designed to awaken and encourage in students an appreciation of art, to help them learn to respond intelligently to a variety of artistic genres by developing analytical skills and a conceptual framework for interpretation, and to engage students in debates about the character and purpose of art throughout human history.

GS students must fulfill the art humanities requirement by taking one of the following:

- HUMA W1121 Masterpieces of Western Art

**Note:** If the art humanities requirement is fulfilled with Masterpieces of Western Art (W1121) or an approved, equivalent transfer course, students should not take Barnard Art History 1001 or 1002, as this constitutes a duplication of coursework and thus would not count toward the GS degree.

- AHUM V3340 Art In China, Japan, and Korea
- AHUM V3342 Masterpieces of Indian Art and Architecture
- AHUM V3343 Masterpieces of Islamic Art and Architecture

## EXEMPTION FROM THE ART HUMANITIES REQUIREMENT

Although all Columbia students are expected to take Art Humanities, there are some students who may obtain an exemption by filing a course substitution request.

Students who have taken a similar art course passed with a grade of B or higher at another college or university may submit a course exemption request. Exemption is given only for courses substantially equivalent to Art Humanities (seminar-style classes, with an emphasis on analytical viewing and historical-cultural context), not for lecture courses. While exemption from Art Humanities is rarely granted, in the past students petitioning on the basis of similar courses taken at Emory University, New York University, CUNY-Baruch College, Hampshire College, and Sarah Lawrence College have often been granted an exemption.

Students who wish to request exemption based on course substitution must obtain an Art Humanities Exemption Request form from the Core Curriculum Office (202 Hamilton) or the GS Dean of Students Office. Exemption must be requested during the student's first semester at Columbia. Petitions submitted in subsequent semesters will not be considered by the Core Curriculum Office. Deadlines: November 1 for Fall matriculates, March 1 for Spring matriculates.

## MUSIC HUMANITIES

The music humanities core courses are designed to awaken and encourage in students an appreciation of music, to help them learn to respond intelligently to a variety of musical idioms by developing analytical skills and a conceptual framework for interpretation, and to engage students in debates about the character and purpose of music throughout human history.

GS students must fulfill the music humanities requirement by taking one of the following:

- HUMA W1123 Masterpieces of Western Music
- AHMM V3320 Introduction To the Musics of East Asia and Southeast Asia
- AHMM V3321 Introduction To the Musics of India and West Asia

## EXEMPTION FROM THE MUSIC HUMANITIES REQUIREMENT

Although all Columbia students are expected to take Music Humanities, there are some students who enter with exceptional musical backgrounds that may qualify them for exemption. Exemption from Music Hum may be obtained by passing an Exemption Exam. In the case of transfer students, exemption may also be obtained by filing a course substitution request.

### Exemption Exam

The Exemption Exam is offered on the first Friday of the fall semester by the Music Department (621 Dodge Hall). Students who matriculate in the spring semester should take the exam in the following fall term. Students may take the exam only once during their first year at Columbia. If they do not pass the exam, they must enroll in a section of Music Humanities.

### Course Substitution

In addition to the Exemption Exam, students with approved transfer credit have the option of requesting exemption on the basis of a similar music course passed with a grade of B or higher at another college or university. This exemption must be requested during the student's first semester at Columbia. Petitions submitted in subsequent semesters

will not be considered by the Core Curriculum Office. Deadlines: November 1 for Fall matriculates, March 1 for Spring matriculates.

## GLOBAL CORE

The global core requirement consists of courses that examine areas of the world that are not the primary focus of literature/humanities and contemporary civilization/social sciences courses and that, like other core courses, are broadly introductory, interdisciplinary, and temporally or spatially expansive. Courses in the global core are organized around a set of primary texts or artifacts, which may range from texts of literate traditions to media (e.g. film), ritual performances or oral sources, produced in the regions of the world in question. Global core courses fall into two categories: those that focus on a specific culture or civilization, tracing its appearance and/or existence across a significant span of time and sometimes across more than one present-day country or region; and those that address several world settings or cultures comparatively (and may include Europe and the West), in terms of a common theme, a set of analytic questions, or interactions between different world regions.

The global core requirement asks students to engage directly with the variety of civilizations and the diversity of traditions that, along with the West, have formed the world and continue to shape it today. Courses in the global core typically explore the cultures of Africa, Asia, the Americas, or the Middle East in an historical context.

Students must complete two courses from the global core List of Approved Courses for a letter grade.

## CURRENT LIST OF APPROVED GLOBAL CORE COURSES

Fall 2015 Global Core Courses ([http://gs.columbia.edu/files/gs/Fall\\_2015\\_Global\\_Core\\_Courses.pdf](http://gs.columbia.edu/files/gs/Fall_2015_Global_Core_Courses.pdf)) (updated 7/29/15)

Spring 2016 Global Core Courses (<http://www.gs.columbia.edu/files/gs/spring-2016-global-core-courses.pdf>) (updated 1/19/16)

All Approved Global Core Courses (<http://gs.columbia.edu/files/gs/global-core-approved-courses.pdf>) (updated 11/12/15)

## GENERAL INFORMATION

Office of Global Programs, 606 Kent; (212) 854-7444

## CONTEMPORARY CIVILIZATION/SOCIAL SCIENCE

Courses in the social sciences provide students with a basis for understanding social systems and the interactions of individuals and societies. Students are required to take two courses selected from the social sciences offerings.

Students must select two social science courses from the following departments and programs or aforementioned interdisciplinary programs to fulfill the social sciences core requirement:

- Anthropology
- Economics
- History\*
- Political Science
- Psychology
  - Columbia psychology courses at the 2600-, 3600-, or 4600- level
  - Barnard College psychology courses except Statistics (PSYC BC1101)
- Sociology
- Challenges of Sustainable Development (SDEV W2300); check with your advisor about other courses listed under this interdisciplinary program that may fulfill the social sciences requirement

GS students may elect to take the two-semester course Contemporary Civilization, COCI F1101-COCI F1102, to fulfill the social science requirement. Alternatively, Contemporary Civilization can be used to fulfill one social science requirement and one humanities requirement. This year-long course is highly recommended for students planning to major in political science. Refer to/ Print (<https://gs.columbia.edu/files/gc/contemporary-civilization-2014-2015-syllabus.pdf>) the 2014-2015 syllabus for Contemporary Civilization.

**Note:** Only the first semester of Contemporary Civilization may be applied to either the humanities requirement or the social science requirement (but not both). The second semester may only be applied to the social science requirement.

\* Courses from the Department of History may be counted toward the social science or the humanities requirement, but in no case may more than two courses from one department be used to fulfill core requirements.

## INTERDISCIPLINARY PROGRAMS

The following interdisciplinary programs offer courses in both humanities and social sciences. GS advisors must determine

the appropriate category for a course when taken to satisfy a GS core requirement.

- African-American Studies
- American Studies
- Asian American Studies
- Comparative Ethnic Studies
- Comparative Literature and Society
- East Asian Languages and Cultures
- Human Rights
- Latino Studies
- Middle East, South Asian, and African Studies
- Women's and Gender Studies

## REGISTRATION AND PETITIONING

Students interested in registering for Contemporary Civilization should review the Core Registration and Petitions page (p. 4).

## QUANTITATIVE REASONING

Courses that fulfill the quantitative reasoning (QR) requirement aim to develop skills in quantitative analysis and deductive reasoning, which are particularly relevant to the study of science and the social sciences.

The quantitative reasoning requirement can be fulfilled through the following means:

- Scoring a minimum of 600 on the Math SAT or 27 on the math subsection of the ACT within the last eight years prior to matriculation;
- Earning a passing score on the Quantitative Reasoning Exam (<https://gs.columbia.edu/placement-exams/#qr>);
- Earning a passing letter grade in a course from the list of approved courses (p. 10);
- Approved transfer credit for computer science, mathematics, or statistics courses that are
  - a. taken within the last eight years prior to matriculation and
  - b. equivalent to those on the list of approved courses below, as determined by the Dean of Students Office.

Students who have not fulfilled the quantitative reasoning requirement through standardized scores or transfer credit are required to take the GS Quantitative Reasoning Exam during or prior to Orientation Week.

Based on the QR test results, GS advisors will help students choose a course from the GS-approved list of quantitative reasoning courses. When choosing a QR course, students

must make sure that they have reviewed and met the specified prerequisites for the course prior to enrollment.

## COMPUTER SCIENCE, ECONOMICS, MATHEMATICS, AND STATISTICS COURSES

Any course selected from the following departments fulfills the quantitative reasoning requirement when passed with a satisfactory letter grade:

- Computer Science (except S1021D, S1022Q)
- Economics (Columbia department only)
- Mathematics
- Statistics

Approved Columbia courses in computer science, mathematics, and statistics may count toward both the QR requirement and the science requirement. Approved transfer credit for a course in computer science, mathematics, and statistics may count toward both the QR and science requirements as well; however, the course must have been taken within the last eight years prior to matriculation to satisfy the QR requirement.

College Algebra and Analytic Geometry (MATH W1003) (or the equivalent) may count toward the QR requirement only.

## FRONTIERS OF SCIENCE

Frontiers of Science ( (<http://www.college.columbia.edu/core/classes/fos.php>) Science C1000) (<http://www.college.columbia.edu/core/classes/fos.php>) satisfies both the QR requirement and one course of the science requirement when passed with a letter-grade of C or above. Students must score at least 16 on the GS Quantitative Reasoning Exam to enroll in Frontiers of Science.

## LIST OF APPROVED QR COURSES

The following Columbia courses have been approved as satisfying the Quantitative Reasoning requirement if completed with a satisfactory letter grade. (BC indicates a Barnard College course.) This list is updated annually. If a particular quantitative reasoning course does not appear on the list, students should ask their GS advisor about its appropriateness for the requirement. Equivalent transfer courses may not count to the QR requirement.

ECON BC1007	Mathematical Methods for Economics *
ECON BC2411	Statistics for Economics
PHIL V1401	Introduction to Logic
PHIL V3411	Symbolic Logic
POLS W3704	Data Analysis and Statistics for Political Science Research
POLS W3720	Scope and Methods
POLS W4209	Game Theory and Political Theory

POLS W4360	Mathematical Methods for Political Science
POLS W4910	Principles of Quantitative Political Research
PSYC BC1101	Statistics
PSYC W1610	Introductory Statistics for Behavioral Scientists (may also be counted toward the Science requirement)
SOCI W2220	Evaluation of Evidence (Not Offered 2015-16)
SOCI BC3211	Quantitative Methods
SOCI V3213	Culture in Contemporary America
SOCI W3020	Social Statistics
URBS V3200	Spatial Analysis: GIS Methods and Urban Case Studies
EESC BC3017	Environmental Data Analysis

**Note:** Barnard students are given preference for enrollment in Barnard courses that may fulfill the GS QR requirement. Barnard courses that fulfill a GS core requirement will not necessarily count toward a major at Columbia if a student chooses to major or concentrate in one of these fields. (See individual departments concerning courses approved and required for the major.)

\* **N.B.:** The italicized text on the course description page for BC1007 regarding calculus requirements for economics majors applies to Barnard College students only.

## SCIENCE

The science requirement aims to develop critical awareness of the methods and limits of scientific inquiry, while fostering observational and analytical skills, particularly in reference to the natural world. When choosing a science course, students should make sure they have reviewed and met the specified prerequisites for the course prior to enrollment.

Students who are considering careers in science-related fields, including health-related professions, are urged to begin their study of science within the first semester or two after matriculation at GS.

To fulfill the science requirement, students must successfully complete three courses selected from the following Columbia departments or from the list of approved courses (p. 11):

- Astronomy
- Biological Sciences
- Chemistry
- Earth and Environmental Sciences (Columbia department only)
- Ecology, Evolution, and Environmental Biology
- Physics

- Psychology (Columbia department only, excluding courses numbered at the 2600, 3600, or 4600 level)

## LIST OF APPROVED SCIENCE COURSES

The list of approved courses that fulfill the science requirement includes recommended sequences, science courses for non-science majors, and approved courses from departments not listed above and Barnard.

- Frontiers of Science (SCNC C1000 (<http://www.college.columbia.edu/core/classes/fos.php>)) satisfies both the QR requirement and one course of the science requirement when passed with a letter-grade of C or above.

The principal objectives of Frontiers of Science are to engage students in the process of discovery by exploring topics at the forefront of science and to inculcate or reinforce the specific habits of mind that inform a scientific perspective on the world. Sample topics include the evolution of human language, brain dynamics, global climate change, the nanoworld, and biodiversity, among others.

Frontiers of Science satisfies one of the three required courses of the GS core science requirement.

GS students interested in taking this course should have earned a minimum score of 16 on the GS Quantitative Reasoning Exam, and should also read the first chapter of the electronic textbook *Scientific Habits of Mind* and take the self-exam prior to enrolling in the course.

## Courses Designed For Nonscience Majors

### Astronomy [ASTR]

ASTR W1234	The Universal Timekeeper: Reconstructing History Atom by Atom (previously offered as ASTR C1234)
ASTR W1403	Earth, Moon and Planets (Lecture)
ASTR W1404	Stars, Galaxies and Cosmology (Lecture)
ASTR W1420	Galaxies and Cosmology (previously offered as ASTR C1420)
ASTR W1610	Theories of the Universe: From Babylon to the Big Bang (previously offered as ASTR C1610)
ASTR W1836	Stars and Atoms (previously offered as ASTR C1836)
ASTR BC1753	Life in the Universe
ASTR BC1754	Stars, Galaxies, and Cosmology

### Recommended Sequences:

ASTR W1403 - ASTR W1404	Earth, Moon and Planets (Lecture) and Stars, Galaxies and Cosmology (Lecture)
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ASTR W1403 - ASTR W1420	Earth, Moon and Planets (Lecture) and Galaxies and Cosmology
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ASTR W1403 - ASTR W1836	Earth, Moon and Planets (Lecture) and Stars and Atoms
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ASTR W1403 - ASTR BC1754	Earth, Moon and Planets (Lecture) and Stars, Galaxies, and Cosmology
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ASTR BC1753 - ASTR W1404	Life in the Universe and Stars, Galaxies and Cosmology (Lecture)
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ASTR BC1753 - ASTR BC1754	Life in the Universe and Stars, Galaxies, and Cosmology
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### Biology [BIOL]

BIOL C1002	Theory and Practice of Science: Biology
BIOL W1130	Genes and Development

### Computer Science [COMS]

COMS W1001	Introduction to Information Science
CSEN W1002	

### Earth and Environmental Engineering [EAEE]

EAEE E2100	A better planet by design (previously offered as EAEE E1100)
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### Earth and Environmental Sciences [EESC]

EESC W1001	Dinosaurs and the History of Life: Lectures and Lab
EESC W1003	Climate and Society: Case Studies (previously offered as EESC V1003)
EESC W1011	Earth: Origin, Evolution, Processes, Future (previously offered as EESC V1011)
EESC W1030	Oceanography (previously offered as EESC V1030)
EESC W1053	Planet Earth (previously offered as EESC V1053)
EESC W1201	Environmental Risks and Disasters
EESC W1401	Dinosaurs and the History of Life: Lectures
EESC W1411	Earth: Origin, Evolution, Processes, Future: Lectures (previously offered as EESC V1411)
EESC W1600	Earth Resources and Sustainable Development (previously offered as EESC V1600)
EESC W2330	Science for Sustainable Development

### Ecology, Evolution, and Environmental Biology [EEEB]

EEEB W1001	Biodiversity (previously offered as EESC V1001)
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EEEE W1010	Human Origins and Evolution (previously offered as EEEB V1010)
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EEEE W1011	Behavioral Biology of the Living Primates (previously offered as EEEB V1011)
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EEEE S1115S	The Life Aquatic
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**Recommended Sequences:**

EEEE W1001	Biodiversity
- EEEB W3087	and Conservation Biology
EEEE W1010	Human Origins and Evolution
- EEEB W1011	and Behavioral Biology of the Living Primates

**Electrical Engineering [ELEN]**

ELEN E1101	The digital information age
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**Philosophy [PHIL]**

PHIL V3411	Symbolic Logic
PHIL G4424	Modal Logic

**Physics [PHYS]**

PHYS W1001	Physics for Poets (previously offered as PHYS C1001)
PHYS W3018	Weapons of Mass Destruction (previously offered as EESC W3018)

**Recommended Sequences:**

PHYS C1001	Physics for Poets
- PHYS C1002	and Physics for Poets

**Psychology [PSYC] \*\***

Columbia Department only:

PSYC W1001	The Science of Psychology ***
PSYC W1010	Mind, Brain and Behavior ***

**Recommended Sequences:**

PSYC W1001	The Science of Psychology
- PSYC W1010	and Mind, Brain and Behavior
PSYC W1001	The Science of Psychology (and any PSYC course numbered 22xx or 24xx) ***

**Science [SCNC]**

SCNC W1800	From the Conservation of Energy to Energy Conservation
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**Statistics [STAT]**

STAT W1001	Introduction to Statistical Reasoning
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\* **Note:** Students electing to take Human Origins and Evolution (EEEE W1010) and Behavioral Biology of the Living Primates (EEEE W1011) as a sequence are recommended, but not required, to take EEEB W1010 before EEEB W1011.

\*\* **Note:** 2600-, 3600-, or 4600-level psychology courses may not be used to fulfill the science requirement.

\*\*\* **Note:** The Science of Psychology (PSYC W1001) or Mind, Brain and Behavior (PSYC W1010) must be taken as a prerequisite to any psychology course numbered 22xx or 24xx.

## Additional Courses Approved for the Science Requirement

Most of the following courses have required prerequisites and/or require instructor approval. Prerequisite and instructor approval requirements can be found in the course descriptions for each course or on the department website.

**Astronomy [ASTR]**

Any 3-point course numbered 2000 or higher
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**Biology [BIOL]**

Any 3-point course numbered 2000 or higher
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**Chemistry [CHEM]**

CHEM W1403	General Chemistry I (Lecture) (previously offered as CHEM C1403)
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CHEM W1404	General Chemistry II (Lecture) (previously offered as CHEM C1404)
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CHEM W1500	General Chemistry Laboratory (previously offered as CHEM C1500)
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CHEM W1604	Intensive General Chemistry (Lecture) (previously offered as CHEM C1604)
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CHEM W2507	Intensive General Chemistry Laboratory (previously offered as CHEM C2507)
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Any 3-point course numbered 3000 or higher
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**Computer Science [COMS]**

COMS W1003	
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COMS W1004	Introduction to Computer Science and Programming in Java
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COMS W1005	Introduction to Computer Science and Programming in MATLAB
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COMS W1007	Honors Introduction to Computer Science
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COMS W1009	
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Any 3-point course numbered 3000 or higher
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**Computing Science - Philosophy (CSPH)**

CSPH G4801	Mathematical Logic I
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CSPH G4802	Math Logic II: Incompleteness
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**Earth and Environmental Sciences [EESC]**

EESC W2100	Earth's Environmental Systems: The Climate System (previously offered as EESC V2100)
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EESC W2200	Earth's Environmental Systems: The Solid Earth System (previously offered as EESC V2200)
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EESC W2300	Earth's Environmental Systems: The Life System (previously offered as EESC V2300)
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Any 3-point course numbered 3000 or higher
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**Ecology, Evolution, and Environmental Biology [EEEE]**

EEEB W2001	Environmental Biology I: Elements to Organisms
EEEB W2002	Environmental Biology II: Organisms to the Biosphere
EEEB W3087	Conservation Biology (forms the second half of a recommended sequence with EEEB W1001)

Any 3-point course numbered 3000 or higher except  
EEEB W4321 or EEEB W4700

#### Mathematics [MATH]

Any 3-point course numbered 1100 or higher

#### Physics [PHYS]

PHYS W1201	General Physics I (previously offered as PHYS V1201/PHYS F1201)
PHYS W1202	General Physics II (previously offered as PHYS V1202/PHYS F1202)
PHYS W1401	Introduction To Mechanics and Thermodynamics (previously offered as PHYS C1401)
PHYS W1402	Introduction To Electricity, Magnetism, and Optics (previously offered as PHYS C1402)
PHYS W1403	Introduction to Classical and Quantum Waves (previously offered as PHYS C1403)
PHYS W1601	Physics, I: Mechanics and Relativity (previously offered as PHYS C1601)
PHYS W1602	Physics, II: Thermodynamics, Electricity, and Magnetism (previously offered as PHYS C1602)

Any 3-point course numbered 2000 or higher

#### Psychology [PSYC] \*

Any 3-point course numbered 32xx, 34xx, 42xx, or 44xx \*\*

#### Statistics [STAT]

Any 3-point course except STAT W3997

\* **Note:** 2600-, 3600-, or 4600-level psychology courses may not be used to fulfill the science requirement.

\*\* **Note:** These courses may serve as a second term of a recommended sequence starting with Mind, Brain and Behavior (PSYC W1010) or The Science of Psychology (PSYC W1001).

## Special Summer Program

The following special program fulfills two of the three terms of the science requirement.

### Earth Institute Center for Environmental Sustainability [EICES]

- Summer Ecosystem Experience for Undergraduates (SEE-U) (<http://eices.columbia.edu/education-training/see-u>):

Locations change yearly. Check with the center in the spring semester for details.

## PRE-SUMMER 2012 CORE

### FOR STUDENTS WHO STARTED BEFORE SUMMER 2012

The GS core requirements provide the foundation for a traditional liberal arts education, assuring that students develop critical skills in writing and quantitative reasoning while exposing them to a range of knowledge and disciplines. Flexibility within the GS core allows students to choose from several different departments to fulfill specified core requirements in science, literature, humanities, and social sciences, thereby encouraging students to explore new areas of inquiry and develop their intellectual interests.

Continuing GS students who have not met the cultural diversity requirement will have until the start of the Spring 2013 semester to decide whether to opt for the new core requirements academic policy (Post-Summer 2012 (p. 4)) or complete the existing cultural diversity requirement.

## GENERAL RULES

1. Only courses of 3 or more credits taken for a letter grade can fulfill core requirements.
2. Courses used to satisfy a core requirement must be completed with a letter grade of D or above; courses graded "Pass" do not fulfill core requirements.
3. Independent study cannot be used to fulfill a core requirement.
4. AP credit cannot be used to fulfill a core requirement, except for foreign languages.
5. GS advisors determine whether a transfer course satisfies a core requirement.
6. GS advisors must approve all courses, including summer-term courses, used to fulfill a core requirement.
7. No single course may be used to satisfy more than one core requirement, with the following exceptions:
  - the cultural diversity requirement; applies only to students who started before Summer 2012.
  - Frontiers of Science (<http://www.college.columbia.edu/core/classes/fos.php>) (Science C1000) (<http://www.college.columbia.edu/core/classes/fos.php>)
  - Symbolic Logic (PHIL V3411);
  - courses in computer science, mathematics, and statistics, which may be used to fulfill both the Science and Quantitative Reasoning requirements.
8. Students may count two courses from their major department toward the fulfillment of core requirements;

the limit on overlap is two, even if a student is a double major.

Courses counted toward a departmental concentration may simultaneously fulfill core requirements, but only if no courses from the major have been used to do the same. A student may also use one course from a concentration to fulfill a core requirement and one course from a major to fulfill a core requirement, as long as the total number of overlapping classes from the major and/or concentration counted to the core does not exceed two.

(Since the premedical concentration is not considered a departmental concentration, it is exempt from this policy.)

9. No more than two courses from any one department may be used to fulfill core requirements.
10. Students must take at least one course toward fulfillment of core requirements each semester until the core requirements are completed.
11. Students may not drop the University Writing, Contemporary Civilization, Literature, Art, or Music Humanities courses after the end of the Change of Program Period without a special petition to the GS Committee on Academic Standing. Students who wish to discuss the petition process should consult their GS advisors. Students will be billed for courses dropped after the Change of Program Period deadline—the second Friday of each semester—at the full tuition rate (<http://gs.columbia.edu/tuition-and-fees-chart>).

## THE GS CORE

- Writing (p. 14)
- Foreign Language (p. 14)
- Literature (p. 15)
- Humanities (p. 15)
- Art Humanities (p. 16)
- Music Humanities (p. 16)
- Social Sciences (p. 17)
- Quantitative Reasoning (p. 17)
- Science (p. 18)
- Cultural Diversity (p. 21)

## WRITING PRE-SUMMER 2012

University Writing (ENGL F1010), required of all GS students in their first semester, facilitates students' entry into the intellectual life of Columbia by helping them to become more capable and independent academic readers and writers. With its small section size and emphasis on the writing process, revision, critical analysis, collaboration, and research, the course provides an occasion for students to develop academic habits and skills important to their success in future courses.

In planning their first semesters of study at Columbia, GS students should start by choosing a section of English F1010 that fits their schedules.

Non-native English speakers must reach level 10 in the American Language Program prior to registering for English F1010.

In exceptional cases, a student may be permitted to enroll in University Writing during their second semester of study at GS.

Undergraduate Writing Program website (<http://www.college.columbia.edu/core/uwp>)

## FOREIGN LANGUAGE PRE-SUMMER 2012

The study of a foreign language often opens up a whole new way of seeing, understanding, and describing the world. Today's students should not be limited by a single language, but should be able to think and communicate in a language other than their native tongues. GS requires that all candidates for the bachelor's degree demonstrate competence in a second language at or beyond intermediate level. In order to achieve this level of fluency and encourage more advanced language study, students are expected to reach intermediate-level proficiency by the time they have reached junior standing. Intermediate-level proficiency in a foreign language is assessed in one of the following ways:

- An appropriate score on the SAT II subject test or Advanced Placement test, taken before matriculation to GS, as determined by relevant departments for specific languages;
- Demonstrating intermediate-level competence on the language placement test administered by relevant departments or programs. Language placement tests must be taken within the first two semesters of study at GS, or, in cases where a student undertakes language study as part of a Columbia-approved study abroad program, at the beginning of the next term of enrollment after returning from study abroad;
- Approved transfer credits in foreign language study showing intermediate-level proficiency (usually two years of study);
- The satisfactory completion of the intermediate level of a language sequence at Columbia, as determined by the relevant department (the fourth term of a language, usually denoted as course number "1202");
- Completing secondary education in another country in a language other than English.

Native speakers of languages other than English must take a language placement test within two semesters of matriculating at GS to demonstrate their language proficiency.

If a placement test in a particular language is not available at Columbia, students should speak with their GS advisors about alternative testing arrangements. Students diagnosed with a language learning disability must register with the Office of Disability Services (<http://health.columbia.edu/disability-services>) in order to be considered for an accommodation for the foreign language requirement.

Students should speak with their GS advisors soon after matriculating at GS to discuss how they will satisfy this requirement. Because the language requirement can take four semesters to fulfill, students who have not met it by placement test, AP scores, or transfer credit are required to begin their language study no later than their second year at GS, and to continue enrollment in language courses each semester until the requirement has been met.

Students interested in study abroad (p. 55) may also begin or complete their core foreign language study in numerous summer study abroad foreign language immersion programs.

## LITERATURE PRE-SUMMER 2012

Literature courses expose students to writers recognized for their ability to convey ideas, feelings, and images through the power and play of words. The study of literature provides students with an opportunity to deepen their critical reading and writing skills.

The GS literature requirement is fulfilled by the completion of two literature courses, one of which must be taken at Columbia. In addition to the rich variety of courses offered by the Department of English and Comparative Literature, students may choose from among the many literature courses found in Columbia's foreign language and literature departments as well as from the list of special GS colloquia.

Courses on literature in translation, as well as literature courses in foreign languages at the 3000 level or above, may satisfy the literature requirement. GS students may also elect to take the two-semester course Masterpieces of Western Literature and Philosophy, HUMA F1001-HUMA F1002, to fulfill the literature or humanities requirement (p. 15). The course is particularly recommended for students who are planning to major in English literature or Philosophy.

To fulfill the literature requirement, the course must focus exclusively on the formal study of poetry, fiction, drama, or related literary genres. Courses that focus primarily on literary theory, film, music, creative writing, or other non-literary interdisciplinary topics may not count for the literature requirement, even though they may be taught within the Department of English and Comparative Literature.

## HUMANITIES PRE-SUMMER 2012

Humanities courses offer ways to understand the development of cultures and how the human experience is expressed in art, music, literature, architecture, drama, and religion. Students are required to take two courses selected from the humanities offerings.

Students must select two humanities courses from the following departments or aforementioned interdisciplinary programs to count toward the humanities requirement. In foreign language departments, only courses at the 3000 level or above will be considered toward the humanities requirement.

- African Studies
- African-American Studies
- American Studies
- Ethnicity and Race Studies
- Comparative Literature and Society
- East Asian Languages and Cultures
- Hispanic Studies
- Human Rights
- Jewish Studies
- Latin American and Caribbean Studies
- Medicine, Literature, and Society
- Middle Eastern, South Asian, and African Studies
- Women's and Gender Studies

GS students may elect to take the two-semester course Masterpieces of European Literature and Philosophy, HUMA F1001-HUMA F1002 (commonly known as "Lit Hum"), to fulfill the humanities or literature requirement (p. 15). This year-long course is highly recommended for students considering a major in English literature or philosophy.

GS students may also elect to take the two-semester course Contemporary Civilization, COCI F1101-COCI F1102, to fulfill one social science (p. 17) and one humanities requirement. This year-long course is highly recommended for students planning to major in political science.

## INTERDISCIPLINARY PROGRAMS

The following interdisciplinary programs offer courses in both humanities and social sciences. GS advisors must determine the appropriate category for a course when taken to satisfy a core requirement.

- African Studies
- African-American Studies
- American Studies

- Asian American Studies
- Comparative Ethnic Studies
- Comparative Literature and Society
- East Asian Languages and Cultures
- Human Rights
- Latino Studies
- Middle East, South Asian, and African Studies
- Women's and Gender Studies

## ART HUMANITIES PRE-SUMMER 2012

The art humanities core courses are designed to awaken and encourage in students an appreciation of art; to help them learn to respond intelligently to a variety of artistic genres by developing analytical skills and a conceptual framework for interpretation; and to engage students in debates about the character and purpose of art throughout human history.

GS students must fulfill the art humanities requirement by taking one of the following:

- HUMA W1121 Masterpieces of Western Art

**Note:** If the art humanities requirement is fulfilled with HUMA W1121 or an approved, equivalent transfer course, students should not take Barnard Art History 1001 or 1002, as this constitutes a duplication of coursework and thus would not count toward the GS degree.

- AHUM V3340 Art In China, Japan, and Korea
- AHUM V3342 Masterpieces of Indian Art and Architecture
- AHUM V3343 Masterpieces of Islamic Art and Architecture

### EXEMPTION FROM THE ART HUMANITIES REQUIREMENT

Although all Columbia students are expected to take an art humanities course, there are some students who may obtain an exemption by filing a course substitution request.

Students who have taken a similar art course passed with a grade of B or higher at another college or university may submit a course exemption request. Exemption is given only for courses substantially equivalent to Masterpieces of Western Art (seminar-style classes, with an emphasis on analytical viewing and historical-cultural context), not for lecture courses. While exemption is rarely granted, in the past students petitioning on the basis of similar courses taken at Emory University, New York University, CUNY-Baruch College, Hampshire College, and Sarah Lawrence College have often been granted an exemption.

Students who wish to request exemption based on course substitution must obtain an Art Humanities Exemption Request form from the Core Curriculum Office (202 Hamilton) or the GS Dean of Students Office. Exemption must be requested during the student's first semester at Columbia.

## MUSIC HUMANITIES PRE-SUMMER 2012

The music humanities core courses are designed to awaken and encourage in students an appreciation of music; to help them learn to respond intelligently to a variety of musical idioms by developing analytical skills and a conceptual framework for interpretation; and to engage students in debates about the character and purpose of music throughout human history.

GS students must fulfill a music humanities requirement by taking one of the following:

- HUMA W1123 Masterpieces of Western Music
- AHMM V3320 Introduction To the Musics of East Asia and Southeast Asia
- AHMM V3321 Introduction To the Musics of India and West Asia

### EXEMPTION FROM THE MUSIC HUMANITIES REQUIREMENT

Although all Columbia students are expected to take a music humanities course, there are some students who enter with exceptional musical backgrounds that may qualify them for exemption. Exemption from the music humanities requirement may be obtained by passing an Exemption Exam. In the case of transfer students, exemption may also be obtained by filing a course substitution request.

#### Exemption Exam

The Exemption Exam is offered on the first Friday of the fall semester by the Music Department (621 Dodge Hall). Students who matriculate in the spring semester should take the exam in the following fall term. Students may take the exam only once during their first year at Columbia. If they do not pass the exam, they must enroll in a section of Music Humanities.

#### Course Substitution

In addition to the Exemption Exam, students with approved transfer credit have the option of requesting exemption on the basis of a similar music course passed with a grade of B or higher at another college or university. This exemption must be requested during the student's first semester at Columbia.

# SOCIAL SCIENCES PRE-SUMMER 2012

Courses in the social sciences provide students with a basis for understanding social systems and the interactions of individuals and societies. Students are required to take two courses selected from the social sciences offerings.

Students must select two social science courses from the following departments and programs or aforementioned interdisciplinary programs to fulfill the social sciences requirement:

- Anthropology
- Economics
- History\*
- Political Science
- Psychology
  - Columbia psychology courses at the 2600-, 3600-, or 4600- level.
  - Any of the following Barnard psychology courses:
 

PSYC BC1001	Introduction to Psychology
PSYC BC1123	Psychology of Personality
PSYC BC1125	Psychology of Personality
PSYC BC1136	Social Psychology
PSYC BC1138	Social Psychology
PSYC BC2134	Educational Psychology
PSYC BC2141	Abnormal Psychology
PSYC BC2151	Organizational Psychology
PSYC BC2156	Introduction to Clinical Psychology
PSYC BC2158	
PSYC BC3152	Psychological Aspects of Human Sexuality
PSYC BC3153	Psychology and Women
PSYC BC3155	Psychology and Law
PSYC BC3162	Introduction to Cultural Psychology
PSYC BC3165	The Social Self
PSYC BC3166	Social Conflict
PSYC BC3170	Introduction to Psychoanalysis
PSYC BC3177	
PSYC BC3373	Health Psychology
PSYC BC3379	Psychology of Stereotyping and Prejudice
PSYC BC3382	Adolescent Psychology
PSYC BC3465	Field Work and Research Seminar: The Barnard Toddler Center
PSYC BC3466	Field Work and Research Seminar: The Barnard Toddler Center

PSYC BC3473

Field Work Seminar in Psychological Services and Counseling

- Sociology
- Challenges of Sustainable Development (SDEV W2300); check with your advisor about other courses listed under this interdisciplinary program that may fulfill the social sciences requirement

GS students may also elect to take the two-semester course Contemporary Civilization, COCI F1101-COCI F1102, to fulfill one social science and one humanities requirement (p. 15). This year-long course is highly recommended for students planning to major in political science.

- \* Courses from the Department of History may be counted toward the social science or the humanities requirement, but in no case may more than two courses from one department be used to fulfill Core requirements.

## INTERDISCIPLINARY PROGRAMS

The following interdisciplinary programs offer courses in both humanities and social sciences. GS advisors must determine the appropriate category for a course when taken to satisfy a core requirement.

- African Studies
- African-American Studies
- American Studies
- Ethnicity and Race Studies
- Comparative Literature and Society
- East Asian Languages and Cultures
- Hispanic Studies
- Human Rights
- Jewish Studies
- Latin American and Caribbean Studies
- Medicine, Literature, and Society
- Middle Eastern, South Asian, and African Studies
- Women's and Gender Studies

## QUANTITATIVE REASONING PRE-SUMMER 2012

Courses that fulfill the quantitative reasoning (QR) requirement aim to develop skills in quantitative analysis and deductive reasoning, which are particularly relevant to the study of science and the social sciences.

The quantitative reasoning requirement can be fulfilled through the following means:

- Scoring a minimum of 600 on the Math SAT or 27 on the math subsection of the ACT within the last eight years prior to matriculation;
- Earning a passing score on the Quantitative Reasoning Exam (<https://gs.columbia.edu/placement-exams/#qr>);
- Earning a passing letter grade in a course from the list of approved courses (p. 18);
- Approved transfer credit for computer science, mathematics, or statistics courses that are 1) taken within the last eight years prior to matriculation and 2) equivalent to those on the list of approved courses below, as determined by the Dean of Students Office.

Students who have not fulfilled the quantitative reasoning requirement through standardized scores or transfer credit are required to take the Quantitative Reasoning Exam during or prior to Orientation Week.

Based on the QR test results, GS advisors will help students choose a course from the GS-approved list of quantitative reasoning courses. When choosing a QR course, students must make sure that they have reviewed and met the specified prerequisites for the course prior to enrollment.

## COMPUTER SCIENCE, ECONOMICS, MATHEMATICS, AND STATISTICS COURSES

Any course selected from the following departments fulfills the GS quantitative reasoning requirement when passed with a satisfactory letter grade:

- Computer Science (except S1021D, S1022Q)
- Economics (Columbia department only)
- Mathematics
- Statistics

Approved Columbia courses in computer science, mathematics, and statistics may count toward both the QR requirement and the science requirement. Approved transfer credit for a course in computer science, mathematics, or statistics may count toward both the QR and science requirements as well; however, the course must have been taken within the last eight years prior to matriculation to satisfy the QR requirement.

College Algebra and Analytic Geometry (MATH W1003) (or the equivalent) may count toward the QR requirement only.

## FRONTIERS OF SCIENCE

Frontiers of Science ( (<http://www.college.columbia.edu/core/classes/fos.php>) Science C1000) (<http://www.college.columbia.edu/core/classes/fos.php>) satisfies both the QR requirement and one course of the science requirement when passed with a letter-grade of C or above.

Students must score at least 16 on the Quantitative Reasoning Exam to enroll in Frontiers of Science.

## LIST OF APPROVED QR COURSES

The following courses have been approved as satisfying the quantitative reasoning requirement if completed with a satisfactory letter grade. (BC indicates a Barnard College course.) This list is updated annually. If a particular quantitative reasoning course does not appear on the list, students should ask their GS advisor about its appropriateness for the requirement.

ECON BC2411	Statistics for Economics
PHIL V1401	Introduction to Logic
PHIL V3411	Symbolic Logic
POLS BC3345	
POLS W4209	Game Theory and Political Theory
POLS W4360	Mathematical Methods for Political Science
POLS W4910	Principles of Quantitative Political Research
PSYC BC1101	Statistics
PSYC W1610	Introductory Statistics for Behavioral Scientists (may also be counted toward the Science requirement)
SOCI W2220	Evaluation of Evidence
SOCI BC3211	Quantitative Methods
SOCI V3212	
SOCI V3213	Culture in Contemporary America
URBS V3200	Spatial Analysis: GIS Methods and Urban Case Studies

## Barnard Courses

Note that Barnard students are given preference for enrollment in Barnard courses that may fulfill the GS QR requirement. Barnard courses that fulfill a core requirement will not necessarily count toward a major at Columbia if a student chooses to major or concentrate in one of these fields. (See individual departments concerning courses approved and required for the major.)

## SCIENCE PRE-SUMMER 2012

The science requirement aims to develop critical awareness of the methods and limits of scientific inquiry, while fostering observational and analytical skills, particularly in reference to the natural world. When choosing a science course, students should make sure they have reviewed and met the specified prerequisites for the course prior to enrollment.

Students who are considering careers in science-related fields, including health-related professions, are urged to begin their study of science within the first semester or two after matriculation at GS.

To fulfill the science requirement, students must successfully complete three courses selected from the following Columbia departments or from the list of approved courses (p. 19):

- Astronomy
- Biological Sciences
- Chemistry
- Earth and Environmental Sciences (Columbia department only)
- Ecology, Evolution, and Environmental Biology
- Physics
- Psychology (Columbia courses The Science of Psychology (PSYC W1001), Mind, Brain and Behavior (PSYC W1010), and any 2200- or 2400-level course)

## LIST OF APPROVED SCIENCE COURSES

The list of approved courses that fulfill the science requirement includes recommended sequences, science courses for non-science majors, and approved courses from departments not listed above and Barnard.

- Frontiers of Science ( (<http://www.college.columbia.edu/bulletin/core/frontiers.php>) Science C1000) (<http://www.college.columbia.edu/bulletin/core/frontiers.php>) satisfies both the QR requirement and one course of the science requirement when passed with a letter-grade of C or above.

The principal objectives of Frontiers of Science are to engage students in the process of discovery by exploring topics at the forefront of science and to inculcate or reinforce the specific habits of mind that inform a scientific perspective on the world. Sample topics include the evolution of human language, brain dynamics, global climate change, the nanoworld, and biodiversity, among others.

Frontiers of Science satisfies one of the three required courses of the science requirement for General Studies.

GS students interested in taking this course should have earned a minimum score of 16 on the GS Quantitative Reasoning Test and should also read the first chapter of the electronic textbook *Scientific Habits of Mind* and take the self-test prior to enrolling in the course.

## Courses Designed For Nonscience Majors

### Astronomy [ASTR]

ASTR C1234	Astronomy-Physics-Geology, The Universal Timekeeper: An Introduction to Scientific Habits of Mind
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ASTR C1235	
ASTR W1403	Earth, Moon and Planets (Lecture)
ASTR W1404	Stars, Galaxies and Cosmology (Lecture)
ASTR C1420	Galaxies and Cosmology
ASTR C1610	
ASTR BC1753	Life in the Universe
ASTR BC1754	Stars, Galaxies, and Cosmology
ASTR C1836	Stars and Atoms
Recommended Sequences:	
ASTR C1234 - ASTR C1235	Astronomy-Physics-Geology, The Universal Timekeeper: An Introduction to Scientific Habits of Mind and
ASTR W1403 - ASTR W1404	Earth, Moon and Planets (Lecture) and Stars, Galaxies and Cosmology (Lecture)
ASTR W1403 - ASTR C1420	Earth, Moon and Planets (Lecture) and Galaxies and Cosmology
ASTR W1403 - ASTR BC1754	Earth, Moon and Planets (Lecture) and Stars, Galaxies, and Cosmology
ASTR W1403 - ASTR C1836	Earth, Moon and Planets (Lecture) and Stars and Atoms
ASTR BC1753 - ASTR W1404	Life in the Universe and Stars, Galaxies and Cosmology (Lecture)
ASTR BC1753 - ASTR BC1754	Life in the Universe and Stars, Galaxies, and Cosmology
<b>Biology [BIOL]</b>	
BIOL C1002	Theory and Practice of Science: Biology
BIOL W1015	
BIOL W1130	Genes and Development
<b>Computer Science [COMS]</b>	
COMS W1001	Introduction to Information Science
<b>Earth and Environmental Engineering [EAEE]</b>	
EAEE E1100	
<b>Earth and Environmental Sciences [EESC]</b>	
EESC W1001	Dinosaurs and the History of Life: Lectures and Lab
EESC V1003	
EESC V1011	*
EESC V1012	*
EESC V1030	
EESC V1053	
EESC W1201	Environmental Risks and Disasters

EESC W1401	Dinosaurs and the History of Life: Lectures
EESC V1411	**
EESC V1412	**
EESC W2330	Science for Sustainable Development
EESC W3018	
Recommended Sequences:	
EESC V1011	and
- EESC V1012	
EESC V1011	and
- EESC V1412	
Sequence B:	
EESC V1411	and
- EESC V1012	
EESC V1411	and
- EESC V1412	
<b>Ecology, Evolution, and Environmental Biology [EEEB]</b>	
EEEB W1001	Biodiversity
EEEB V1010	
EEEB V1011	
Recommended Sequences:	
EEEB W1001	Biodiversity
- EEB W3087	and Conservation Biology
EEEB V1010	and
- EEB V1011	
<b>Electrical Engineering [ELEN]</b>	
ELEN E1101	The digital information age
<b>Philosophy [PHIL]</b>	
PHIL V3411	Symbolic Logic
PHIL W4431	
PHIL G4424	Modal Logic
<b>Physics [PHYS]</b>	
PHYS C1001	Physics for Poets
PHYS C1002	Physics for Poets
Recommended Sequence:	
PHYS C1001	Physics for Poets
- PHYS C1002	and Physics for Poets
<b>Psychology [PSYC] ***</b>	
PSYC W1001	The Science of Psychology ****
PSYC W1010	Mind, Brain and Behavior ****
Select one of the following:	
PSYC W1001	The Science of Psychology
- PSYC W1010	and Mind, Brain and Behavior
PSYC W1001	The Science of Psychology (or any PSYC course numbered 22xx or 24xx)
Recommended Sequence:	
PSYC W1001	The Science of Psychology
- PSYC W1010	and Mind, Brain and Behavior
PSYC W1001	The Science of Psychology (or any PSYC course numbered 22xx or 24xx)
<b>Science [SCNC]</b>	

SCNC W1800	From the Conservation of Energy to Energy Conservation
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**Statistics [STAT]**

STAT W1001	Introduction to Statistical Reasoning
1100	( This coursrse "A Better Planet by Design" was offered in spring 2014)

\* **Note:** Students electing to take (EESC V1011) and (EESC V1012) as a sequence may begin the sequence with either course.

\*\* **Note:** Students electing to take (EESC V1411) and (EESC V1412) as a sequence may begin the sequence with either course.

\*\*\* **Note:** 2600-level psychology courses may not be used to fulfill the science requirement.

\*\*\*\* **Note:** The Science of Psychology (PSYC W1001) or Mind, Brain and Behavior (PSYC W1010) must be taken as a prerequisite to any psychology course numbered 22xx or 24xx.

## Additional Courses Approved for the Science Requirement

Most of the following courses have required prerequisites and/or require instructor approval. Prerequisite and instructor approval requirements can be found in the course descriptions for each course or on the department website.

**Astronomy [ASTR]**

Any 3-credit course numbered 2000 or higher

**Biology [BIOL]**

Any 3-credit course numbered 2000 or higher

**Chemistry [CHEM]**

CHEM C1403

CHEM C1404

CHEM C1500

CHEM C1604

CHEM BC2001 General Chemistry I

CHEM BC2002 General Chemistry II

CHEM C2507

Any 3-credit course numbered 3000 or higher

**Computer Science [COMS]**

COMS W1003

COMS W1004 Introduction to Computer Science and Programming in Java

COMS W1005 Introduction to Computer Science and Programming in MATLAB

COMS W1007 Honors Introduction to Computer Science

COMS W1009

Any 3-credit course numbered 3000 or higher

**Computing Science - Philosophy (CSPH)**

CSPH G4801	Mathematical Logic I
CSPH G4802	Math Logic II: Incompleteness

**Earth and Environmental Sciences [EESC]**

EESC W2100	Earth's Environmental Systems: The Climate System
EESC W2200	Earth's Environmental Systems: The Solid Earth System
EESC W2300	Earth's Environmental Systems: The Life System

Any 3-credit course numbered 3000 or higher

**Ecology, Evolution, and Environmental Biology [EEEB]**

EEEB W2001	Environmental Biology I: Elements to Organisms
EEEB W2002	Environmental Biology II: Organisms to the Biosphere
EEEB W3087	Conservation Biology (forms the second half of a recommended sequence with EEEB W1001; see W1001 above)

Any 3-credit course numbered 3000 or higher.

**Mathematics [MATH]**

Any 3-credit course numbered 1100 or higher

**Physics [PHYS]**

PHYS F1201/V1201/ W1201	
PHYS F1202/V1202	
PHYS C1401	Introduction to Mechanics and Thermodynamics
PHYS C1402	Introduction to Electricity, Magnetism, and Optics

PHYS C1403

PHYS C1601

PHYS C1602

Any 3-credit course numbered 2000 or higher

**Psychology [PSYC]**

Any 3-credit course numbered 32xx, 34xx, 42xx, or 44xx \*\*

**Statistics [STAT]**

Any 3-credit course except STAT C3997

\* **Note:** 2600-level psychology courses may not be used to fulfill the science requirement.

\*\* **Note:** These courses may serve as a second term of a recommended sequence starting with Mind, Brain and Behavior (PSYC W1010) or The Science of Psychology (PSYC W1001); see above.

**Special Summer Program**

The following special program fulfills two of the three terms of the science requirement.

**Center for Environmental Research and Conversation [CERC]**

- Summer Ecosystem Experience for Undergraduates (SEE-U) (<http://eices.columbia.edu/education-training/see-u>)

u): locations change yearly. Check with the center in the spring semester for details.

## CULTURAL DIVERSITY PRE-SUMMER 2012

The GS cultural diversity requirement is intended to ensure that students are exposed to cultures other than their own and expand upon the ways they view the world. To that end, students are required to take at least one course outside their own ethnic or cultural framework that focuses on a culture, society, literature, or language of a nation or region that, as a general principle, is located outside the United States, Canada, or Europe. Columbia offers an excellent range of courses that focus on Latin America, the Middle East, Africa, and various regions of Asia. Courses that focus on Native American history or culture may also fulfill the requirement. A course meeting a major requirement or another core requirement may simultaneously fulfill the cultural diversity requirement.

## DISTRIBUTION REQUIREMENTS BEFORE 2003

**Note:**

The following distribution requirements apply to students who matriculated to the School of General Studies before Fall 2003. New students entering after Fall 2003 should consult either the Pre-Summer 2012 Core Requirements page (p. 13) or the Core Requirements page (p. 4).

Bachelor's degree candidates must satisfy the distribution requirements outlined in this section. Only courses of 3 or more points are acceptable, and they must be taken for a letter grade. Courses counted toward distribution requirements do not count toward the major and must be outside the major department, except for the cultural diversity requirement and the science requirement. Students can count two appropriate science courses in the major toward the science requirement.

Courses may not be repeated for points, nor may course points be earned in subjects for which Advanced Placement credit has been granted. Advanced Placement credit may not be used to fulfill distribution requirements. Students cannot receive points for previous courses in which the content has been substantially duplicated, at Columbia or elsewhere.

Within the first term of study, a student must satisfy preliminary requirements in English composition and mathematics either by passing placement tests or by completing designated courses. Students must take all placement tests during the first term of study, and the writing requirement must be begun upon matriculation.

In consultation with an advisor, a student may postpone satisfying the math requirement by one additional semester.

Some of the distribution requirements can be met with the appropriate Advanced Placement (AP) scores. For specifics, students should consult the AP Credit page (p. 38) for specific details about subject test areas, scores, advanced credit, and placement status.

**Contact:**

For further information or clarification about advanced placement and credit, students should consult with their assigned academic advisor.

## COMPOSITION: LOGIC AND RHETORIC

The Undergraduate Writing Program evaluates placement essays and composition transfer credit for all new students and determines English composition (Logic and Rhetoric) courses to be taken. Students whose first language is not English must obtain a Level 10 in ALP's Level 10 Qualifying Exam before they will be allowed to take the Composition Placement Test offered by the Undergraduate Writing Program. If placed into English F1004 — Introduction to Logic and Rhetoric or English F1007 — Logic and Rhetoric, a student must take that course during the first term. English F1007 is a prerequisite for all literature courses.

## MATHEMATICS

Before attending Columbia, the mathematics requirement can be satisfied two ways: with transfer credit for a college level course in pre-calculus or above, or with minimum test scores of 560 on the SAT or 23 on the ACT.

If a student does not fit into these categories, the General Studies Math Placement Test must be taken within the first semester at Columbia. This test is administered by the Academic Resource Center, and may be taken only once.

A passing score satisfies the requirement. An intermediate score places students into a 2-point intermediate algebra course (Math F1001). Students who receive a low score or do not pass the Math Placement Test must consult their GS academic advisor to determine appropriate coursework. A student is not permitted to enroll in science courses until the requirement has been fulfilled in one of the above-mentioned ways.

**Contact:**

For information about specific test dates and times, call the Academic Resource Center at (212) 854-4097.

## FOREIGN LANGUAGE

The foreign language requirement can be satisfied by any one of the following methods:

1. Demonstrating competence through the appropriate score on either the SAT II Subject test (consult relevant department) or the Advanced Placement test.
2. Completing the fourth term of a language sequence. (Greek and Latin are exceptions.)
3. Taking a departmental placement test within the first year or before the completion of 64 credits, whichever comes first.
4. Completing secondary school in another country in a language other than English.

## LITERATURE

Students are required to take two literature courses to fulfill their distribution requirements. At least one of these two courses must be taken at Columbia. In addition to the rich variety of courses in the English department, students may choose from among many literature courses offered through different departments or a designated GS Colloquium. Literature courses in languages other than English may also count toward this requirement.

## MUSIC AND ART

To satisfy the music and art requirement, a student must successfully complete the following courses:

Select one of the following:

HUMA W1123	Masterpieces of Western Music
AHMM V3320	Introduction To the Musics of East Asia and Southeast Asia
AHMM V3321	Introduction To the Musics of India and West Asia

Select one of the following:

HUMA W1121	Masterpieces of Western Art
AHUM V3340	Art In China, Japan, and Korea
AHUM V3342	Masterpieces of Indian Art and Architecture
AHUM V3343	Masterpieces of Islamic Art and Architecture

## HUMANITIES

Students must fulfill a humanities requirement by successfully completing two courses outside the major department, chosen from the following departments:

- Archaeology
- Architecture
- Art History and Archaeology
- Classics
- Comparative Literature and Society
- English and Comparative Literature
- French and Romance Philology (3000 level and above)
- Film Studies
- Germanic Languages and Literatures (3000 level and above)

- History
- Italian (3000 level and above)
- Music
- Philosophy (except F1401, V3411)
- Religion
- Slavic Languages (3000 level and above)
- Spanish and Portuguese (3000 level and above)

## SOCIAL SCIENCE\*

To satisfy the social science requirement, a student must successfully complete two courses outside the major department, chosen from the following departments:

- Anthropology (except V1010, V1011, V3940, V3970, G4147–G4148)
- Economics (except W3412, W4414, W4415)
- Political Science
- Psychology (at the 2600 level)
- Sociology (except V1205, V3211, V3212)

\* Interdisciplinary majors (African-American Studies, American Studies, East Asian Languages & Cultures, Middle East & Asian Languages & Cultures, and Women's & Gender Studies) offer courses in both humanities and social sciences categories.

## SCIENCE

To fulfill the science requirement, a student must successfully complete three courses at the 1000 level or above from the list of following departments, two of which must be chosen from the same department. (Students in certain majors can count two science courses in the major towards the science requirement.)

- Anthropology (V1010, V1011, V3940, V3970, G4147–G4148)
- Astronomy
- Biological Sciences
- Chemistry
- Computer Science
- Earth and Environmental Sciences
- Ecology, Evolution, and Environmental Biology
- Economics (W3412, W4414, W4415)
- History and Philosophy of Science (W3201)
- Mathematics
- Philosophy (F1401, V3411)
- Physics
- Psychology (W1001, W1010; all courses at the 1400, 2200, or 2400 level; all courses at the 3200, 3400, 4200, and 4400 level with the approval of the departmental representative; Biology–Psychology W3450)
- Sociology (V1205, V3211, V3212)

- Statistics

### Note:

Fulfilling the math requirement is a prerequisite for all sciences. No Barnard Psychology or Earth and Environmental Science courses can count towards the General Studies science requirement.

## CULTURAL DIVERSITY

The distribution requirement to fulfill the cultural diversity category includes at least one term of study of a culture, society, literature, or language of a nation or region that, as a general principle, is located outside the United States, Canada, or Europe. The course must focus primarily on Asia, Africa, or Latin America. A course meeting a major requirement or another distribution requirement may simultaneously meet the cultural diversity requirement.

## THE MAJOR

Concentrations (p. 24) | Transfer Credit Toward the Major (p. 24) | Double Majors (p. 24)

## POLICIES GOVERNING MAJORS AND CONCENTRATIONS

In addition to the Core, all GS students must fulfill the requirements for a major to qualify for a bachelor's degree from Columbia. The purpose of a major is to provide students with an opportunity to delve deeply into the study of a particular subject, developing expertise and critical thinking through sustained and advanced work. Students must have completed at least 45 points toward the degree, of which at least 12 letter-graded points should have been completed at GS, prior to declaring a major. Majors are noted on the Columbia transcript.

Students should consider various options and become familiar with the requirements for a particular major before filing a major declaration. In most cases, students should have begun coursework in the discipline before declaring the major. Faculty members are often excellent resources for discussing possible majors. Many departments sponsor open houses for potential majors during the academic year.

For information about specific majors and their requirements, see Major Fields of Study.

Students may also link to department websites to obtain additional information. It is recommended that students also attend a department open house to obtain more information about the major from faculty and students in the major department. Major open houses are usually held in the spring term and are publicized through the DOS News & Announcements newsletter. Many departments also have informational handouts for potential majors in their

departmental offices. Certain majors require an application process and approval by the department while others do not.

Students eligible to declare a major may do so online in either October or March.

Students are expected to meet the requirements for the major that are in place at the time they declare their majors. Students who do not complete the major requirements within five years of their major declarations may be expected to comply with any new requirements that have been subsequently established.

The following rules pertain to all majors; exceptions to any of these rules are noted by individual departments on their official websites:

1. No course with a grade of D will be credited toward the major.
2. No course with the mark of P (Pass) will count toward the major.
3. No more than two courses may overlap with GS core requirements.
4. No course overlap is permitted between double majors.
5. No course overlap is permitted between a major and a concentration unless explicitly stated in the description for the major or concentration.
6. Students must check with departments for permission to count summer session classes and courses taken while studying abroad toward the major.
7. No more than 12 transfer credits may count toward the major (some departments have a lower limit).
8. Students must submit all required paperwork relevant to petitioning major departments for transfer credit toward the major in the same semester in which the major is declared; failure to meet this deadline will result in the loss of eligibility for transfer credit toward the major.
9. At least 18 points of coursework toward the major must be taken at Columbia.

## CONCENTRATIONS

Concentrations are optional and provide students with the opportunity to develop a deeper understanding of a secondary field in addition to the major. Most departments and programs offer a concentration. Some programs offer only a concentration. A premedical concentration, administered by the GS Postbaccalaureate Premedical Program rather than a department, is available for students who want to prepare for medical, dental, or veterinary schools. See Major Fields of Study for more information about concentrations and requirements.

### Choosing a Concentration

Courses counted toward a departmental concentration may simultaneously fulfill core requirements as long as the total number of overlapping classes from the major and/or concentration counted to the core does not exceed two. (Since

the premedical concentration is not considered a departmental concentration, it is exempt from this policy.)

Courses cannot be counted toward both a major and a concentration unless explicitly stated in the departmental description for the major or concentration. Students interested in choosing a concentration in addition to a major must do so before completing 80 points toward the degree. In order for a concentration to appear on the Columbia transcript, students must file paperwork with their GS advisor.

## TRANSFER CREDIT TOWARD THE MAJOR AND CONCENTRATION

The director of undergraduate studies (DUS) in each department is authorized to accept up to 12 GS-approved transfer credits toward the major; some departments accept fewer than 12. The limit on transfer credits toward a concentration is six. Students must check individual department policies concerning transfer credits. Credits from other institutions of higher education do not automatically transfer—and in some cases are not approved—toward the Columbia major or concentration, although they may count as electives or core requirements.

It is the student's responsibility to discuss with the DUS the possibility of counting transfer credits toward the major or concentration and to provide the department with any materials needed in order to make a decision about transfer credits. When reviewing transfer credits the DUS needs copies of official transcripts from the other institutions (supplied by the GS Dean of Students Office) and often the syllabus for the course in question (supplied by the student).

**Note:** Students must submit all required paperwork relevant to petitioning major departments for transfer credit toward the major or concentration in the same semester in which the major or concentration is declared; failure to meet this deadline will result in the loss of eligibility for transfer credit toward the major or concentration.

## DOUBLE MAJORS

Students should have a strong academic record and excellent academic reasons for choosing to declare two majors. Students who wish to double-major must declare both majors prior to completing 80 points toward the degree. Double majors are different from combined majors such as economics-philosophy or economics-statistics. For a double major, students must complete all of the requirements for each major as outlined by the department. Candidates for a double major must have a minimum GPA of 3.2 and need to provide the Committee on Academic Standing with a petition about their reasons for double-majoring.

Double majors are required to complete separate sets of requirements for each major; a single course may not be counted twice. Any allowable exceptions must be stated in the description of the major. Double majors are bound by the

rules applicable to all GS students concerning overlap between major and core requirements, which limit this overlap to a maximum of two courses.

## MAJORS AND CONCENTRATIONS

Columbia University School of General Studies offers the following majors and concentrations. Students at GS must complete a major to receive a bachelor's degree.

### CONCENTRATIONS

Students may also wish to pursue a concentration, which is optional and provides students the opportunity to develop in-depth knowledge in a secondary field. Most academic departments offer both a major and a concentration.

**A few areas of study, which are marked with an \*, are offered exclusively as concentrations.**

- African American Studies
- American Studies
- Ancient Studies
- Anthropology
- Applied Mathematics
- Archaeology
- Architecture
- Architecture, History and Theory
- Art History
- Art History-Visual Arts
- Astronomy
- Astrophysics
- Biochemistry
- Biology
- Biophysics
- Business Management\*
- Chemical Physics
- Chemistry
- Classics
- Comparative Literature and Society
- Computer Science
- Computer Science-Mathematics
- Computer Science-Statistics
- Creative Writing
- Dance
- Drama and Theatre Arts
- Earth and Environmental Sciences
- East Asian Studies
- Ecology, Evolution, and Environmental Biology
- Economics
- Economics-Mathematics
- Economics-Philosophy
- Economics-Political Science
- Economics-Statistics
- Education\*
- English
- Environmental Biology
- Environmental Chemistry
- Environmental Science
- Ethnicity and Race Studies
- Evolutionary Biology of the Human Species
- Film and Media Studies
- Financial Economics
- French
- French and Francophone Studies
- German Literature and Cultural History
- Hispanic Studies
- History
- Human Rights
- Information Science
- Italian Cultural Studies
- Italian Language and Literature
- Jazz Studies\*
- Jewish Studies\*
- Latin American and Caribbean Studies
- Latin American and Iberian Cultures
- Linguistics
- Mathematics
- Mathematics-Statistics
- Medieval and Renaissance Studies\*
- Middle Eastern, South Asian, and African Studies
- Modern Greek Studies\*
- Music
- Neuroscience and Behavior
- Philosophy
- Physics
- Political Science
- Political Science-Statistics
- Portuguese Studies\*
- Psychology
- Regional Studies
- Religion
- Russian Language and Culture
- Russian Literature and Culture
- Slavic Studies
- Sociology
- Statistics
- Sustainable Development

- Urban Studies
- Visual Arts
- Women's and Gender Studies
- Yiddish Studies

## DECLARING A MAJOR OR CONCENTRATION

GS students may declare a major or concentration online (<https://majordec.college.columbia.edu/gs>) during the months of March and October.

Beginning the Major Declaration Process (p. 26)  
 | Criteria for Declaring a Major (p. 26)  
 Policies Governing Major Declaration (p. 26)  
 Using the Online Major Declaration  
 System (p. 26) | FAQs (p. 27)

### BEGINNING THE MAJOR DECLARATION PROCESS

GS students must fulfill the requirements for a major to receive a bachelor's degree from Columbia, and must formally declare a major program before completing 90 points towards the degree; concentrations must be declared prior to completing 80 points. Ideally students should declare a major after completing 45 points of coursework toward the degree or, for students who received 60 transfer credits, after completing a total of 72 points.

Before declaring a major, students should read the information on majors and concentrations on the Degree Fulfillment (p. 23) page in order to understand the choices and policies relevant to these academic opportunities. Students may also wish to consult with GS academic advisors, faculty members, department websites, and the department descriptions on the GS website when deciding on a major.

### CRITERIA FOR DECLARING A MAJOR

In order to declare a major during major declaration month, students must meet the following criteria:

- Completion of at least one semester at GS with a minimum of 12 letter-graded points
- Completion of at least 45 points toward the bachelor's degree (including transfer credit)
- Regular and satisfactory progress toward fulfilling the GS core requirements

Students who have completed 90 or more cumulative points are not allowed to declare their majors online and must meet with their academic advisors to do so. Additionally, students who wish to make any changes to their declared major and/or concentration must see their academic advisor.

## POLICIES GOVERNING MAJOR DECLARATION

Before using the online major declaration system to declare an academic program, GS students should review the following academic policies, if applicable:

### Major/Concentration Degree Requirements

All students must complete at least one major to fulfill the degree requirements, and may select a second major, concentration, or special concentration in addition to this first selection. Selecting only a concentration will not fulfill the requirements for the bachelor's degree.

### Double Majors

Students should have a strong academic record and excellent academic reasons for choosing to declare two majors. Students who wish to double major must declare both majors prior to completing 80 points toward the degree. Double majors are different from combined majors such as economics-philosophy or economics-statistics. For a double major, students must complete all the requirements for each major as outlined by the respective departments. Candidates for a double major must have a minimum GPA of 3.2 and must provide the Committee on Academic Standing with a petition explaining their reasons for pursuing a double major. Double majors are required to complete separate sets of requirements for each major; a single course may not be counted twice. Any allowable exceptions must be stated in the description of the major. Double majors are bound by the rules applicable to all GS students concerning overlap between major and core requirements, which limit this overlap to a maximum of two courses.

### Premedical Concentration

The purpose of a premedical concentration is to allow students who are completing the requirements for medical school to be able to benefit fully from a liberal arts curriculum. Therefore, students declaring a premedical concentration may not combine it with a science discipline (i.e. biology, chemistry, or neuroscience and behavior).

## USING THE ONLINE MAJOR DECLARATION SYSTEM

The online major declaration system (<https://majordec.college.columbia.edu/gs>) will be available on the first day of each major declaration month.

Students who use the system must declare at least one major and are limited to a maximum of two program selections (the second choice of program may either be a major or a concentration. Students who wish to add more than two programs at this time must schedule an appointment to speak to their academic advisor).

Students will receive an email confirming their academic program and providing information about their department's system for advising new majors.

## Majors Requiring Departmental Approval

While most majors can be officially declared using the online system, the departments listed below require written departmental approval.

Students selecting a major from any of the departments listed below must print and fill out the GS Major Declaration Form (available in the online major declaration system or from the GS Dean of Students Office) and take it to the appropriate department (addresses listed below). Once departmental approval has been obtained, bring the form to 403 Lewisohn to finalize the major declaration process.

- Architecture (<http://www.columbia.edu/cu/archprogram>) (500 Diana Center, Barnard College)
- Astronomy (<http://www.astro.columbia.edu>) (1328 Pupin Hall)
- Astrophysics (<http://www.astro.columbia.edu>) (1328 Pupin Hall)
- Biological Sciences (<http://www.columbia.edu/cu/biology>) (Last Name A-L: 744 Fairchild Extension; Last Name M-Z: 716 Fairchild Extension)
- Chemistry (<http://www.columbia.edu/cu/chemistry>) (340 Havemeyer Hall)
- Comparative Literature and Society (<http://www.columbia.edu/cu/icles>) (Heyman Center)
- Creative Writing (<http://www.columbia.edu/cu/writing>) (617 Kent Hall)
- Dance (<http://www.barnard.edu/dance>) (204 Barnard Annex, Barnard College)
- Earth and Environmental Sciences (<http://eesc.columbia.edu>) (557 Schermerhorn Extension)
- East Asian Languages and Cultures (<http://www.columbia.edu/cu/ealac>) (407 Kent Hall)
- Film Studies (<http://arts.columbia.edu>) (513 Dodge Hall)
- Italian (<http://www.columbia.edu/cu/italian>) (502 Hamilton Hall)
- Latin American and Iberian Cultures (<http://www.columbia.edu/cu/spanish>) (101 Casa Hispánica)
- Mathematics (<http://www.math.columbia.edu>) (410 Mathematics Hall)
- Middle Eastern, South Asian, and African Studies (<http://www.columbia.edu/cu/mesaas>) (401 Knox Hall, Union Theological Seminary)
- Physics (<http://www.columbia.edu/cu/physics>) (704 Pupin Hall)
- Psychology (<http://www.columbia.edu/cu/psychology>) (406 Schermerhorn Hall; see instructions (<http://www.columbia.edu/cu/psychology/dept/ugrad/PSYC.html>))

- Religion (<http://www.columbia.edu/cu/religion>) (80 Claremont Avenue, Room 103)
- Sociology (<http://www.sociology.columbia.edu>) (501 Knox Hall, Union Theological Seminary)
- Sustainable Development (<http://sdev.ei.columbia.edu>) (The Earth Institute)
- Urban Studies (<http://www.barnard.edu/urban>) (236 Milbank Hall, Barnard College)

Before visiting the departmental advisor, students should create a plan of study based upon the major's prerequisites, requirements, and course offerings, and bring this plan to the meeting with the departmental advisor.

## FREQUENTLY ASKED QUESTIONS

### Can I take courses that may count toward my major prior to declaring the major?

In sampling courses across the curriculum, many students end up taking courses that will count toward their major prior to actually declaring the major. This is usually not a problem and it is a good way to receive an introduction to a major and to get a head start on the major prior to declaring. However, students should be aware of the following:

1. Most departments do not allow a student to count toward the major or concentration courses in which the final grade earned is a "D" or a "P". (Exceptions are noted in departmental guidelines for the major.)
2. Some Columbia departments have restrictions on the number or kind of Barnard courses that will count toward the Columbia major or concentration.
3. Some departments, like Economics, will not count courses taken out of sequence.
4. When in doubt, check the department website.

### What if I cannot decide among several different options?

Students should use an advising appointment with their GS advisor to discuss their interests and options. A student's advisor can help in thinking about the important questions to consider when choosing a major. Students should also consider visiting the departments in which they are interested, review their undergraduate handbook (several departments have these), meet with the Director of Undergraduate Studies or another faculty member in the department, and look at departmental websites. Many departments and programs host open houses for potential majors during February and March; watch for announcements in the twice-weekly DOS News and Announcements email or contact a department directly to find out if an open house is scheduled.

### What if I am interested in a concentration?

All GS students must complete a major in order to graduate from GS. Concentrations are optional but, if pursued, must be declared. It is important to remember that there is no overlap allowed between major and concentration requirements, unless it is explicitly noted on the GS website or in the

department's description of the major/concentration. Students who want to declare a concentration must do so before completing 80 points of coursework toward the degree. Prior to declaring a concentration, students must declare (or have declared) a major and must have a minimum GPA of 3.2. In some cases, students who have attempted a double major choose, later in the process, to change the second major to a concentration.

#### **What if I want to pursue a double major?**

Students interested in double-majoring should discuss the viability of this with their GS advisor. Students may also consider doing a concentration in one area and a major in the other. Students who are interested in double-majoring must declare both majors before completing 80 points toward the degree; exceptions to this rule may be made if the student has already made significant progress toward major completion prior to the formal declaration.

#### **What happens if I do not declare a major?**

Students who do not declare their major by the time they have earned 90 points toward the degree are subject to academic warning or probation.

#### **What if I want to change my major or concentration after one or both have been declared?**

Students should schedule an appointment with their GS advisor to discuss why they want to change their major as well as the new major they are considering. The student and their advisor will then complete the necessary paperwork for deleting an old major and declaring a new one, as this cannot be done online. Students normally are not permitted to declare a new major after earning more than 90 points toward the degree, but for compelling reasons exceptions can be made. Students should follow a similar process for changing or dropping a concentration.

#### **Can any of my transfer credits count toward my major?**

1. Each department has the discretion to count up to 12 credits in transfer toward the major; some departments have a lower limit and accept fewer credits. Approval by GS of transfer credit toward the degree does not mean that this credit will automatically count toward the major.
2. At least 18 points toward the major must be taken at Columbia.
3. Students should consult with the Director of Undergraduate Studies (DUS) about which transfer courses may count toward the major and satisfy existing departmental requirements.
4. Directors of Undergraduate Studies usually require transcripts and syllabi to make decisions about whether transfer credits will count toward the major. Once a student has declared the major, the GS Dean of Students Office sends the DUS copies of all the relevant transcripts on file with GS.

#### **Can courses taken as part of study abroad count toward the major?**

Students who are approved for study abroad by GS must receive approval from their major department with respect to any courses taken abroad that may be counted toward the major.

#### **Can summer term courses count toward the major?**

Students must make sure that summer term courses at Columbia will count toward the major. This permission comes from the department, not the student's GS advisor.

#### **Can I count the same course toward a major and a concentration, or toward a major and GS core requirements?**

Double majors cannot count the same course toward both majors. Students cannot have any course double-count toward the major and the concentration, unless it is explicitly noted on the GS website or in the description of the major/concentration. Students are allowed an overlap of two courses between the major and GS core requirements. This two-course limit holds for double majors as well. Courses counted toward a departmental concentration may simultaneously fulfill core requirements, as long as the total number of overlapping classes from the major and/or concentration counted toward the Core does not exceed two. (Since the premedical concentration is not considered a departmental concentration, it is exempt from this policy.)

*Any other exemptions to the above rules are clearly articulated on the GS website or on departmental websites.*

## ELECTIVES

In addition to core requirements and major requirements, many students will meet part of the 124 points required for the bachelor's degree with elective courses chosen from a range of programs and departments.

Students are encouraged to choose as electives those courses that will broaden their knowledge base, provide an opportunity to learn or improve certain skills, expose them to a new field, or give them access to a unique Columbia strength or resource.

Personal interests as well as professional objectives often inform the selection of elective courses.

Electives may be taken Pass/D/Fail (p. 42); however, GS students may only elect the P/D/F option six times, for a total of eighteen points, in their undergraduate career at Columbia and may only choose the P/D/F option in one course per term.

## PROFESSIONAL COURSES

GS students are permitted only 6 points of professional studies coursework toward their GS degrees. Those six

points may be counted in transfer credits or courses taken at Columbia, or a combination thereof. “Professional studies” include professional courses in law, business, journalism or any of Columbia’s other professional schools, as well as any comparable course clearly professional in its orientation.

GS students are not allowed to count professional courses in any of the professional studies programs offered through Columbia’s School of Professional Studies toward the degree. Undergraduate cross-registration (p. 58) in courses offered by Columbia’s graduate and professional schools is restricted and requires special approval.

Any professional course that is listed or cross-listed as an undergraduate course within a Columbia Arts and Sciences department is excluded from the six-point limit. The final decision of whether or not a course is professional rests with the GS Committee on Academic Affairs.

## PHYSICAL EDUCATION COURSES

The Physical Education (P.E.) Department offers a variety of courses in the areas of aquatics, dance, fitness, martial arts, individual and dual “lifetime” sports, team sports, and outdoor education which are available for academic credit. Since P.E. is a requirement for undergraduates in Columbia College and the School of Engineering and Applied Science, preference is given to CC and SEAS students when registering for P.E. classes. If space is available, undergraduate General Studies students are permitted to take courses in the Physical Education academic credit program. The grading in all physical education courses is Pass/Fail. Students who fulfill the attendance and participation requirement receive a Pass.

Normally students may take only one P.E. course per semester; enrollment in more than one P.E. course per semester requires the approval of the Director of Physical Education Programs, to whom students should submit a petition. GS students may count up to two points of Physical Education toward the degree requirements.

# COURSES

## EVENING COURSES

The School of General Studies shares its courses with the other Arts & Sciences divisions of the University. The majority of the courses are day classes, although there are significant evening offerings as well. Students can find both introductory and advanced courses offered in the evening, many of which will fulfill GS core requirements or count toward major requirements. While every Arts & Sciences department offers some evening courses, including sequences of courses in the sciences and some foreign languages, in general it is not possible to fully complete a major by attending evening classes only, and GS students should not count on this as a viable option.

### IDENTIFYING EVENING COURSES

Students can search for courses that meet at particular times on specific week days by using the course search tool (<http://bulletin.columbia.edu/general-studies/undergraduates/courses>).

## KEY TO COURSE LISTINGS

Each course number consists of a capital letter followed by four digits. The capital letter identifies the University division offering the course. The first digit signifies the level of the course.

Two consecutive numbers joined by a hyphen show that the course runs through both terms (e.g., History F1091-F1092). The first term is usually a prerequisite to the second.

The courses offered by each department are arranged in ascending numerical order, without regard to the capital letter immediately preceding the course number. Courses offered jointly by two departments have double designators (e.g., Anthropology & Asian Studies V3014).

The number of points that a course carries each term follows the title of the course.

#### Code Description

A	Architecture, Planning, and Preservation
BC	Barnard College
C	Columbia College
E	Engineering and Applied Science
F	General Studies
G	Graduate School of Arts and Sciences

H	Reid Hall Programs in Paris
I	Berlin Consortium for German Studies
R	School of the Arts
P	Public Health
U	International and Public Affairs
V	Undergraduate course given jointly with Barnard College
W	Other interfaculty course
Z	American Language Program
0	Course that cannot be credited toward any degree
1	Undergraduate course
2	Undergraduate course, intermediate
3	Undergraduate course, advanced
4	Graduate course open to qualified undergraduates
6	Graduate course

## SUMMER COURSES

Students may accelerate their progress by taking required and elective courses during Columbia's Summer Term (<http://ce.columbia.edu/summer/columbia-students>), which runs from late May through mid-August. Given the intensive nature of these courses, as well as the fact that the Summer Term includes courses that do not count toward the GS degree, GS students are cautioned to choose their Summer Term classes in careful consultation with their GS academic advisors, who must provide advance approval of all summer courses.

GS students may take a maximum of 15 points for an entire summer, with no more than nine points in either of the six-week sessions or in overlapping sessions. Students should consult with their departments when taking courses to be applied toward their major.

With the exception of a small number of courses approved by the Premedical Committee, undergraduate premedical students are strongly advised against taking their required science courses in the summer. Premedical students should make sure they have the approval of their premed advisors prior to enrolling in Summer Term science courses.

## COLLOQUIA, INTERDEPARTMENTAL SEMINARS, AND PROFESSIONAL SCHOOL OFFERINGS

Occasionally, and for a variety of reasons, faculty offer courses outside of the existing structure of Arts and Sciences

academic departments. Such courses may be colloquia: team-taught interdisciplinary courses; interdepartmental seminars explicitly offered by two or more academic departments; or undergraduate-specific courses offered by faculty outside of the Arts and Sciences. All of these courses may be counted toward the undergraduate degree, but it is for the faculty of each department or program to determine whether or not they can count toward a major or concentration.

# ACADEMIC POLICIES

Academic policies are set by the Faculty of Arts and Sciences and the academic administration of individual schools within the Arts and Sciences.

Students in the School of General Studies are expected to familiarize themselves with GS policies. Students seeking clarity on academic policies relevant to or beyond those stated on the GS website should consult with their GS advisors.

The Joint Committee on Instruction (COI) for GS and Columbia College reviews and sets curriculum and academic policies, while the GS Committee on Academic Standing (CAS) ensures that all students comply with the academic and administrative policies of the School. See the School Governance (<https://gs.columbia.edu/school-governance>) page for further information.

## ACADEMIC HONORS

### DEAN'S LIST

Undergraduates who complete the fall or spring terms with a 3.6 GPA or higher are named to the Dean's List, provided they have completed at least three courses (nine or more points) for a letter grade. Disciplinary probation, as well as marks of INC, UW, AR, F, or D, disqualify a student from consideration. There is no Dean's List for the summer session.

### HONOR SOCIETY

The Honor Society of the School of General Studies was formed to celebrate exceptional GS undergraduates committed to intellectual discovery and academic excellence. The only group of its kind at the University, the Honor Society provides a unique opportunity for students to interact with other members, faculty associates, and alumni at events during the year. Criteria for membership include a GPA of at least 3.8, a minimum of 30 completed Columbia points, and a minimum of 60 total completed points. Students may not apply for membership. A ceremony of induction is held once or twice each academic year, and members continue to be part of the Society after graduation.

### SCHOOL HONORS

The designations *cum laude*, *magna cum laude*, and *summa cum laude* are academic honors determined by an undergraduate student's cumulative GPA at the time of graduation based on coursework completed exclusively at Columbia University once a student has matriculated within the School of General Studies. To be eligible for school honors, a student must have completed at least 64 points of

coursework at General Studies. For *cum laude*, a student must have a minimum cumulative GPA of 3.5; for *magna cum laude*, a minimum of 3.67; for *summa cum laude*, a minimum of 3.9 is required. The honor is noted on a student's diploma and transcript.

## DEPARTMENTAL HONORS

Many departments award honors to undergraduate majors who complete their major requirements with distinction. Eligibility for departmental honors varies among departments; students should consult individual departments for further information. Departmental honors are noted on a student's transcript but not on the diploma. Students who declare independent majors are not eligible for departmental honors. Departmental honors are not given for concentrations.

## PHI BETA KAPPA

By action of the Senate of the United Chapters of Phi Beta Kappa in March 1952, degree candidates in the School of General Studies are eligible for election to Phi Beta Kappa and membership in the Columbia (Delta) Chapter. The selection of this group (up to ten percent of the graduating class) is based not only on academic achievement, but also on evidence of intellectual promise, character, and achievement outside the classroom. Academic achievement is measured by strength and rigor of program as well as grades and faculty recommendations. Students may not apply for Phi Beta Kappa.

As with school prizes, October and February graduates are considered along with students graduating in May. Election to Phi Beta Kappa is noted on a student's transcript.

The General Studies Section of the Delta Chapter of Phi Beta Kappa annually presents the Phi Beta Kappa Award to a GS senior elected to Phi Beta Kappa who, during his or her academic career, has best exemplified intellectual integrity, tolerance for others' views, and a broad range of academic interests.

## SCHOOL PRIZES

Each year the School of General Studies awards prizes for academic excellence as well as outstanding leadership. Current prizes include the following:

- The Albert E. Gollin Prize, awarded to a junior with promising talent in sociology, media, or journalism
- The Medaglia D'Oro Prize for excellence in Italian studies
- The John Angus Burrell Memorial Prize for distinction in English and comparative literature
- The Arthur Ross Foundation Award for excellence in political science
- The Benedetto Marraro Prize for distinction in Italian studies
- The Antonio G. Mier Prize for excellence in Spanish

- The Stacy M. and Russell D. Paul Prize for excellence in the study of psychology
- The Jennifer A. Pack Prize for excellence in the study of psychology
- The Lillian L. Hacker Prize for excellence in the study of sociology
- The Judith Lee Stronach Memorial Prize for outstanding contributions in art history or archaeology
- The Dean's Citation for leadership and outstanding service to the School (for graduating seniors only)
- The Alumni Key Award for academic achievement and outstanding service to the School (for graduating seniors only)
- The Dean's Prize in Economics for excellence in the study of economics
- The Dean's Prize in Anthropology for excellence in the study of anthropology
- The Dean's Prize in Creative Writing for excellence in the study of creative writing
- The Herbert H. Lehman Prize for Excellence in history, given to a student with an outstanding record of accomplishment in history courses at Columbia (preference is given to those with substantial coursework in U.S. History)
- The Phi Beta Kappa Award for outstanding scholarship

## ACADEMIC INTEGRITY AND COMMUNITY STANDARDS

All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct. Copies of the full text are available in Essential Policies for the Columbia Community (<http://www.essential-policies.columbia.edu>) and at the Office of the University Senate, 406 Low Memorial Library.

Students in the School of General Studies are part of a wider intellectual and social community that holds itself to the highest standards of tolerance, respect, integrity, and civility. Students who violate the standards of the University community, in academic or social behavior, are subject to disciplinary action. The continuance of each student upon the rolls of the University, the receipt of academic points, graduation, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.

Disciplinary authority of the University is vested by the Trustees in the President and Provost and, subject to their reserved powers, in the dean of each faculty. The dean and his staff are given full responsibility for establishing the standards of behavior for all General Studies students beyond

the regulations included in the Rules of University Conduct and for defining procedures by which discipline will be administered.

## CIVIL BEHAVIOR AND COMMUNITY STANDARDS

It is expected that in and out of the classroom, on and off campus, each student in the School of General Studies 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. 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 very severely. For all to benefit from the diversity to be found at Columbia, all must live up to these standards.

## HONOR CODE AND HONOR PLEDGE

In 2013 the student councils of the undergraduate schools of Columbia University, on behalf of the whole student body, created an Honor Code to uphold the maintenance of academic integrity as a fundamental and jointly held responsibility for all students. The councils also created an Honor Pledge, which all students recite and affirm when they matriculate as Columbia students. The texts of the Honor Code and Honor Pledge may be found here (p. 45).

## ACADEMIC INTEGRITY

It is essential to the academic integrity and vitality of this community that individuals do their own work and properly acknowledge the circumstances, ideas, sources, and assistance upon which that work is based. Academic honesty in class assignments, term papers, examinations, laboratory reports, and computer projects is expected of all students.

Because intellectual integrity is the hallmark of educational institutions, academic dishonesty is one of the most serious offenses that a student can commit at Columbia. It may be punishable by suspension or dismissal from the School of General Studies.

Students who are unsure about the proper presentation of their own independent work should consult with their instructor or academic advisor.

Academic dishonesty includes but is not limited to the following:

1. **Plagiarism:** Failure to cite or otherwise acknowledge ideas or phrases used in any paper, exercise, or project submitted in a course but gained from another source, such as a published text, another person's work, or materials on the Web.

2. **Self-plagiarism:** The submission of one piece of work in more than one course without the explicit permission of the instructors involved.
3. **Misrepresentation of authorship:** The submission of work as one's own which has been prepared by or purchased from another.
4. **Cheating on examinations or tests:** To give or receive assistance from written material, another person, his or her paper, or any other source during an examination or test, to hire or attempt to hire someone to take your exam for you.
5. **Falsification or misrepresentation of information** in coursework or lab work, on any application, petition, or forms submitted to the school.
6. **Fabrication of credentials,** in materials submitted as part of an admissions application or materials submitted to the University for administrative or academic review.
7. **Violating the limits of acceptable collaboration** in coursework set by a faculty member or department.
8. **Removing, hiding, or altering library materials** in order to hinder the research of other students.
9. **Facilitating academic dishonesty** by enabling another to engage in such behavior.
10. **Lying to a faculty member, dean, or advisor** about circumstances related to your academic work or failure to complete academic work.

Ignorance of the School's policy concerning academic dishonesty shall not be a defense in any disciplinary proceedings.

The School of General Studies holds each member of the community responsible for understanding these principles and for abiding by them.

## DISCIPLINARY CHARGES

Students, faculty members, or Columbia staff who have concerns or complaints about a student's behavior, including issues pertaining to academic integrity, are asked to contact the Dean of Students or the Office of Judicial Affairs to discuss the concern. Based on the conversation with the complainant, the Dean of Students, in consultation with the Office of Judicial Affairs, will determine whether or not the complaint warrants an informal meeting with the student or a formal disciplinary hearing. The Dean of Students will review the options and the procedures with the complainant. If a formal disciplinary hearing is to be held, the Dean of Students will forward the complaint to the Office of Judicial Affairs who will in turn contact the student, explain the procedure, and set up an appropriate time and place for the disciplinary hearing.

## DISCIPLINARY HEARING

A disciplinary hearing is held to discuss the allegations with the student, and when necessary, to determine appropriate sanctions. Present at the hearing are the charged student, a

member of the Office of Judicial Affairs, and a dean from the School of General Studies. On the strength of the evidence and the student's response, the Office of Judicial Affairs representative and the dean from the School of General Studies will reach a determination and notify the student of their decision after the hearing has concluded.

## SANCTIONS

For students found guilty of academic dishonesty or misconduct, the sanctions range from warning to probation, suspension, or dismissal. Because the Office of Judicial Affairs wants to ensure that the disciplinary process is also an educational process, every effort is made to refer students to appropriate resources and support services that will help them learn from the experience. In cases of academic dishonesty, the disciplinary response is deliberately separate from the decision an instructor makes concerning how the breach of the academic contract affects a student's grade. If a student is found guilty of a second violation of University regulations, academic dishonesty, or inappropriate behavior, that student is, in most cases, dismissed. Students have the right to appeal the decision of the disciplinary committee. Appeals must be submitted in writing within the deadline given in the letter informing the student of the disciplinary action taken. Appeals must be addressed to the Dean of the School.

## CONFIDENTIALITY

In general, under University policy and federal law, information about dean's disciplinary proceedings against a student is confidential and may not be disclosed to others.

## SEXUAL ASSAULT, SEXUAL HARASSMENT, AND GENDER-BASED HARASSMENT POLICIES

For information on the procedures for handling such complaints, please refer to the Gender-Based Misconduct Policies for Students website (<http://www.columbia.edu/cu/dpsa>).

If the alleged misconduct involves sexual discrimination, the complaint should be filed with the Associate Provost for Equal Opportunity and Affirmative Action. To report an incident involving sexual assault, sexual harassment, or gender-based harassment, students should complete this form ([https://publicdocs.maxient.com/reportingform.php?ColumbiaUniv&layout\\_id=1](https://publicdocs.maxient.com/reportingform.php?ColumbiaUniv&layout_id=1)) or contact Student Services for Gender-Based and Sexual Misconduct at 212-854-1717.

## INFORMAL COMPLAINTS CONCERNING MISCONDUCT

Any instructor, officer, staff member, or student who chooses not to put a complaint in writing can instead make an informal complaint. In these cases, the GS advisor usually discusses the matter with the student. In these situations, the student will receive a formal warning, which will be

noted in the student's educational file, along with any recommendations made to the student. Such warnings will be taken into account if and when similar complaints are made in the future, and a pattern of informal complaints can lead to formal disciplinary action.

## ACADEMIC COMPLAINTS AND GRIEVANCE PROCEDURES

Occasionally students experience dissatisfaction with specific courses or instructors, find themselves in an untenable situation in a course due to an interaction with an instructor, or have an academic grievance. Columbia faculty hold themselves to the highest professional standards. The rights, duties, and obligations are delineated in the University Statutes and in the Faculty Handbook and can be found [online](#).

Consistent with those duties and obligations, conduct that is grievable 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 to promote a political or social cause within an instructional setting
- Conduct in the classroom or another instructional setting that adversely affects the learning environment

In such cases, students are advised to discuss their grievances with their GS advisors. Depending on the nature of the complaint, a student may be counseled to discuss the matter directly with the instructor, or with the director of undergraduate studies or chair of a given department or program. The School will direct a student to the appropriate office if the University has specific university-wide procedures that govern the matter. Links to those offices, resources and procedures are provided below. Students should raise any concerns not later than thirty days after the end of the semester in which the alleged misconduct took place. The School will make every effort to consider and address the student's complaint quickly, ordinarily within thirty days.

Advisors recognize and respect a student's need for confidentiality when discussing certain kinds of complaints, so students should make sure to bring up any concerns about confidentiality when speaking with their advisors about grievances. While advisors within the Office of the Dean of Students counsel students on appropriate avenues for addressing or resolving their complaints, and often can help to facilitate a resolution, students should understand that advisors are not in a position to arbitrate grievances. The Ombuds Office is an additional and alternative confidential source available to students to advise on various avenues of redress and can mediate a dispute, if both parties agree. Ombuds officers, however, do not have authority to adjudicate any complaint.

While resolutions are most often reached informally, formal procedures for addressing grievances do exist and in some cases may be the only way to adjudicate a particular complaint. Grievances related to faculty members outside the Arts & Sciences will be referred to the appropriate division or school within the University. Resolutions to complaints about academic assessments or grade disputes are usually handled informally (see Grade Appeals and Grade Changes; formal grievances about academic assessments are handled by the faculty within the appropriate department or program.

If a student believes that a faculty member has acted in an unprofessional manner, he or she should first speak with his or her advising dean, who will work with the student to review the claim, establish the substance of the complaint, and come to a decision about how best to address the concerns raised by the student. If appropriate, the advising dean will refer the student to the GS Senior Associate Dean of Academic Affairs who, working with relevant faculty, will investigate the case fully and attempt to resolve the matter. The dean will work with the student and the faculty to determine whether there has been a procedural breach and, if so, take immediate steps to formulate a remedy in consultation with the dean of the School of General Studies.

The grievance procedures available through the office of the Vice President for Arts and Sciences are intended to complement, not substitute for, the procedures available in each of the Schools, and they treat a considerably more limited range of issues. They are designed to address only those cases involving professional misconduct by a faculty member of Arts and Sciences in an instructional setting in which there were significant irregularities or errors in applying School procedures. Information on this process can be found on the website of the Office of the Executive Vice President for Arts and Sciences. If the instructor is not a member of the Arts and Sciences faculty, the advising dean will assist the student to identify the appropriate faculty and the right procedures. Each school has its own grievance procedures and they are posted on individual schools' websites.

If at any time a student believes the process is not working in a constructive or timely fashion, the student may always contact the Dean of the School of General Studies.

The University has alternate procedures to address other specific concerns:

- In situations involving allegations of discrimination and/or harassment, the complainant should consult the Student Policies and Procedures on Discrimination and Harassment (<http://www.essential-policies.columbia.edu/student-policies-and-procedures-discrimination-and-harassment>).
- In situations involving gender-based and sexual misconduct, students should consult the Gender-Based Misconduct Policies for Students (<http://www.columbia.edu/cu/dpsa>)

- In situations involving concern about scientific or scholarly misconduct, students should consult the Columbia University Institutional Policy on Misconduct in Research (<http://www.columbia.edu/cu/vpaa/handbook/appendixc.html>)
- The policy on romantic relationships is outlined in the Consensual Romantic and Sexual Relationship Policies (<http://www.essential-policies.columbia.edu/student-policies-and-procedures-discrimination-and-harassment/#romantic%20relationship>).

## OMBUDS OFFICE

Students are also encouraged to seek advice regarding handling academic complaints at the Ombuds Office, a neutral and confidential resource for informal conflict resolution. For further information, contact the Ombuds Office, 660 Schermerhorn Extension; (212) 854-1234; [ombuds@columbia.edu](mailto:ombuds@columbia.edu).

## ACADEMIC REVIEW

At the end of each term the Committee on Academic Standing reviews the records of all students enrolled in the School of General Studies to determine whether academic progress is being made. Students who are making satisfactory academic progress are considered to be in good standing, whereas those in academic difficulty are subject to academic discipline. Students ending the term with more than two incompletes are not usually permitted to enroll in the next semester without the explicit permission of the Committee on Academic Standing. Students who withdraw from a semester after the eleventh week of classes cannot return for the following semester without the approval of the Committee on Academic Standing.

## GOOD STANDING

To be considered in good standing, undergraduates must maintain semester and cumulative grade point averages of 2.0 or higher, have no marks of UW (Unofficial Withdrawal) or AR (Administrative Referral), no unauthorized incompletes, incur no failing grades, and make satisfactory academic progress (see "Failure to Make Academic Progress" below). Students with multiple withdrawals, or who are placed on probation or required to withdraw for either academic or disciplinary reasons, are not in good standing. Only students in good standing are eligible for study away from Columbia, study abroad, or to hold officer positions within the GS Student Council.

## FAILURE TO MAKE ACADEMIC PROGRESS

Consequences for failing to make academic progress range from academic warning to dismissal, depending on the severity of academic failure and the recurrence of unsatisfactory

progress. Students placed on academic probation or who are returning on probation after a leave of absence from the School are required to complete a probation contract in consultation with their GS advisor prior to their next term of enrollment.

Undergraduates within General Studies fail to make academic progress for any of the following reasons:

1. Failure to complete the American Language Program (ALP) requirements within the required time frame
2. Falling below a 2.0 semester grade point average
3. Receiving a grade of F
4. Failure to make satisfactory academic progress toward the degree (such as having a major or cumulative grade point average below a 2.0)

## ADMINISTRATIVE WARNING

Administrative warnings are issued by the Committee on Academic Standing whenever necessary (e.g., when a student fails to take the QR exam within the allotted time frame or fails to comply with an administrative policy or deadline). Students receive such a warning only once; failure to comply with the warning can lead to more serious consequences.

## ACADEMIC WARNING

Academic warnings are issued by the Committee on Academic Standing whenever necessary (e.g., failure to complete the writing requirement in the first term or failure to declare a major before completing 90 credits toward the degree). Students receive such a warning only once; failure to comply with the warning can lead to probation or suspension.

## ACADEMIC PROBATION

Academic probation is a serious warning that immediate and significant improvement is needed, as a second consecutive unsatisfactory semester may lead to suspension or dismissal from the School. Students are placed on probation when they receive the mark of F, have unsatisfactory grade point averages, or have not heeded an earlier warning.

A student is removed from probation upon attaining a satisfactory academic record the following term (including summer), based upon at least 6 points taken for a letter grade.

## ACADEMIC SUSPENSION

Students with two consecutive unsatisfactory semesters are normally suspended from the School for up to one year. A student can also be suspended from the School by the Committee on Academic Standing after one unsatisfactory semester, especially in those cases where a student meets more than one of the criteria for academic probation or fails to make any academic progress in a given term. A student with multiple unsatisfactory semesters or multiple withdrawals is

subject to a period of suspension. Suspension from the School is also a possible consequence of academic dishonesty.

Students suspended for academic reasons may appeal their suspension to the Dean of School of General Studies within two weeks of the official suspension notification.

A student who has been required to withdraw from the School must petition the Committee on Academic Standing for re-enrollment within three years of the suspension. See the Leaves of Absence and Withdrawals (p. 46) page for information on re-enrollment.

## ACADEMIC DISMISSAL

A student who fails to make any academic progress in a given term, who has completed two or more terms with a cumulative GPA below 2.0, who fails to fulfill the criteria of probationary status, or who returns from a period of academic suspension and fails to make satisfactory progress is eligible for dismissal from the School. A student can also be summarily dismissed from the School for academic failure or academic dishonesty. Ties with GS are permanently severed for students who are dismissed from the School.

Students dismissed for academic or disciplinary reasons may appeal their dismissal to the Dean of the School of General Studies within two weeks of the official notification of dismissal.

## PREMEDICAL UNDERGRADUATE ACADEMIC REVIEW

Students who have identified themselves as interested in pursuing a premedical track will have their academic performance in premedical coursework reviewed by the Premedical Committee at the end of each term. Students whose grades in premedical coursework indicate academic difficulty will be contacted by their premedical advisors.

## ACADEMIC STANDARDS

Undergraduates within General Studies are expected to make reasonable progress in fulfilling degree requirements, which includes:

- Completing the writing requirement in the first semester at GS
- Initiating foreign language study no later than the second year at GS, and making steady progress toward this requirement in each subsequent semester
- Satisfactorily completing at least one course each semester toward the fulfillment of core requirements
- Declaring a major before completing 90 points toward the degree
- Making satisfactory progress each year toward the major, once declared

- Maintaining a semester and cumulative grade point average of at least 2.0

GS academic advisors help students plan their schedules so that these requirements are met within the expected time frame.

# AP CREDIT

Students may be granted credit or exempted from certain courses or requirements on the basis of Advanced Placement tests administered by the College Entrance Examination Board. Specific details about subject test areas, scores, advanced credit, and placement status can be found in the chart below.

**\*Language Courses:** The course used toward AP credit in language must be for at least 3 points of credit and be taught in that language. Courses taught in English may not be used for AP credit in language.

Subject	AP Score	Advanced Credit	Requirement or Placement Status
Biology	5	3	Placement determined by department*
Chemistry	4 or 5	3	Requires completion of CHEM C1604 with a grade of C or better
Chemistry	4 or 5	6	Requires completion of CHEM C3045 - CHEM C3046 with a grade of C or better

\* See Department for Placement Status (<http://www.columbia.edu/cu/biology>)

**Note:** Students are expected to complete a placement exam prior to registration for either Intensive General Chemistry (Lecture) (CHEM W1604) or Intensive Organic Chemistry I (Lecture) (CHEM W3045).

Subject	AP Score	Advanced Credit	Requirement or Placement Status
Computer Science A	4 or 5	3	Exemption from COMS W1004
Computer Science AB	4 or 5	3	Exemption from COMS W1004

**Note:** Students may receive credit for only one computer science sequence.

Subject	AP Score	Advanced Credit	Requirement or Placement Status
Economics	4 and 5	4	Exemption from ECON W1105

**Note:** Tests must be taken in both microeconomics and macroeconomics, with a score of 5 on one test and at least a 4 on the other.

Subject	AP Score	Advanced Credit	Requirement or Placement Status
English Language and Composition	5	3	No exemption
English Literature and Composition	5	3	No exemption
French Language	5	3	Satisfies foreign language requirement*
	4	0	Satisfies foreign language requirement
French Literature	5	3	Satisfies foreign language requirement*
	4	0	Satisfies foreign language requirement
German Language	5	3	Satisfies foreign language requirement*
	4	0	Satisfies foreign language requirement
Government and Politics: United States	5	3	Exemption from POLS W1201
Government and Politics: Comparative	5	3	Exemption from POLS W1201
History: United States	5	3	No exemption
History: European	5	3	No exemption
Italian Literature	4	0	Satisfies foreign language requirement
	4	0	Satisfies foreign language requirement*
Latin: Vergil	5	3	Satisfies foreign language requirement
	4	0	Satisfies foreign language requirement
Latin: Literature	5	3	Satisfies foreign language requirement
	4	0	Satisfies foreign language requirement

Mathematics: Calculus AB	4 or 5	3	Requires completion of MATH V1102 or MATH V1201 with a grade of C or better (No AP credit is awarded if MATH V1101 is taken).
Mathematics: Calculus BC	4	3	Requires completion of MATH V1102 OR MATH V1201 (No AP credit is awarded if MATH V1101 is taken).
	5	6	Requires completion of MATH V1201 OR MATH V1207 (No AP credit is awarded if MATH V1101 or MATH V1102 is taken).

\* Credit awarded upon successful completion of a 3000-level (or higher) course with a grade of B or higher. (p. 38)

**Note:** Students may receive credit for only one calculus sequence.

Subject	AP Score	Advanced Credit	Requirement or Placement Status
Music: Theory	5	3	Exemption from MUSI V1002; Exemption from MUSI V2318-MUSI V2319 determined by departmental exam
Music: Theory	4	3	No exemption
Physics B	4 or 5	6	No exemption from science requirement
Physics C/MECH	4 or 5	3	No exemption from science requirement
Physics C/E&M	4 or 5	3	No exemption from science requirement

**Note:** Students may earn a maximum of 6 points in physics.

Subject	AP Score	Advanced Credit	Requirement or Placement Status
Spanish: Language	5	3	Satisfies foreign language requirement*
Spanish: Language	4	0	Satisfies foreign language requirement
Spanish: Literature	5	3	Satisfies foreign language requirement*
Spanish: Literature	4	0	Satisfies foreign language requirement
Statistics	5	3	Students required to take STAT W1111 or STAT W1001 for their major should check with their major adviser to determine if this credit provides exemption from these courses

\* Credit awarded upon successful completion of a 3000-level (or higher) course with a grade of B or higher. (p. 38)

## ATHLETICS AND ACADEMIC ABSENCE

It is Columbia University policy that student-athletes who miss classes and/or exams as a result of representing the University at an approved athletics contest may be permitted to make up the work and/or take the exam at another time or location.

To be accommodated in this way, students must first gain the approval of the team Head Coach as well as the Department of Intercollegiate Athletics and Physical Education before presenting the approved form to instructors as soon as the relevant team's schedule is established.

### Intercollegiate Athletics Absence Notification Form

#### Contact

Students must submit the completed form to Jacqueline Blackett, Senior Associate Athletics Director, 433 Dodge Physical Fitness Center.

## ATTENDANCE

Students are expected to attend all classes including discussion sections and laboratory periods for each course.

In general, absenteeism from a course will lead to a lower grade and may even result in failure. Students are held accountable for absences owing to late enrollment. Students who must miss class due to religious holidays should inform their instructors in advance and make appropriate arrangements to make up missed work. (See below for the University's policy on religious holidays.)

When an instructor judges a student's absences to be excessive, the instructor may report this to the Office of the Dean of Students for appropriate action.

## ABSENCES OR FALLING BEHIND IN CLASS

Students who find themselves unable to attend classes or complete academic work at any time during the semester are advised to contact their GS academic advisors immediately. In consultation with the advisor and the instructor, a student may be able to make arrangements for extensions on work within the time frame of the semester or, under more serious circumstances, may be advised to withdraw from a course or from the semester. Students who miss more than two weeks of classes are counseled to give serious consideration to withdrawing from the semester in progress.

## 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 because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of such absences on any particular day or days. No student will be penalized for absences due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

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

## CLASS STANDING

Class status for undergraduates within the School of General Studies is based on the satisfactory completion of the following number of points:

Class Standing	Points
Sophomore	24
Junior	56
Senior	90

## COURSELOAD FOR FULL- AND PART-TIME STUDENTS

The School of General Studies permits students to study at their own pace, whether it be on a full- or part-time basis. Full-time status is defined as taking a minimum of 12 points per term. Students may not register for more than 18 points in a given semester without the permission of their GS advisor. Permission is granted only to students who carried a course load of 12 or more points in the preceding term with a grade point average of 3.0 or higher. International students on an F-1 student visa are required to attend full time.

## DROPPING COURSES

Before dropping a course, students should consult with their GS academic advisors. Dropping courses not only affects a student's academic progress, but may also have consequences for financial aid, housing eligibility, visa status, or health

insurance. There is no refund of tuition for individual courses dropped after the last day of the change of program period.

A student has three opportunities within a semester to officially drop a course, but different consequences apply at each stage. In no case may a student drop a course after the eleventh week of classes. Students should consult the GS Academic Calendar (<https://gs.columbia.edu/academic-calendar>) for the exact dates of each deadline. Students are responsible for following the appropriate add/drop process by the relevant deadline. Registration Adjustment forms, if needed, are available in the Office of the Dean of Students and online (<https://gs.columbia.edu/gs-student-forms>).

Please note:

- Ceasing to attend classes or simply notifying the instructor does not constitute dropping a course.
- Students dropping the last or only class in which they are enrolled will need to complete a withdrawal process.
- Joint Program students cannot drop their full course load at Columbia (even if it is only one course) without special permission jointly approved by their GS and JTS advisors.

## DROPPING A COURSE DURING THE CHANGE OF PROGRAM PERIOD

A student may drop a course within the first two weeks of classes, which is the officially designated change of program period. Courses may be dropped online on SSOL (<https://ssol.columbia.edu>). Courses dropped within this period do not appear on a student's permanent transcript and incur no tuition charges. Students dropping their entire course load will not be allowed to do so online and must instead see their GS advisors about the withdrawal process. (See *Withdrawal from a Semester in Progress* (p. 47) on the *Leaves of Absence and Withdrawals* page.)

## DROPPING A COURSE AFTER THE CHANGE OF PROGRAM PERIOD

After the close of the change of program period, students may drop a course by the late drop deadline, which falls after the fifth week of classes. Courses dropped after the change of program date but prior to the late drop deadline will not appear on a student's permanent transcript, but students will be charged full tuition for the course. Students should submit requests electronically via SSOL to drop courses, and must then await email notification of their advisor's approval. Once they have received approval, they must then drop the course through SSOL by the specified deadline.

## DROPPING A COURSE AFTER THE LATE DROP DEADLINE

After the late drop deadline, students may drop a course by the final drop deadline. Courses dropped after the late

drop deadline but prior to the final drop deadline (in the eleventh week of classes, coinciding with the Pass/D/Fail deadline) will be recorded on the transcript with the notation "W" (withdrawn). The W is a permanent mark and will remain on the transcript even if the student repeats the course. Students are charged full tuition for individual courses from which they selectively withdraw. The Registration Adjustment form (<https://gs.columbia.edu/gs-student-forms>) must be completed by the student and signed by his or her GS advisor by the specified final drop deadline.

## EDUCATIONAL RECORDS

GS, in conjunction with the Registrar's Office, maintains the educational records of students who matriculate at the School. The maintenance and oversight of these records comply with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), which regulates a wide range of privacy-related activities including management of student records maintained by the University, regulations regarding who has access to student records, and for what purposes access to student records is granted. The act guarantees students access to their records and allows them to restrict such access to others. Students wishing access to their records must complete a request form available from the Registrar's Office in Kent Hall; similar request forms are available from the Registrar's Office if a student wishes to withhold information or reverse a previous request to restrict access. For additional information regarding access to student records, please consult *Essential Policies for the Columbia Community* (<http://www.essential-policies.columbia.edu/policy-access-student-records-ferpa>).

Questions about the University's interpretation of the FERPA guidelines should be referred to the University's General Counsel in 412 Low Library. For more information on FERPA, consult the Department of Education website (<http://www.ed.gov>).

**Note:** Educational files maintained by the School of General Studies are archived for five years after a student has graduated. Files of students who withdrew or took a leave from GS are maintained for up to ten years and are then destroyed. The files remain in the Dean of Students Office for three years and are then archived for the remaining seven years. In all cases, individual requests for student files needing to be recalled from archives are charged a \$15 access fee.

# ELIGIBILITY FOR ATHLETICS

A GS student in good standing pursuing the undergraduate program or a combined program toward a first degree may be eligible for intercollegiate athletics.

## ELIGIBILITY

Eligibility requires that a student be a candidate for a bachelor's degree and have attended the University for no more than eight terms. The student must also be registered for at least 12 points, be in good standing with the School, and make appropriate progress toward the degree as defined by the NCAA, the Ivy League, and Columbia University.

These criteria are monitored by the Committee on Athletic Eligibility and certified by the Office of the Registrar. Furthermore, students must comply with any NCAA or Ivy League requirements that may apply.

Questions about eligibility should be referred to the appropriate academic advisor or the compliance office in the Department of Physical Education and Intercollegiate Athletics.

## GRADES

Letter Grades (p. 42) | GPA (p. 42) | Grade Appeals and Changes (p. 42) | Pass/D/Fail (p. 42) | Withdrawals (p. 43) | Administrative Referral (p. 43) | Incomplete Work in a Course (p. 43)

All grades are based solely on work completed during the term a course is offered, except in the case of a grade issued to replace an incomplete, as authorized by the Committee on Academic Standing (see the Incomplete Work in a Course (p. 43) section for more information).

## LETTER GRADES

The letter grading system within Columbia's undergraduate colleges is as follows: A, excellent; B, good; C, fair; D, poor but passing; F, failure (a final grade, not subject to reexamination). Plus and minus grades are also used, except with a D or F. No more than ten percent of a student's total number of Columbia points with the grade of D will count toward the degree, and no work with a grade of D will be credited toward the major unless otherwise noted by a department in its official policies.

## GRADE POINT AVERAGE (GPA)

The Registrar calculates semester as well as cumulative grade point averages based on the number of points per class. The GPA is used to assess a student's academic progress as well as to determine a student's eligibility for certain honors

(p. 32) such as the Dean's List or the Honor Society. The GPA is printed on all official Columbia transcripts. GPAs are computed on the following scale:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D = 1.00
A = 4.00	B = 3.00	C = 2.00	F = 0.00
A- = 3.67	B- = 2.67	C- = 1.67	

When the Registrar calculates the GPA, courses are weighted by the number of points they carry. Courses that cannot be credited toward the degree are not included in the GPA. For repeated courses, only the grade earned for the first attempt will be calculated into the grade point average.

## GRADE APPEALS AND GRADE CHANGES

Assessment of a student's performance in a course is at the instructor's discretion. When a student feels a grade appeal is warranted, the student should first speak with the instructor of the course in order to understand how the evaluation was derived or to clarify other specific concerns. If dissatisfied with the explanation or uncomfortable broaching this matter with the instructor, the student should speak with the director of undergraduate studies or chair of the relevant department.

Deans and GS advisors can counsel a student on whether and how to approach an instructor about a grade appeal; however, they do not arbitrate grade disputes. Students should keep their GS advisors informed of any pending grade disputes or appeals, as the Office of the Dean of Students can help to expedite a response from a faculty member or department.

If the student is unable to resolve the matter to his or her satisfaction and believes that a procedural issue is involved, the student should bring the matter to the attention of the GS Senior Associate Dean of Academic Affairs who will work with the student and the faculty member to determine whether there has been a procedural breach and, if so, take immediate steps to remedy the matter. If relevant faculty other than the instructor, in consultation with GS Academic Affairs, decide that the grade or other academic evaluation was appropriate, given class assignments and circumstances, the student will be informed and the decision will be final.

The statute of limitations on final grade appeals is three months from the end of the semester in which the course was taken.

## PASS/D/FAIL OPTION

The purpose of the Pass/D/Fail (P/D/F) option is to encourage students to take courses outside their fields of specialization without concern for the grade. Beginning with the Spring 2008 term, students may choose the P/D/F option for only one course per term, including the summer term. Courses given only on a P/F basis will not count toward the six-course limit.

## Electing a Course for Pass/D/Fail

- Undergraduates within the School of General Studies may elect the Pass/D/Fail (P/D/F) option for up to six courses, for a total of 18 points, but no more than one course per semester may be selected for this option.
- The grading option for students who register for a course P/D/F when they have exceeded the number of allowable P/D/F will revert to the letter-grade option.
- When the P/D/F option is elected for a particular course, grades of C- or above are converted to a Pass.

The P/D/F option cannot be elected for the following courses:

Courses administered by the Committee on the Core Curriculum:

- Art Humanities: W1121
- Contemporary Civilization: C/F1101-C/F1102
- Frontiers of Science: C1000
- Literature Humanities: C/F1001-C/F1002
- Music Humanities: W1123
- University Writing: ENGL F1010 or ENGL F1014

When considering the P/D/F option, students should be aware that courses with the mark of P:

- cannot be used to satisfy a GS core requirement;
- cannot be used to satisfy a major or concentration requirement, including related courses, unless otherwise noted by the department in its written policies;
- cannot be used to satisfy science or math courses in fulfillment of premedical requirements;
- are not taken into account when calculating a student's GPA; the grades of D and F will be so used.

Students may elect the P/D/F option during registration. Students may change a P/D/F course to a letter-graded course or a letter-graded course to a P/D/F course by submitting an Registration Adjustment form (<https://gs.columbia.edu/gs-student-forms/#registration>) noting a grading option change to the Dean of Students Office by the eleventh week of the term.

The P/D/F option, including the opportunity to uncover a Pass, is only available to undergraduate students in the School of General Studies and not to students in the Postbaccalaureate Premedical Program.

## Uncovering the Mark of Pass

Beginning with courses taken in the Fall 2007 semester, students are allowed to uncover a grade of Pass within two weeks of the start of the semester immediately following that in which the grade of Pass was received. Students have until the end of the add/drop period in the spring semester to uncover the grade of a fall-term course, and until the end of the add/drop period in the fall semester to uncover the grade

of a spring- or summer-term course. Seniors graduating in May who wish to uncover the mark of Pass for their spring-term courses must do so by the Friday of Commencement week.

An uncovered grade may be used to satisfy a core requirement with the exception of courses administered by the Committee on the Core. (See above (p. 43) for complete list.)

In consultation with the major department, an uncovered grade may be used to satisfy a major requirement.

**Note:** Whether or not a student uncovers the P, the P/D/F option may only be chosen six times.

**Note:** Once a student has chosen to uncover a grade, the Pass cannot be reinstated.

## UNOFFICIAL WITHDRAWAL (UW)

As of Spring 2014, this grading option is no longer available for School of General Studies Students.

## WITHDRAWAL

Students are not permitted to have a course deleted from their academic record after the drop deadline (the fifth week of classes). If a student withdraws from a course after the drop deadline and no later than the eleventh week of classes, the transcript will show a mark of W for that course. This is a permanent mark and will remain on the transcript even if the student repeats the course.

Students may not drop or withdraw from any course after the eleventh week of classes. After that point, students will receive whatever letter grad they have earned in the course.

## ADMINISTRATIVE REFERRAL (AR)

The mark of AR (Administrative Referral) is a temporary grade awarded by a faculty member when a final letter grade cannot be assigned. Following the designation of the AR mark, the student's academic advisor will follow up with the student and instructor to outline the requisite steps to determine an appropriate final grade. AR is not a permanent grade.

In the event that the student has been approved through petition to the Committee on Academic Standing to receive an Incomplete in the course, the mark of "IN" will then be submitted by the academic advisor. Please note that ultimately the assignment of the final letter grade is at the instructor's discretion.

## INCOMPLETE (IN)

### Written Work and Exams

Students must complete all coursework by the last day of exams in a given semester. For students who cannot complete their course work or are unable to take a final examination, an incomplete for a course in progress may be granted by the General Studies Committee on Academic Standing (CAS).

(Faculty members, while consulted for approval of specific extensions, are not authorized to grant incompletes beyond the end of term.) Students should contact their advisors first when an exam or deadline is missed. Petitions for official incompletes at the end of term should be based on unexpected circumstances that arise only within the last two weeks of the course which may prevent a student from timely completion of the final coursework or exam.

The only reasons for which an INC will be granted are incapacitating illness, as certified by the University Health Services or a personal physician, serious family emergency, or circumstances of comparable gravity. Students who wish to receive the mark of INC must, in consultation with their GS advisors, petition the CAS in writing. To be granted an INC, it is expected that students will have completed all work in the class with the exception of the final paper or exam. Students who are granted an INC are assigned a deadline for completion of the overdue work or a date by which a deferred examination must be taken. Those who fail to meet the assigned deadline or miss the deferred examination will receive the contingency grade provided by the instructor.

Students with more than two incompletes usually cannot enroll in the following semester without the explicit permission of the GS Committee on Academic Standing. When allowed to enroll, students with more than two incompletes will usually be advised to enroll part-time.

### Incomplete Written Work

Students must submit a formal petition for an incomplete on written work by the last day of classes. The petition must be accompanied by the syllabus and a copy of the assignment showing the due date for the assignment. This deadline is set because written work is normally due during the last week of classes; if a deadline for written work other than an exam is set for later than reading week, the student has one day from the missed deadline to submit a petition for an incomplete. Students are advised to submit a draft of their written assignment to the faculty member while the petition for an incomplete is being considered by the CAS.

### Incomplete Exams

In situations in which an incapacitating illness prevents a student from sitting for a final exam, the student should contact his or her advisor *immediately* about the missed examination, and must provide—within seventy-two hours of the missed exam—certification of the illness by University Health Services, a personal physician, or an emergency room. If circumstances warrant a make-up exam, the student will be permitted to sit for the exam on one of the official deferred exam dates published in the GS Academic Calendar. Students cannot pick the date, but they will be notified of the date, time, and place of the exam.

## GRADUATION ELIGIBILITY AND APPLICATION FOR DIPLOMAS AND CERTIFICATES

Bachelor's degrees are conferred three times a year: February, May, and October. Students must file an application for the degree in consultation with their advisor by the deadlines specified below.

Deadline	Graduation Date
March 13	for May degrees
March 13	for October degrees (if participating in following May graduation ceremony)
August 1	for October degrees (if not participating in preceding May graduation ceremony)
November 1	for February degrees

To apply for graduation, students should meet with their GS advisors no later than six months prior to the anticipated completion of the degree. Students who are unable to earn the degree or certificate by the conferral date for which they have applied must file another application for a later conferral date.

Students in the Joint Program with List College of the Jewish Theological Seminary will be allowed to graduate when they have completed the requirements for both degrees.

## VERIFYING YOUR GRADUATION APPLICATION STATUS

After completing a graduation candidacy review with his or her GS advisor, and applying to graduate in February, May, or October, students can confirm the status of their application through SSOL.

To verify that their graduation application has been processed, students should follow these steps:

1. Log in to SSOL (<https://ssol.columbia.edu>).
2. Under "Academic Records," click on "Degree Application Status."
3. Confirm your expected date of graduation (month and year), as well as the status of your application submission.
  - Note: "Submitted" status confirms that your application was processed; this will be noted only by your academic program(s) of study.
4. If your application status is "Not Submitted" or there are errors in the information listed, email [gsgraduation@columbia.edu](mailto:gsgraduation@columbia.edu).

## DEGREE CEREMONIES

A University-wide commencement ceremony is held once a year in May. Before Columbia Commencement, the School of General Studies hosts its own graduation ceremony known as Class Day, during which each student receives a certificate from the President of the University and the Dean of General Studies. Students who received degrees in October, February, or May of a given academic year are entitled to participate in Class Day and Commencement ceremonies in May.

Students completing degree work in the summer are welcome to participate in the May ceremonies preceding their completion of the degree. They may do so by a) applying for the October degree by March 1, or b) registering in April for those summer courses needed to complete the degree requirements.

### Diplomas

There is no charge for the preparation and conferral of an original diploma or certificate. The name of the graduating student will be printed exactly as it appears on his or her transcript. Students are responsible for checking their transcripts and reporting any errors to the Registrar in 205 Kent before they file their degree or certificate applications. A student who wishes to change his or her name officially must submit the Name Change Affidavit available from the Registrar's Office. The affidavit must be notarized and filed by the application deadline. If a diploma or certificate is lost or damaged, there will be a charge of \$100 for its replacement. Note that replacement diplomas or certificates carry the signatures of current University officials.

Columbia diplomas will be produced and mailed within three weeks after Commencement (<https://gs.columbia.edu/commencement>), and are mailed to the student's Diploma Address, which is listed in SSOL (<http://ssol.columbia.edu>). Students should confirm their address information on their SSOL profile. If it needs to be updated, it should be done through SSOL **anytime through the Monday before Commencement.**

Please be sure to select the Diploma Address option. Diplomas cannot be mailed to students who do not have a Diploma Address listed in SSOL.

Diplomas for February and October grads will be mailed to the address on file in SSOL (<https://ssol.columbia.edu>) up to two months after the conferral date.

**Note:** Graduates who resolve financial or library holds preventing the release of their diplomas must proactively notify the Registrar's Office that their last hold has been removed. In the case of holds preventing release, the Registrar's Office will not mail the diploma without being notified that the hold(s) have been removed.

### Contact

Applications for replacement diplomas and certificates may be requested by calling the Office of the Registrar, Graduation, Degree Audit, and Diploma Division at 212-854-1454.

## HONOR PLEDGE

The General Studies Student Council, on behalf of the whole student body, has resolved that maintaining academic integrity is the preserve of all members of our intellectual community—including and especially students. As a consequence, all General Studies students will now make the following pledge:

We, the undergraduate students of Columbia University, hereby pledge to value the integrity of our ideas and the ideas of others by honestly presenting our work, respecting authorship, and striving not simply for answers but for understanding in the pursuit of our common scholastic goals. In this way, we seek to build an academic community governed by our collective efforts, diligence, and Code of Honor.

In addition, all General Studies students are committed to the following honor code:

I affirm that I will not plagiarize, use unauthorized materials, or give or receive illegitimate help on assignments, papers, or examinations. I will also uphold equity and honesty in the evaluation of my work and the work of others. I do so to sustain a community built around this Code of Honor.

## INDEPENDENT STUDY

Independent study and research provides an opportunity for students to work one-on-one with a faculty member doing directed reading or supervised research. Normally independent study is reserved for students at an advanced level within their majors. Students should consult with their major or departmental advisors about requirements and limits for independent study, which vary from department to department.

Students are advised to approach faculty members early about independent study, since many instructors limit the number of students they will supervise in a given semester or year. Some departments require that the Director of Undergraduate Studies approve the independent study. As part of the proposal and approval process, students must specify, in consultation with the faculty supervisor, the number of points to be earned for the independent study. Students must designate the number of points to be earned when registering for independent study.

Students may count no more than 12 points of independent study toward the degree, and may register for no more than one independent study per term. If a student wishes to undertake an independent study program involving more points than the number permitted, he or she must have the

approval of the Director of Undergraduate Studies and the Committee on Academic Affairs.

# LEAVES OF ABSENCE AND WITHDRAWALS

Leaves of Absence (p. 46) | Withdrawal from a Semester in Progress (p. 47)  
 Involuntary Leaves of Absence (p. 47) | Medical Leaves (p. 47)  
 Leave for Military Duty (p. 48)  
 | Re-enrollment (p. 49)

## LEAVES OF ABSENCE

Students of considerable ability sometimes perform below their capacities because of burdensome personal or family problems. In such cases, taking a leave of absence or withdrawing can have a salutary effect on a student's academic performance. Students who wish to withdraw from a term in progress, cancel registration for an upcoming term for which they have already registered, or take a planned leave of absence must consult with their academic advisors and give notice of their intent to take a leave of absence. Failure to do so in a timely fashion can have financial as well as academic consequences.

Depending on the date of a student's withdrawal, loan funds already received by the student may need to be returned to the lender. Federal grant awards such as the FSEOG, Pell Grant, and GS scholarships may also be decreased. Students who withdraw should contact the Office of Educational Financing (<https://gs.columbia.edu/contacts>) for more information about possible required adjustments to their federal and/or institutional aid, or if they have questions about their student account.

Leaves of absence for up to one year are granted to students who anticipate returning to Columbia to complete their studies. Students must notify their advisors to complete the required administrative process for a leave at least one week prior to the start of the term. Failure to follow this procedure can have academic as well as financial consequences and may lead to being dropped from the rolls of the School.

To re-enroll after a leave of absence, students must complete the re-enrollment process by the required deadline.

## Leave of Absence Guidelines

**All correspondence from the university sent to students via US mail goes to the address on file with Student Information Services viewable via Student Services Online (SSOL). Students are responsible for making changes to that address by following the instructions on SSOL for a change of address.**

## Financial Aid

- Students who borrowed under a federal or Columbia student loan program will need to complete an Exit Loan Counseling Interview, and will be notified by email of their exit counseling responsibilities.
- Students who were awarded any federal financial aid (Title IV aid) that has not disbursed to their student account and wish to know if they are eligible for a late disbursement of this aid must contact a counselor at the Office of Educational Financing.
- Students will receive an email communication from the Office of Educational Financing which will identify any required revisions to their financial aid per federal regulations and/or GS policy.
- It is recommended that students contact the Office of Educational Financing in March for information regarding forms and deadlines for financial aid applications for the upcoming academic year.
- Students with a credit on their student account should contact the Office of Educational Financing to request a refund. Students with financial aid must wait until their aid has been recalculated to request a refund (<https://gs.columbia.edu/student-account-refunds>).
- Depending on the date of withdrawal, the student's tuition and other charges will be recalculated based on the Withdrawal Schedule established by the Trustees and published on the University Registrar website (<http://registrar.columbia.edu/content/refund-rate-withdrawals>).

## Health Insurance

Students who would like details regarding the impact of their withdrawal or leave on their student health insurance plan should contact Columbia Health (<http://www.health.columbia.edu/student-insurance/about-columbia-insurance-plan>).

## Dining Services and Flexdollars

Meals and Dining Dollars are non-refundable and non-transferable, even for non-used balances. Refunds are permitted only upon official academic withdrawal from Columbia University. Refunds may be requested at the Dining Services (<http://dining.columbia.edu>) located at 125 Wallach Hall.

## University Housing

Eligibility for housing (<http://facilities.columbia.edu/housing>) is limited to students enrolled at GS full-time. Students have 30 days to their unit, and must contact University Apartment Housing (UAH) to terminate their lease.

## University Privileges

- E-mail accounts are kept active from six to nine months for students who take a leave or withdraw; however, e-mail accounts are deactivated within a week for students

who are suspended or dismissed, or who transfer or permanently withdraw from the School.

- Swipe access to University buildings is suspended during a student's leave or period of withdrawal from the School.
- Library privileges are normally suspended during a student's leave or period of withdrawal from the School.
- Access to Dodge Physical Fitness is suspended during a student's leave or period of withdrawal, except in those cases where a student chooses to pay a membership fee to continue receiving access to these facilities.
- Students on a leave who withdraw from a term in progress, or who are suspended from GS and intend to return, are not allowed to enroll in another Columbia school during this period without written permission from the Dean of Students.

## WITHDRAWAL FROM A SEMESTER IN PROGRESS

Circumstances occasionally require that a student withdraw from a semester in progress. Withdrawal means dropping all courses in a given term, as opposed to dropping a portion of the program. Withdrawal from a term in progress may have serious financial and academic consequences, and thus students should meet with their advisors so that they can make an informed decision. All withdrawals are noted on a student's transcript. Multiple withdrawals may lead to suspension or dismissal from the School for failure to make academic progress.

Students must notify their advisors of their intent to withdraw; notifying instructors or failing to attend classes does not constitute formal withdrawal. A student's tuition may be prorated depending on the date of the written notification of the withdrawal.

### Additional Facts and Policies for Students Withdrawing from a Term in Progress

- Students withdrawing from a term in progress are charged a \$75 administrative processing fee.
- Depending on the date of a student's withdrawal, tuition and other charges will be recalculated based on the Withdrawal Schedule established by the Trustees and published in the Student Fees booklet.

## INVOLUNTARY LEAVE OF ABSENCE POLICY

The Dean of Students, or his or her designee, may place a student on an Involuntary Leave of Absence for reasons of personal or community safety. This process will be undertaken only in extraordinary circumstances when there is compelling information to suggest that the student is engaging in or is at heightened risk of engaging in behavior that could lead to serious injury to others, including as a result of physical or psychological illness. In addition, the Involuntary Leave

process may be initiated if, based on an individualized assessment, it is determined that there is a significant risk that the student will harm him/herself, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations and/or on-campus supports.

This policy provides students with general information regarding an Involuntary Leave of Absence. For more specific information regarding the circumstances and processes for an Involuntary Leave of Absence, as well as conditions relevant to returning from Leave, students should refer to the Academic Policies or speak with the Dean of Students. Students are responsible for understanding the implications of an Involuntary Leave of Absence for housing, financial aid, health insurance, and progress toward the degree.

This policy will not be used in lieu of disciplinary actions to address violations of Columbia University rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of the University community may be subject to the dean's Discipline Process of his or her particular school. A student may be required to participate in the disciplinary process coincident with being placed on an Involuntary Leave of Absence. A student who is placed on an Involuntary Leave of Absence while on academic and/or disciplinary status will return on that same status.

Before an Involuntary Leave is considered, efforts may be made to encourage the student to take a Voluntary Leave of Absence. These procedures are described in the Voluntary Leave of Absence Policy. A readmission process may still be required of a student electing a Voluntary Leave to determine his or her readiness to return to school (e.g., whether returning to school may increase the risk of self-harm and/or harm to others).

When requesting a leave or withdrawing from GS, international students must also notify the International Students & Scholars Office (ISSO) immediately.

When safety is an immediate concern, the DOS (or his or her designee) may remove a student from the campus pending final decision on Involuntary Leave. If this action is deemed necessary, the student will be given notice of the removal. An opportunity to be heard by the DOS and, if desired, to appeal the final decision will be provided at a later time.

For more information, students should visit the Essential Policies (<http://www.essential-policies.columbia.edu/involuntary-leave-absence-policy>) or consult their advisor in the Dean of Students Office.

## MEDICAL LEAVES AND MEDICAL WITHDRAWALS

When students are faced with health issues that have a negative impact on study habits, course attendance, or class preparation, they are urged to consult with their advisors to

discuss taking a medical leave of absence from the university. Students who are hospitalized during term time or who miss class for more than two weeks due to health issues are advised to take a medical withdrawal from the term in progress. Doctors at University Health Services (UHS) as well as counselors at the Office of Counseling and Psychological Services (CPS) can also help students evaluate whether a medical leave is advisable. Students must provide medical documentation to support their requests for medical leaves or medical withdrawals. As part of the re-enrollment process, students will also be required to supply current medical documentation, and to be evaluated by the relevant branch of the University's Health Services

In exceptional cases, when there is sufficient information to suggest that as a result of physical or psychological illness, a student is engaging in or is likely to engage in behavior that could lead to injury to self or other, the Dean of Students, in consultation with UHS, CPS, and the Office of Public Safety, may place a student on an involuntary leave of absence for reasons of personal or community safety.

Students who withdraw from their studies after the eleventh week of the semester or for medical reasons are not allowed to return for at least four months (a minimum of one semester), to allow time to address the situation that led to the withdrawal.

## Required Medical Leave for Students with Eating Disorders

With eating disorders, a medical leave is sometimes necessary to protect the safety of a student. Usually this is because the student's illness is advanced enough to require hospitalization or intensive day treatment beyond the scope of University medical and psychological resources. A medical leave is also sometimes deemed necessary when an individual student's eating disorder has negatively impacted the integrity of the University's learning environment.

1. Before an involuntary medical leave is considered, efforts will be made to encourage the student to take a voluntary medical leave, thus preserving, to the extent possible, confidentiality and privacy.
2. This policy will be invoked only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary medical leave of absence.

Students who wish to obtain the complete policy should see Essential Policies (<http://www.essential-policies.columbia.edu/involuntary-leave-absence-policy>) or consult their advisors in the Dean of Students Office.

## LEAVE FOR MILITARY DUTY

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in

order to perform military service. The following sections explain the eligibility and readmission requirements of this policy.

## Eligibility

This policy applies only to U.S. military veterans seeking readmission to the program that they previously attended; it does not apply to individuals seeking admission to a different school at Columbia. Veterans are eligible if they began their leave of absence on or after August 14, 2008.

Students are eligible for readmission under this provision if, during their leave, they performed or will perform voluntary or involuntary active duty service in the U.S. armed forces, including active duty for training and National Guard or Reserve service under federal authority, for a period of more than 30 consecutive days, and received a discharge other than dishonorable or bad conduct. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed five years.

## Requirement of Notice

If a student is planning to take a leave for military service, he or she must give advance written or verbal notice of military service to the Dean of Students, unless such notice is precluded by military necessity. To be readmitted, students must give notice (written or verbal) of their intent to re-enroll to the Dean of Students no later than three years after the completion of the period of their service. If a student is recovering from a service-related injury or illness, he or she must notify the school no later than two years after their recovery.

A student who does not submit a timely notification of intent or provide an attestation within the designated time limits may not be eligible for the benefits outlined herein.

## Tuition and Fees

For the first academic year in which the student returns, he or she must be readmitted with the same tuition and fees charges the student was or would have been assessed for the academic year when the student left, unless there are sufficient veterans' educational benefits or institutional aid to pay the increased amount of tuition and fees. For subsequent academic years, the student may be charged the same tuition and fees as other students in the program.

## Readmission Requirements

The school must allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of points, and academic standing as when he or she was last in attendance at Columbia. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date. If the school determines that the student is not prepared to resume the program where he or she left off, the school

must make reasonable efforts at no extra cost to the student to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.

If the program to which the student was admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

## RE-ENROLLMENT

Students must apply for re-enrollment through the Dean of Students Office within three years of the end of their last completed semester at GS. Students granted re-enrollment must return to Columbia the next semester and complete that term to maintain their academic status at GS. Students who desire to return after withdrawal are required at the time of re-enrollment to submit a re-enrollment form (<https://gs.columbia.edu/gs-student-forms/#re-enroll>) including a personal statement concerning how they have addressed the circumstances that caused them to withdraw. Students must submit this petition to their advisors by the date specified on the form relevant to the term in which they wish to return. Petitions for re-enrollment are reviewed by the Committee on Academic Standing. All students who take a leave or withdraw for medical reasons must have their physician or other health care provider attest that their health now permits them to resume their studies. Students returning from a medical withdrawal or medical leave will be required to be evaluated by the relevant branch of University Health Services to complete the re-enrollment process.

### Deadlines

Completed re-enrollment petitions (<https://gs.columbia.edu/gs-student-forms/#re-enroll>) are due by:

- May 1 for summer term courses
- August 15 for fall term courses
- December 15 for spring term courses

*If you are returning from a medical leave or medical withdrawal, please refer to your letter for the exact deadline, which will always be earlier.* Normally students who have withdrawn are not allowed to resume their studies with summer session enrollment.

Students who have not petitioned for re-enrollment during the three-year time frame will lose their academic status at GS and will need to reapply formally to the School of General Studies through the Office of Admissions.

## Tuition Refund Schedule

For the complete tuition refund schedule please refer to the University Registrar website (<http://registrar.columbia.edu/content/refund-rate-withdrawals>).

## LEAVES OF ABSENCE GUIDELINES

**All correspondence from the university sent to students via US mail goes to the address on file with Student Information Services, which is viewable via Student Services OnLine (SSOL). Students are responsible for making changes to that address by following the instructions on SSOL for change of address.**

### Regarding Financial Aid

- If you borrowed under a Federal or Columbia student loan program, you must contact Student Financial Services (<http://sfs.columbia.edu>) to complete an Exit Interview.
- If you received any Title IV aid or aid from the New York State TAP program or if you are eligible for a late disbursement of Federal Title IV student aid funds and wish to have this aid considered in the calculation to determine if Title IV funds should be returned, you must contact the GS Office of Educational Financing.
- If you received any GS institutional aid, contact the GS Office of Educational Financing to determine if any funds will be returned or canceled.

### Regarding Health Insurance

Except for a medical withdrawal from Columbia due to an accident or sickness that would be covered by the Student Medical Insurance Plan, any student withdrawing from school during the first 31 days of the period for which coverage is purchased shall not be covered under the policy and a full refund of the value of the premium will be applied to the Student Account Statement. Students withdrawing after 31 days will remain covered under the policy for the full period for which a premium has been paid.

### Regarding Dining Services and Flexdollars

Meals and Dining Dollars are non-refundable and non-transferable, even for non-used balances. However, for students withdrawing from a term in progress, a refund is possible for the unused portion of the plan or dining dollars, if students immediately notify Dining Services of their withdrawal and have this confirmed by their GS advisor.

### Regarding University Housing

Eligibility for housing is limited to students enrolled at GS full-time. If you live in University Housing, you must

immediately contact University Apartment Housing and arrange for a termination of your lease.

## Refunds

If you have a credit on your student account, contact Student Financial Services to request a refund. Students with financial aid must wait until after their exit interview and their aid has been recalculated to request a refund.

## University Privileges

- Email accounts are kept active from 6 to 9 months for students who take a leave or withdraw; however, email accounts are deactivated within a week for students who are suspended or dismissed, or who transfer or permanently withdraw from the School.
- Swipe access to university buildings is suspended during a student's leave or period of withdrawal from the School.
- Library privileges are normally suspended during a student's leave or period of withdrawal from the School.
- Access to Dodge Physical Fitness is suspended while a student is on leave or withdrawn, except in those cases where a student chooses to pay a membership fee to continue access to these facilities.
- Students on a leave, who withdraw from a term in progress, or who are suspended from GS, and who intend to return to GS are not allowed to enroll in another Columbia school while withdrawn/on leave without written permission from the Dean of Students.

## Additional Facts and Policies for Students Withdrawing from a Term in Progress

- Students withdrawing from a term in progress are charged a \$75 administrative processing fee.
- Depending on the date of your withdrawal, tuition and other charges will be recalculated based on the Withdrawal Schedule established by the Trustees and published in the Student Fees booklet.

## Returning to GS

- Students in good standing on an official leave of absence must notify their GS advisor within a month prior to the start of the term in order to register. Leaves are granted for up to one year. Students who fail to take an official leave, whose leave extends beyond one year, who have taken a medical leave, or who took a leave while on probation must petition to return by completing and submitting a Re-enrollment Application Form. Completed re-enrollment petitions are due by August 15 to register for fall-term courses; December 15 for spring-term courses; and May 1 for summer-term courses.
- Students who withdrew from a term in progress or who were required to withdraw must petition to re-enroll by the published deadlines; such students may not begin their

re-enrollment with summer term. Late applications are not accepted.

- Undergraduates who are away from GS for more than three years (from the last completed semester at GS) and Postbacs who are away from GS for more than one year must reapply to GS through the Admissions Office.

# MIDTERM AND FINAL EXAMS

## MIDTERM EXAMINATIONS

Midterms are scheduled at the direction of instructors on various dates throughout the fall and spring semesters. There is no GS policy on make-up exams for missed midterms, and faculty members are not required to provide make-ups. A student who misses a midterm exam due to illness or family emergency should notify both the instructor and his or her GS advisor. Usually it is the student's responsibility to discuss with the instructor whether a make-up exam is possible. Make-ups for midterms are usually administered by the faculty member or the department. Please note that no make-ups for midterm exams may be administered after the semester has ended.

## MIDTERM EXAMS AND RELIGIOUS HOLIDAYS

Students should review the syllabus for each of their courses at the beginning of each term to determine if personal religious holiday observances will conflict with the schedule of midterms. Students should notify their instructors in advance of any potential conflicts so that an alternative exam date may be scheduled.

If a suitable arrangement cannot be worked out between the student and the instructor, they should consult the appropriate dean or director of undergraduate studies. It is the policy of the University to respect its members' religious beliefs (p. 40).

## FINAL EXAMINATIONS

Final examinations are given at the end of each term. The Master Exam Schedule can be found on the University Registrar's website (<http://registrar.columbia.edu/students/grades-and-exams>) and provides a tentative guide to final examinations. Students are urged to consult the final examination schedule section in SSOL during the early weeks of each term for the most accurate information. Students are expected to be present for the exam period and should plan their schedules to accommodate the set exam times. Examinations will not be rescheduled to accommodate travel, work, or family plans.

## Three or More Final Exams Scheduled for the Same Day

If a student has three examinations scheduled during one calendar day, as certified by the Registrar, an arrangement may be made with one of the student's instructors to take that examination at another mutually convenient time during the final examination period. It is the student's responsibility to get the appropriate documentation from the Registrar's Office in a timely manner and to negotiate with instructors an alternative time to take the exam during the official examination period. GS advisors can be helpful to students negotiating such arrangements.

## DEFERRED FINAL EXAMINATIONS

In cases of incapacitating illness or family emergencies, the GS Committee on Academic Standing (CAS) will consider petitions for a deferred exam. If the exam is to be taken after the end of the semester, such deferrals can only be granted by the CAS, not by the instructor of the course. When an incapacitating illness prevents a student from sitting for a final exam, the student should contact his or her GS advisor on the day of the exam, and, within three days, must provide certification to the GS advisor of the illness by University Health Services or a personal physician. Similarly, in cases of family emergency which may prevent a student from sitting for a final exam, the student should immediately contact his or her GS advisor, who will review the situation and options with the student. The student's GS advisor will notify the instructor of the student's absence from the exam. Deferred exams cannot be considered without appropriate documentation, which students must provide to their GS advisors.

Deferred exams approved by the CAS are scheduled on two fixed dates for the spring and fall terms as specified by the Office of the Dean of Students (see the GS Academic Calendar (<https://gs.columbia.edu/academic-calendar>)); make-up exams cannot be deferred beyond these specified dates. There are no additional make-up opportunities. Students who miss the deferred examinations will receive a grade of zero for that examination. (See Incomplete Work in a Course (<http://bulletin.columbia.edu/general-studies/undergraduates/academic-policies/grades/#incomplete>)). GS students registered for Summer Term classes must abide by this same policy and process for exams missed during the summer; however, students should note that make-up exams for summer courses are administered through the Summer Term Office, not GS.

## EXAMINATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities must be registered with the Office of Disability Services (<http://health.columbia.edu/disability-services>) to avail themselves of approved accommodations and other important services. Students with disabilities are expected to take exams with or at the same time as

the rest of the class. However, some students may need special accommodations for exams depending on their disabilities. Each term the Office of Disability Services requests that students provide them with complete and advance information about their examination schedule so that appropriate accommodations can be made if disability-related modifications are needed.

## REGISTRATION PROCEDURE

Registration Procedures (p. 51) | Resources and Contacts (p. 52) | Course Prerequisites (p. 52)  
Core Registration (p. 52) | Visual Arts Registration (p. 52) | Dance Registration (p. 53)  
Physical Education Registration (p. 53) | Cross-Registration (p. 53) | Professional Courses (p. 53)

Registration is the systematic 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 a 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. Please check this website and the registration instructions contained in the Directory of Classes for all necessary approvals.

Registrar's Website

## REGISTRATION FOR NEW STUDENTS

New students who see their advisors by mid-August for fall term and the end of December for spring term participate in a special early registration process. New students who see their GS advisors after those dates will need to register online during the normal registration period.

## REGISTRATION PROCESS FOR ALL STUDENTS

Prior to meeting with their advisors about registration, students should consult the GS website in order to plan a schedule of classes. The website provides major requirements and current course descriptions, as well as times and locations of classes. Students may also consult the Directory of Classes for detailed information. Students plan their programs with the help of their GS advisors, and, for those who have declared their majors, with the additional assistance of faculty advisors.

The advisor must approve the original program as well as any subsequent changes. If any course requires permission of the instructor or department, a student is responsible for obtaining that permission. Registration for courses in divisions of the University not listed on the GS website requires permission from the Office of the Dean of Students. See Additional Academic Opportunities for more information.

After receiving the approval of the advisor on the registration form or electronically, students are permitted to register online via SSOL during registration, the change of program period (typically, the first two weeks of each semester and designated registration weeks throughout the summer months), and shortly thereafter under special circumstances. The dates for these registration periods are published in the GS Academic Calendar and on the Registrar's Calendar. Students will need their University Network Identification (UNI), Network Password, and all relevant course numbers in order to complete the registration process. All students are encouraged to participate in the early registration period for each term that allows them to reserve seats in courses for the following semester.

## CANCELATIONS AND CHANGES TO REGISTRATION

### Canceling Registration

Students who decide to defer their admission, take a leave of absence, or not matriculate at GS after having registered for classes must contact their GS advisors to initiate the withdrawal process required for canceling registration. Failure to complete this mandatory administrative procedure in a timely fashion will result in the student being liable for tuition and fees for the term in question.

### Changes to Registration

Students are able to make changes to their registration online during the registration and change of program periods each semester, but all changes must be approved by the student's academic advisor.

### Registration Holds

A "hold" on an account prevents a student from being able to register. Students may check for holds by going to Student Services Online (SSOL). Possible reasons for having a hold include significant debt to the University (financial hold); failure to provide evidence of required inoculations (health hold); overdue library books (library hold); or other academic or administrative reason within GS (dean's hold). A student with a dean's hold must contact his or her GS advisor.

## REGISTRATION RESOURCES AND CONTACTS

Columbia University Directory of Classes

Online Registration: Student Services Online

Online Registration Instructions

## COURSE PREREQUISITES AND INSTRUCTOR APPROVAL

Prerequisites are specified in the individual course listings available in Course Offerings. Prior to registering for courses, students should make sure they have met the prerequisites for the course. If prerequisites are not specified for upper-level courses, students are advised to consult with the instructor prior to the first day of class. Students should not register for courses if they have not met the stated prerequisites. However, in exceptional cases, students may be granted permission to enroll in such courses by demonstrating to the instructor that they have competence equivalent to the prerequisites. The instructor will indicate permission by signing the student's registration form in the column marked "Instructor Approval." The form should then be signed by the student's GS academic advisor, who will forward the registration form to the Registrar's Office to enroll the student in the course. Some courses, especially seminars and colloquia, require the instructor's permission even when the student does have the prerequisites; students using the online directory of courses should note whether instructor approval is required.

Several departments that limit enrollment in their upper-level seminars and colloquia have special application processes. Priority enrollment in these seminars is often given to majors and seniors. Students are responsible for following special application or registration processes specified by individual departments for these limited-enrollment courses.

## REGISTRATION FOR CORE COURSES

Students interested in registering for Core courses or petitioning to transfer sections should consult the Core Registration and Petitions page.

## REGISTRATION FOR VISUAL ARTS COURSES

It is not possible to register online for visual arts courses; students must follow a procedure that is different from registering for most other courses. Some visual arts courses require that students show a portfolio prior to registration. Most visual arts courses require that students attend the first two days of class to ensure their spot and then secure the written permission of the instructor. Students should take a registration form with them to the first meeting of the class. Preference in visual arts classes is given to majors. For more information about registering for Visual Arts classes see Visual Arts Registration.

## REGISTRATION FOR DANCE COURSES

Registration for dance classes is by permission of the instructor. GS students registering for a dance class must register for at least one point: GS students **may not** register for a 0-point dance class.

## REGISTRATION FOR PHYSICAL EDUCATION COURSES

Registration for Physical Education courses (see Electives) must be done in person at the Registrar's Office in the first week of each term.

## CROSS-REGISTRATION INTO OTHER COLUMBIA DIVISIONS

Students who wish to take courses in one of Columbia's graduate or professional schools or programs must receive written approval from both GS and the appropriate graduate or professional school or program, as well as the instructor of the course, and must also submit a Cross-Registration petition (<https://gs.columbia.edu/gs-student-forms/#registration>). The student should have completed one semester and 15 points of letter-graded Columbia coursework and be in good standing within the School to be eligible to petition for coursework in another school. All work for these courses must be completed within the term in which the student is enrolled.

**Note:** GS students are not allowed to register for professional courses administered through the School of Professional Studies unless that course is cross-listed within an Arts & Sciences department or program offering an undergraduate major or concentration.

## LIMIT ON PROFESSIONAL COURSES COUNTED TOWARD THE DEGREE

GS students are permitted 6 points of professional studies coursework toward their GS degrees. Those 6 points may be counted in transfer credits or courses completed at Columbia, or a combination thereof. Exceptions to this rule include GS students accepted into the combined or dual degree programs with Columbia's Schools of Business, Law, or International and Public Affairs. Courses which are cross-listed with undergraduate departments in the Arts and Sciences do not count toward this limit.

## TRANSFERS WITHIN COLUMBIA

**No student enrolled at the School of General Studies may submit an application as a new student to Columbia College or the School of Engineering and Applied Sciences**

**while still enrolled in, on leave from, or suspended from the University.**

## TRANSFERRING FROM GS TO ANOTHER COLUMBIA OR AFFILIATED UNDERGRADUATE SCHOOL

Undergraduates enrolled in the School of General Studies, including Joint Program students, who are interested in transferring to another Columbia or affiliated undergraduate school (Columbia College, School of Engineering and Applied Sciences (SEAS), Barnard College, or List College/JTS) should not submit a transfer application to any of those schools without prior consultation with their GS advisors.

Transfer applications from GS to Columbia College, SEAS, or the Joint Program with JTS will not be considered by those schools without a written endorsement from the GS Dean of Students. Endorsements are limited to those students in good standing who have sound academic reasons for seeking to transfer from GS. Joint Program students who are considering the submission of a transfer application to one of the Columbia undergraduate schools, including GS, should also discuss the matter with their GS and JTS advisors; transfer to GS is not automatic for Joint Program students and requires a new application to GS through the Office of Admissions.

## TRANSFERRING FROM CC/SEAS TO GS

SEAS and Columbia College students considering a transfer to the School of General Studies should seek advice from their Class Deans. Students currently enrolled within CC or SEAS, or students who have been away from CC or SEAS for fewer than three years, must have the support of their academic deans before applying for admission to the School of General Studies; transfer applications to GS from CC or SEAS students will not be accepted without the written endorsement of the relevant school dean. The appropriate academic deans from CC or SEAS should consult with the GS Dean of Admissions on cases where the student is returning after a break of fewer than three years. In cases where the student has been away from CC or SEAS for more than three years, express support from the CC/SEAS academic dean is not required, but may be helpful in the admission process. In all cases, applicants to the School of General Studies must have a break of one academic year or have compelling personal or professional reasons for part-time attendance to be eligible to apply for admission.

## **APPLYING TO OTHER UNDERGRADUATE SCHOOLS OF COLUMBIA UNIVERSITY**

Applicants may not simultaneously apply to the School of General Studies and to any other undergraduate division of Columbia University – Columbia College (CC), or the Fu Foundation School of Engineering and Applied Science (SEAS) – nor are candidates eligible to apply to the School of General Studies if in the last three years they applied to any of these divisions and were not accepted.

# ADDITIONAL ACADEMIC OPPORTUNITIES

In addition to the undergraduate courses, majors, and programs offered through the Faculty of Arts & Sciences, GS students may enhance their learning experience with other kinds of academic opportunities, including study abroad, fellowships, internships, and study within some of Columbia University's graduate and professional schools. Most of these opportunities have eligibility requirements and some have application procedures and deadlines. Students should consult with their GS advisors about how these other programs may fit into their plan of study.

## STUDY ABROAD

Eligibility (p. 55) | Application Process  
(p. 55) | Transfer Credits (p. 55)  
Studying Abroad in Last Semester (p. 55) |  
Fee Information (p. 56) | Contacts (p. 56)

Study abroad programs provide a wonderful opportunity to enhance a Columbia education, especially given the numerous programs either sponsored or approved by Columbia in foreign countries around the world. All study abroad programs, including Columbia-sponsored study abroad programs, must be approved by the appropriate GS Study Abroad Advisor (p. 56). Students may be approved for a total of three terms (inclusive of summer) however, students will need to have good academic reasons for studying abroad for multiple or extended programs.

## ELIGIBILITY

GS students who have a minimum GPA of 3.0 and are in good standing are eligible for study abroad. Prior to going abroad on an approved program, students are expected to have begun language study and taken at least one course, other than a language, related to the region of the world in which they plan to study. Before departing on an approved study abroad program, GS students should have completed at least two semesters and 18 points at GS, have a minimum of 56 points earned toward the degree, and have declared a major. Exceptions to some of these requirements may be granted for students applying to Columbia-sponsored programs.

## APPLICATION PROCESS

Students applying to one of Columbia's approved study abroad programs must complete the relevant application forms and meet all specified deadlines as well as the GS study abroad clearance and registration forms. Students who wish to

study abroad in programs other than those run by Columbia University may petition to do so only if the program is one approved by the Columbia Undergraduate Study Abroad Committee (see Columbia-Approved Study Abroad Programs (p. 56)).

Study abroad approval may be automatically rescinded if a student's grade point average falls below 3.0, if a student fails to meet good academic and/or disciplinary standing, or if a student has an Incomplete in coursework the term prior to departure. Other conditions as imposed by the Director of Study Abroad and/or Dean of Students may apply.

Students interested in studying abroad must start a profile on the Office of Global Programs website to obtain the required Clearance, Course Approval, and Registration forms. Students should visit the Office of Global Programs website to view available programs and start their applications. Please note, the application must be initiated several weeks prior to the relevant clearance dates to ensure that students are able to obtain clearance on time. Students who encounter any difficulty in finding their program or logging into the system should email [ogp@columbia.edu](mailto:ogp@columbia.edu) (mailto) for assistance. As soon as students have begun their online profiles, they are expected to complete the GS study abroad clearance form and bring the paperwork to a meeting with the appropriate GS study abroad advisor to obtain official clearance to study abroad. Clearance meetings are not required for Columbia-sponsored summer programs. The study abroad clearance deadlines are October 15 for spring-term study and March 15 for summer- or fall-term study. As soon as they have obtained official clearance, students are also expected to meet with the regional advisor in the Office of Global Programs to continue with their specific program applications and complete the remaining application forms by the appropriate deadlines.

## LIMIT ON AND APPROVAL OF TRANSFER CREDITS

Credits from non-Columbia programs may be counted toward the GS degree, however, a student's total number of transfer credits (p. 62) may not exceed 60. Students should meet with their GS academic advisors to discuss their eligibility and plans to study abroad before scheduling their clearance meeting with a GS study abroad advisor.

If a student wishes to have courses from a particular study abroad program count toward major requirements in a department, the student must consult the relevant academic department separately for approval. Courses that are not approved by GS for transfer credit cannot be counted by a department toward major or concentration requirements.

## STUDYING ABROAD IN YOUR LAST SEMESTER AT GS

Seniors who elect to study abroad while completing their last semester of coursework for the degree must meet with their

GS advisor to apply for graduation prior to going abroad. This option is typically only open for students attending Columbia-sponsored study abroad programs. Students should note that their degree conferral date may depend on the actual completion date of the study abroad program, especially for those programs wherein the academic calendar ends later than the Columbia University Arts & Sciences Calendar.

## STUDY ABROAD FEE

Students studying abroad on non-Columbia-sponsored programs are charged an administrative fee of \$750 per semester. (Summer study counts as one semester.)

## CONTACTS/ADVISORS

**Columbia-approved programs and special petitions:**  
Vanessa Karahalios, Senior Assistant Dean of Advising, Retention, and Academic Policy

**Columbia-sponsored programs (including SEE-U):** Joshua Edwin, Assistant Dean of Students

For study abroad-related questions, please email [gsstudyabroad@columbia.edu](mailto:gsstudyabroad@columbia.edu).

# COLUMBIA-SPONSORED PROGRAMS

Columbia-sponsored programs are administered by the Columbia University Office of Global Programs.

## SEMESTER OR ACADEMIC YEAR PROGRAMS

### Barcelona

Consortium for Advanced Studies in Barcelona

### Beijing

Columbia in Beijing at Tsinghua University

### Berlin

Berlin Consortium for German Studies

### Kyoto

Kyoto Consortium for Japanese Studies

### Nanyuki

Tropical Biology and Sustainability in Kenya

### Paris

Columbia in Paris at Reid Hall

## SUMMER PROGRAMS

### Amman

Summer Arabic Program in Amman

### Amman and Paris

Middle Eastern and North African Studies

### Beijing

Summer Language Program in Beijing

### Istanbul

Columbia-Bogazici Byzantine Studies and Urban Mapping

### Kyoto

Summer Program in Advanced and Classical Japanese

### Paris

Art Humanities and Music Humanities in Paris

Summer French Studies in Paris at Reid Hall

Paris Then and Now: Creative Writing in Paris (on hiatus for Summer 2014)

### Rio de Janeiro

Summer Portuguese Program in Rio de Janeiro

### Shanghai

Summer Business Chinese and Internship in Shanghai

### Tivoli/Rome

Archaeological Fieldwork at Hadrian's Villa

### Tokyo

Summer Program in Tokyo: Japanese Film Studies at Waseda University

### Venice

Italian Cultural Studies in Venice

## CONTACT INFORMATION

Office of Global Programs  
606 Kent Hall  
(212) 854-2559

# COLUMBIA-APPROVED PROGRAMS

Columbia-approved programs are not administered by the University, but have been approved by the Columbia Undergraduate Committee on Study Abroad.

All Columbia-approved programs are listed on the Office of Global Programs website.

## NON-APPROVED PROGRAMS

If the country in which a student wishes to study is on the approved list, but the particular study abroad program or university is not on the list for that country, the program will likely not be approved by Columbia. However, if students have compelling academic reasons for preferring a particular program over one of the approved programs, they may present their rationales via petition to the GS Director of Study Abroad. Petitions are reviewed in consultation with the Office of Global Programs.

## SEE-U PROGRAM

Columbia University's Summer Ecosystem Experiences for Undergraduates (SEE-U) (<http://eices.columbia.edu/education-training/see-u>) program is offered by the Earth Institute Center for Environmental Sustainability (EICES) (<http://eices.columbia.edu/about-us>). These five-week, six-point summer programs fulfill two GS Core Curriculum Science Requirements.

SEE-U provides undergraduate students of all majors with a global understanding of ecology and environmental sustainability by allowing students to study in unique natural settings around the world. With field-sites in Brazil, Jordan, and India, SEE-U students learn traditional field-ecology techniques from leading scientists and participate in a combination of lectures, labs, and topical discussions in their chosen location. Topics covered by the SEE-U program include biomes, ecological processes, and contemporary issues in conservation biology and sustainable development.

The SEE-U program is designed for non-science majors, as well as undergraduate students beginning scientific degree programs. There are no course prerequisites required to enroll and no prior knowledge is needed of the topics, techniques, or computer programs used. All course instruction is in English.

GS students may participate in the SEE-U program only if they have completed at least one semester at GS in good academic and disciplinary standing with a GPA of 3.0 or higher (unless otherwise specified by the GS study abroad advisor). To request approval to participate in the program, you must submit the GS Approval Form for SEE-U (<http://gs.columbia.edu/files/gc/GS-approval-form-for-SEE-U.pdf>) by the relevant deadline.

## PREREQUISITES

Introductory biology (or high school equivalent) and computer competence. SEE-U courses may count toward the GS core science requirement.

## CONTACT

For more information on the SEE-U program, or to apply, visit <http://eices.columbia.edu/education-training/see-u/>

## INDEPENDENT RESEARCH: HUMAN SUBJECTS

Any research that involves people can be considered human subjects research in a broad sense. Students who are interested in conducting research (a senior thesis or independent study) that will involve people answering questions, completing surveys, filling out forms, following instructions, and/or being observed (including participant observation), or that involves receiving data about identifiable individuals, may need special approval to do this work.

All universities have an Institutional Review Board (IRB), which reviews research proposals involving humans and assesses whether or not the research can be approved. The approval is dependent upon the risk of harm to the people taking part in the research.

This risk of harm can be physical, psychological, legal, or social and it is the job of the Columbia IRB to protect those who have voluntarily donated their time (even if they are compensated) in order to take part in any research that is conducted by a member of Columbia University.

Taking seriously the well-being of research participants is part of what makes a good researcher and a good research project.

## REQUESTING IRB APPROVAL

Students submitting proposed research for approval by the Institutional Review Board must:

- Complete the online Human Subjects Protection Training. [Instructions ([http://www.gs.columbia.edu/files/gc/human\\_subjects\\_training\\_instructions.pdf](http://www.gs.columbia.edu/files/gc/human_subjects_training_instructions.pdf))]
- Identify a CU faculty member as a Principal Investigator.
- Complete the Undergraduate Study IRB Approval Request Form ([http://www.gs.columbia.edu/files/gc/irb\\_request\\_form.pdf](http://www.gs.columbia.edu/files/gc/irb_request_form.pdf)).
- Create a consent form. (Samples are available on the Columbia IRB website (<http://www.columbia.edu/cu/irb/policies>).)
- File a Conflict of Interests Disclosure Statement.
- Create a research protocol in RASCAL. [Instructions ([http://www.gs.columbia.edu/files/gc/creating\\_protocol.pdf](http://www.gs.columbia.edu/files/gc/creating_protocol.pdf))]
- Attach to your RASCAL protocol your completed approval request form and any necessary supplemental documentation (for example, research instrument and consent form).

## CONTACT

Questions should be addressed to the faculty advisor overseeing the research or to Victoria Rosner, Senior Associate Dean, at [vpr4@columbia.edu](mailto:vpr4@columbia.edu).

## INTERNSHIP CREDIT

Internships can be a valuable experience for students seeking exposure to a range of professional cultures. However, at Columbia College, the School of General Studies, and the Fu Foundation School of Engineering and Applied Science—as at our peer institutions nationally—registration credit (R credit) will no longer be provided on the academic transcript for internships. Companies are expected to appropriately compensate students for work performed during an internship. CCE has posted some helpful guidelines for employers regarding unpaid internships here (<http://www.careereducation.columbia.edu/employers/policies/#Unpaid>).

Support will be maintained for student participation in internships for which students are properly compensated (when required), and letters of support for internships will be provided upon request.

Learn more about internship opportunities here (<http://www.careereducation.columbia.edu/findajob/internship>).

## STUDY AWAY FROM COLUMBIA

After matriculating at General Studies, permission to take courses toward the GS degree at an accredited U.S. institution of higher education other than Columbia is granted by the Dean of Students only in exceptional cases when critical areas of study relevant to a student's undergraduate program are not available at Columbia. Such exceptional accommodations are usually granted only once during a student's degree program at GS. Students petitioning for this exception must be in good standing at Columbia. Credits from non-Columbia programs will be counted toward the GS degree as long as the maximum number of allowable transfer credits does not exceed 60.

## PETITIONING TO TAKE COURSES AWAY FROM COLUMBIA

With the exception of approved study abroad programs, GS rarely approves petitions for students to have credits from another academic institution count toward the GS degree after a student has matriculated at GS. Students who believe they have exceptional reasons to submit such a petition should meet with their GS advisors. Petitions to take courses away from Columbia must be made in advance of the study program; credit will not be granted retroactively. As part of the formal petition process, students will also be required to provide

departmental approval from their major departments for any courses taken away from Columbia which they wish to count towards their major requirements.

Students may not enroll concurrently at another academic institution unless such dual enrollment has been authorized by the Dean of Students; such work will not count toward the GS degree unless approved in advance.

Students who have been approved to take courses at another U.S. institution of higher education while enrolled at the School of General Studies will be charged a \$750 fee.

## STUDY WITHIN COLUMBIA'S GRADUATE AND PROFESSIONAL SCHOOLS

Professional Schools (p. 58) |  
Cross-Registration Policies (p. 59)  
Professional School Offerings (p. 30) | Limit on  
Courses Counted Toward Degree (p. 59)  
Joint and Combined Programs (p. 60)

## GRADUATE AND PROFESSIONAL SCHOOLS

A limited number of courses in Columbia's graduate and professional schools are open to undergraduates. Students may take a maximum of two courses (6 points) for elective credit in professional courses toward the 124 points necessary for their degree. Those students who wish to take a graduate or professional course and not count it toward the 124 points necessary for the undergraduate degree should review this option with their GS advisors.

To enroll in a course at one of Columbia's graduate or professional schools, students must have approval from GS. Students should consult their GS advisors to request a cross-registration petition form, which is required as part of the approval and registration process. Students must follow the cross-registration policies established by the various graduate and professional schools, must have permission to enroll from the instructor of the course, and in some instances must have the permission of the school in which the course is offered. A student must have completed one semester and 15 points of Columbia coursework and be in good standing within GS to be eligible to petition for coursework in another school. If a course is cross-listed within the course offerings of an undergraduate program or department, students do not need to file a special petition.

Students who enroll in graduate or professional courses with the permission of GS are still bound by GS policies regarding drops, withdrawals, Pass/D/Fail, and incompletes. Students are not permitted to hand in coursework after the official end of term, even if the graduate-level course permits or encourages extensions, unless the student has been approved for an incomplete (see Incompletes (p. 43) in Academic Policies). All work for these courses must be completed within the term in which the student is enrolled.

In every instance of cross-registration in one of the graduate or professional schools, GS students must complete the Cross-registration Petition (<https://gs.columbia.edu/gs-student-forms/#registration>) and be approved by the appropriate offices. Following is a list of schools that allow undergraduates to register for courses and their policies regarding enrollment of GS students. Students interested in cross-registering into a school not on this list should consult their GS advisors.

## CROSS-REGISTRATION POLICIES

**Barnard:** Cross-registration into Barnard courses has no restrictions unless so indicated in various programs and course descriptions. Barnard students have priority of enrollment over Columbia students in all Barnard courses.

**Barnard Education Program:** Courses in the Barnard Education Program are open only to students who have been admitted to the program.

**The Fu Foundation School of Engineering and Applied Science:** A maximum of two courses may be taken on a space-available basis. This limit does not apply to students in the 3-2 Combined Plan program (<http://www.studentaffairs.columbia.edu/admissions/engineering/combined>) or to computer science majors or concentrators.

**Graduate School of Architecture, Planning, and Preservation:** Lectures may be taken on a space-available basis by qualified undergraduates. Undergraduates are not allowed to enroll in any seminars or studio courses.

**Graduate School of Arts & Sciences:** Qualified undergraduates may take graduate-level courses in the department in which they are majoring with the permission of the instructor and the director of undergraduate studies in the department. Qualified students who wish to take graduate-level courses outside their major must have the permission of the instructor and their GS advisors, as indicated on the GS cross-registration form.

**Law School:** Courses may be taken only by students in the Accelerated Interdisciplinary Legal Education (AILE) program, a joint-degree program. Students must have signed permission from the Law School Office of the Assistant Dean of Academic Services, 500 William and June Warren Hall.

**Mailman School of Public Health** (p. 60): Students who have been accepted into the GS/Mailman Accelerated MPH program may cross-register for one elective course at Mailman

during their senior undergraduate year. The course will count toward the undergraduate degree. A list of eligible courses can be found here (<http://www.gs.columbia.edu/files/gs/mailman-courses.pdf>).

**School of the Arts:** Graduate courses may be taken on a space-available basis by qualified undergraduates.

**School of Business:** Courses may only be taken on a space-available basis by seniors who have completed the required prerequisites. Students must have a signed petition form from their GS advisor. Registration and Change of Program deadlines in the School of Business are often earlier than those for GS.

**School of International and Public Affairs:** Normally SIPA courses may only be taken by students in one of the approved five-year combined degree programs (<http://new.sipa.columbia.edu/academics/programs/columbia-dual-degree-programs/the-five-year-program>). In exceptional cases, other students may be allowed to enroll in a particular course, but must have signed permission from the SIPA Student Affairs office on the 6th floor of the IAB.

**School of Journalism:** Courses may be taken on a space-available basis, but this option is usually restricted to seniors. Students must have signed permission from the School of Journalism Office of the Associate Dean of Academic Affairs, 407E Journalism.

**School of Social Work:** Courses may be taken on a space-available basis.

**Teachers College:** In general, GS students are not allowed to register for courses at TC. Most inquiries about course registration at TC relate to their offerings in musical instruction and conflict resolution; GS students are directed to enroll in courses offered in these fields through Columbia's Faculty of the Arts & Sciences. GS students cannot enroll in music instruction courses at TC. Petitions for other coursework at TC to count toward the GS degree must be submitted to the Committee on Academic Affairs through the student's GS advisor.

## LIMIT ON GRADUATE AND PROFESSIONAL COURSES COUNTED TOWARD THE DEGREE

GS students are permitted only 6 points of graduate or professional studies coursework toward their GS degrees. Those 6 points may be counted in transfer credits or courses completed at Columbia, or a combination thereof. Exceptions to this rule include GS students accepted into the combined programs with Columbia's Schools of Business, Law, Social Work, or International and Public Affairs.

## JOINT AND COMBINED PROGRAMS

GS supports several dual-, combined-, and joint-degree programs with Columbia's graduate and professional schools. Students must be specially nominated for these programs and only highly qualified candidates will be considered. The minimum requirements for a nomination for most of these highly competitive programs include a minimum GPA of 3.5, a minimum of 60 points completed toward the degree (of which at least 30 letter-graded points must have been earned at GS), and satisfactory and relevant professional experience.

Students are normally expected to complete their core requirements and be a declared major prior to enrollment in combined programs. More information about the application process and requirements for these programs will be provided to qualified students. Following are the schools and programs to which GS may recommend highly qualified candidates for combined degrees:

- College of Dental Medicine
- Columbia Law School
- Columbia Business School
- The Fu Foundation School of Engineering and Applied Science (<http://www.studentaffairs.columbia.edu/admissions/engineering/combined>)
- Mailman School of Public Health (p. 60)
- The Program in Occupational Therapy, CUMC
- The School of International and Public Affairs (<http://new.sipa.columbia.edu/academics/programs/columbia-dual-degree-programs/the-five-year-program>)
- The School of Social Work

### Contact

Qualified students should discuss their interest in one of these programs with GS Senior Associate Dean Victoria Rosner ([vpr4@columbia.edu](mailto:vpr4@columbia.edu) ([vpr4@columbia.edu](mailto:vpr4@columbia.edu))) and attend the information sessions about these programs sponsored by the Dean of Students Office and the individual schools.

## M.P.H. PROGRAM

### MAILMAN SCHOOL OF PUBLIC HEALTH ACCELERATED M.P.H. PROGRAM

The Columbia University Mailman School of Public Health (<http://www.mailman.columbia.edu>) allows highly-qualified students to study for and receive a Master of Public Health (MPH) degree during the year following graduation from GS by pursuing the General Public Health track (<http://publichealth.columbia.edu/degree-programs/accelerated-mph/general-public-health>) within the Mailman Accelerated

M.P.H. program (<http://publichealth.columbia.edu/degree-programs/accelerated-mph>).

### Program Overview

The General Public Health track offers students broader participation in the field of public health as well as formal training in the methods and substantive areas of public health; moreover, it provides a superb foundation for medical education. The General Public Health track (<http://publichealth.columbia.edu/degree-programs/accelerated-mph/general-public-health>) also includes a practicum experience, which provides students with opportunities to apply their academic training within a work setting.

### Curriculum

The structure of the one-year degree program (<http://publichealth.columbia.edu/degree-programs/accelerated-mph>) includes five components, carefully timed and integrated, so that learning in one part of the program informs activities and assignments in another.

Students begin the program by immersing themselves in the Mailman Core Curriculum (<http://publichealth.columbia.edu/degree-programs/accelerated-mph/the-core>), which offers grounding in the history and methods of public health, as well as foundational studies of biological and environmental determinants of health; social, behavioral, and structural determinants of health; methods for public health research and programming; and health systems.

Rather than focus on a single discipline within public health, students in the General Public Health track (<http://publichealth.columbia.edu/degree-programs/accelerated-mph/general-public-health>) draw their coursework from departments and certificate programs throughout the Mailman School.

In addition, each student is expected to develop and demonstrate improved skills in a technical area, such as research design, program evaluation, health education, health program planning, or administration, as well as select from the School's curriculum, in consultation with their academic advisor, those courses that help meet this objective.

### Advising

Each student's program is planned individually in consultation with a Mailman advisor.

### Admissions

#### Eligibility

Students are eligible to apply for this program if they:

- have completed the Core curriculum, declared a major, and maintained a cumulative GPA of at least 3.0
- have received a grade of B+ or better in University Writing
- have taken a mathematics or statistics course at Columbia

- have a minimum of one year (two preferred) of work experience in a health-related field.

### Application Requirements

The following materials must be submitted as part of the required application:

- Required Application | SOPHAS Application Service (<http://www.sophas.org>)
- Academic transcripts from undergraduate institution(s), including GS
- Three letters of recommendation

### Application and Program Timetable

Date	Activity
November, Junior Year	Attend Accelerated M.P.H. Program information session
January 15	Application Deadline, Accelerated M.P.H. Program
Fall/Spring, Senior Year	Cross-register for one elective course at Mailman; this course will count toward the undergraduate degree
May, Senior Year	Graduation from GS with B.A. degree
August, following Senior Year	Matriculate into M.P.H. Program, begin medical school interviews
October, following year-long M.P.H. Program	Graduate with M.P.H. degree

### Contact

For more information on the Accelerated M.P.H. Program, students should contact their respective academic advisor (<http://gs.columbia.edu/dean-of-students-office-personnel>).

## SENIOR THESIS STIPEND

The School of General Studies offers a small stipend (\$250) to defray associated expenses for GS seniors working on a senior thesis or honors project.

Eligible students should submit the application form (<http://www.gs.columbia.edu/gs-student-forms/#thesis>) by the appropriate deadline:

- November 15 for fall-term or academic-year thesis projects
- March 1 for spring-term thesis projects
- May 1 for calendar-year or EALAC senior thesis projects for the next academic year

Deadlines that fall on a Saturday, Sunday, or University holiday will be moved to the next business day.

## HUMAN SUBJECTS RESEARCH

Students interested in conducting research that will involve people answering questions, completing surveys, filling out forms, following instructions, and/or being observed (including participant observation), or research that involves receiving data about identifiable individuals, may need special approval from the Institutional Review Board (IRB) to do this work. Students should review the Human Subjects Research (p. 57) page for more information.

# TRANSFER CREDIT

## TRANSFER CREDIT POLICY

All B.A. candidates are eligible to transfer up to 60 of the 124 points required for graduation. Admitted students may transfer credit only from the institutions listed on the application for admission at the time the application is submitted to the Office of Admissions. Coursework from institutions not listed on the application for admission will not be considered for transfer credit. Transcripts from all institutions previously attended must be listed on the application form and submitted to the School of General Studies. Failure to report and send transcripts from all schools previously attended is considered academic dishonesty and may result in disciplinary action including rescinding the offer of admissions. In all cases, all transfer credit must be finalized within six months of matriculation.

In general, the School grants transfer credit for a course that satisfies the following criteria:

- It was taken at an accredited college or university.
- It is an academic class consistent with the General Studies curriculum. (Please note: as part of the undergraduate degree program, Columbia University does not offer online courses for credit; therefore, online courses are not eligible for transfer credit.)
- It carries a grade of “C” or higher and is documented by an official transcript.
- It is not a “mini” or intersession course (however, coursework completed during a summer session *is* eligible for transfer credit evaluation).
- The course was not taken after the student matriculated at the School of General Studies. This policy does not apply to students enrolled in the Joint Program with the Jewish Theological Seminary or students enrolled in Columbia-approved study abroad programs. In exceptional cases, as specified in Study Away from Columbia (p. 58), students may petition the Dean of Students Office to accept coursework taken at another institution after matriculation.

The Office of Admissions and the Dean of Students Office determine the award of transfer credit. The Entrance Credit Report (ECR) and the Core Requirements Checklist specify both the total number of transfer credits awarded and the core requirements to which those credits may correspond. Both the ECR and the Core Requirements Checklist are usually contained within the admissions acceptance packet or sent separately soon after notification of acceptance. As noted on the ECR at the time of admission, some pending transfer credit may require further information such as course descriptions and/or syllabi.

## Coursework Completed at Other Institutions During Deferral Period

Students who defer their offers of admissions and subsequently receive credit for coursework done elsewhere (between the date of their initial offer of admission and their matriculation at Columbia) may or may not receive Columbia transfer credit for that coursework. In all cases, students must notify the Office of Admissions of their intentions to complete coursework at other institutions during the deferral period. Failure to do so will result in the student not receiving credit for that coursework but may also result in the review of the student's admission status. The Office of Admission reserves the right to rescind the offer of admission based on the results of this review.

## Transfer Credit Toward the Major

Credits from other institutions of higher education do not automatically count toward fulfilling the Columbia major, although they may satisfy core requirements or be counted as electives. Transfer credits toward the major are accepted at the department's discretion and are not always approved. The Director of Undergraduate Studies in each department is authorized to accept up to 12 GS-approved transfer credits toward the major. Some departments accept fewer than 12 credits; students must check individual department policies concerning transfer credits.

## Physical Education

While up to 60 transfer credits may be granted, no more than two credits of physical education will be accepted in transfer toward the degree.

## Professional Courses

GS students are permitted only six transfer credits of professional studies coursework toward their GS degrees. Professional studies include both pre-professional and professional courses in law, business, or journalism, as well as any other course that is clearly professional in its orientation. Any professional course that is listed or cross-listed as an undergraduate course with a Columbia Arts & Sciences department is excluded from the six-credit limit.

## Non-Degree Coursework

Of the allowed 60 transfer credits, a maximum of 15 credits may transfer from Columbia's School of Professional Studies and Special Programs or any other accredited non-degree program.

## Other Columbia Divisions

SEAS and Columbia College students considering a transfer to the School of General Studies should meet with their class deans to consider the implications of such a transfer. Students currently enrolled within CC or SEAS, or students who have been away from CC or SEAS for less than three

years, must have the support of their academic deans before applying for admission to the School of General Studies; transfer applications to GS from CC or SEAS students will not be accepted without the written endorsement of the relevant school dean. The appropriate academic dean from CC or SEAS should consult with the GS dean of admissions in cases where the student is returning after a break of less than three years. In cases where the student has been away from CC or SEAS for more than three years, express support from the CC/SEAS academic dean is not required, but may be helpful in the admission process. In all cases, applicants to the School of General Studies must have a break of at least one academic year to be eligible to apply for admission, or have compelling personal or professional reasons to attend on a part-time basis.

Students transferring from another division of Columbia University (Columbia College, Barnard College, or the Fu Foundation School of Engineering and Applied Science) may receive up to 94 points in transfer credit toward Columbia GS degree coursework. In all cases, students must take a minimum of 64 points at Columbia.

For information about taking courses in another division of the University while matriculated at the School of General Studies, see Study Within Columbia's Graduate and Professional Schools (p. 58).

Students interested in transferring to other Columbia University divisions should consult the Transfers within Columbia (p. 53) policy under Academic Policies.

## Repeated Courses

Students who have received credit for a course at Columbia may not receive credit toward the degree for repeating the course unless the specific course description (<http://bulletin.columbia.edu/general-studies/undergraduates/courses>) authorizes such repetition. A course taken at another college or university may be repeated at Columbia, but transfer credit for that course will be lost.

## Advanced Credit by Examination

### Advanced Placement

As determined by Columbia, students who have achieved satisfactory scores on the College Entrance Examination Board tests used in the Advanced Placement Program may be granted credit or be exempted from certain courses or requirements. Any credit will be considered part of the 60-credit transfer maximum. The following conditions apply:

- The relevant departments must approve the use of these examinations.
- Credit so earned is not granted until a student has demonstrated a capacity to do satisfactory advanced work in the overall program.

- Credit awarded under the Advanced Placement Program does not constitute part of the 64 points earned at Columbia required for the GS degree.

Specific details about subject test areas, scores, advanced credit, and placement status can be found under Advanced Placement Credit (p. 38).

### International Baccalaureate

International Baccalaureate (IB) exams are offered at both the Higher and Subsidiary levels. The School of General Studies awards transfer credit only for exams taken at the Higher level. No transfer credit is awarded for the "Theory of Knowledge" exam.

Students receive the equivalent of one year of credit (usually 6 points) for any Higher level exam on which they receive a 6 or 7. Any credit will be considered part of the 60-credit transfer maximum. The following conditions apply:

- The relevant departments must approve the use of these examinations.
- Credit so earned is not granted until a student has demonstrated a capacity to do satisfactory advanced work in the overall program.
- Credit awarded for International Baccalaureate Exams does not constitute part of the 64 points earned at Columbia required for the GS degree.

### Contact Information

Applicants seeking further information or clarification about advanced placement and credit should contact the Admissions Office at 212-854-2772. Students who have matriculated at GS should consult their GS advisor.

# POSTBACCALAUREATE PREMEDICAL PROGRAM

## 2015-2016 | ACADEMIC POLICIES

Academic policies are set by the Faculty of Arts and Sciences and the academic administration of individual schools within the Arts and Sciences.

Students in the School of General Studies are expected to familiarize themselves with GS policies. Students seeking clarity on academic policies should consult with their GS advisors.

# CURRICULUM AND COURSES

## COURSE REQUIREMENTS

The academic curriculum of the Postbaccalaureate Premedical Program is designed to fulfill the prerequisites for medical school admission. Because course requirements for medical school can vary, our premedical curriculum is designed to prepare Postbac Premed students to train anywhere in the nation. For the sequencing of the following required courses, please review the program timetables: traditional (p. 66), part-time (p. 67), or accelerated (p. 68).

While enrolled in the program, students must fulfill all requirements with courses offered by Columbia's Faculty of Arts & Sciences and they are expected to have their advisors approve their programs of study. In addition to the following courses, students must gain at least 120 hours of health care experience (<http://gs.columbia.edu/postbac/clinical-and-research-opportunities>).

### English

One year of college English or the equivalent is required. Most Postbac Premed students have completed this requirement as undergraduates and do not need to complete course work in English at Columbia. Students should inform their advisors early on when they are especially interested in particular medical school programs (linkage or non-linkage), since some may have specific requirements for this subject of study.

### Mathematics

Students are required to complete one year (six points) of college mathematics beyond pre-calculus, consisting of one term of calculus and one term of statistics.

If a student has not already successfully completed Calculus I, it may be taken as a co-requisite of Physics I or General Chemistry I.

Mathematics Courses (<http://bulletin.columbia.edu/general-studies/postbaccalaureate-premedical-program/curriculum-courses/course-offerings/#math>)

### Biology

Students are required to complete one year (six points) of biology emphasizing biochemistry, genetics, evolution, cell biology, developmental biology, and physiology, and one semester (three points) of biology lab involving dissection, experimentation, and data analysis. Students may take the laboratory course in either the fall or spring semester or in the first summer session after the completion of the year of biology.

Biology Courses (<http://bulletin.columbia.edu/general-studies/postbaccalaureate-premedical-program/curriculum-courses/course-offerings/#biology>)

### Chemistry

Students are required to complete one year (7 points) of general chemistry and one semester (3 points) of general chemistry laboratory. The General Chemistry sequence must be completed before taking Biology or Organic Chemistry. General chemistry lecture courses have corresponding, mandatory recitations. The laboratory course has a mandatory one-hour laboratory lecture course associated with it, and should be taken alongside or after General Chemistry II. AP credits cannot be used to fulfill the general chemistry requirement.

Chemistry is a course sequence that students may begin in the fall or spring term. Students who enroll in Chemistry I in the spring should plan to take the twelve-week Chemistry II course in the summer.

Chemistry Courses (<http://bulletin.columbia.edu/general-studies/postbaccalaureate-premedical-program/curriculum-courses/course-offerings/#chemistry>)

### Organic Chemistry

Students are required to complete one year (7 points) of organic chemistry and two semesters (1.5 points each) of organic chemistry laboratory. Organic chemistry lecture courses have corresponding, mandatory recitations. Students take 1.5 points of organic chemistry lab along with a one-hour mandatory laboratory lecture in both fall and spring semesters (for a total of 3 points). Alternatively, with the exception of linkage applicants, students may take a 3-point lab over a six-week summer session after completing the lecture sequence.

Organic Chemistry Courses (<http://bulletin.columbia.edu/general-studies/postbaccalaureate-premedical-program/curriculum-courses/course-offerings/#orgo>)

### Physics

Students are required to complete one year (6 points) of general physics and one year (2 points) of general physics laboratory. Physics is a course sequence that students may begin in the fall or spring term. Students who enroll in Physics I in the spring should plan to take the twelve-week Physics II course in the summer as it is not offered in the fall. If a student has not already successfully completed Calculus I, it may be taken alongside Physics I.

Physics Courses (<http://bulletin.columbia.edu/general-studies/postbaccalaureate-premedical-program/curriculum-courses/course-offerings/#physics>)

### Psychology (Recommended)

Premeds who have not previously studied psychology at the college level should consider enrolling in The Science of

Psychology (PSYC W1001) in order to be fully prepared for the MCAT.

Psychology Courses (<http://bulletin.columbia.edu/general-studies/postbaccalaureate-premedical-program/curriculum-courses/course-offerings/#psychology>)

## Sociology (Recommended)

Given the MCAT Exam's increased emphasis on social sciences, students who have not previously taken a college-level sociology course are encouraged to prepare for the exam through self-study. The completion of a sociology course is not a required prerequisite for medical school.

# SAMPLE SCHEDULE

To best meet the needs of the student, there are many ways to design a premedical academic program. The tables in this section illustrate several options: a traditional sequence (p. 66), a part-time sequence (p. 67), and, for those students who are prepared academically to begin General Chemistry and Physics, an accelerated sequence (p. 68).

Information is also given on summer enrollment (p. 69) for students who may need to begin their studies in the summer before their first fall enrollment to prepare for mathematics, chemistry, and/or physics.

# TRADITIONAL PROGRAM SEQUENCE

Academic programs and schedules can be designed in many ways to best meet individual needs. **The following is an example of a traditional program sequence.**

Course selection and program sequencing will vary based on the student's prior academic record and preparation. Decisions about the academic program should be made in consultation with an academic advisor.

## First Year

Fall	Spring	Summer
General Chemistry: CHEM W1403	CHEM W1404	Intro to Statistics: STAT S1111D
General Chemistry Lab: CHEM W1500*	CHEM W1500*	Science of Psychology: PSYC S1001Q
General Physics: PHYS W1201	PHYS W1202	
General Physics Lab: PHYS W1291	PHYS W1292	
Calculus: MATH V1101		

## Second Year

Fall	Spring	Summer
Organic Chemistry: CHEM W3443	CHEM W3444	Take MCAT Begin medical school applications
Organic Chemistry Lab: CHEM W3493	CHEM W3494	
Contemporary Biology: BIOL F2401	BIOL F2402	
Contemporary Biology Lab: BIOL W2501**	BIOL W2501**	

## Third Year

Fall	Spring	Summer
Glide Year:	Glide Year:	Glide Year:

Deepen exposure to science coursework, research, or clinical work

Deepen exposure to science coursework, research, or clinical work

Deepen exposure to science coursework, research, or clinical work

\* General Chemistry Laboratory (CHEM W1500) should be taken concurrently with **either** General Chemistry I (Lecture) (CHEM W1403) or General Chemistry II (Lecture) (CHEM W1404).

\*\* Contemporary Biology Laboratory (BIOL W2501) should be taken concurrently with **either** Contemporary Biology I: Biochemistry, Genetics & Molecular Biology (BIOL F2401) or Contemporary Biology II: Cell Biology, Development & Physiology (BIOL F2402).

## PART-TIME SEQUENCE

A Postbac Premed student beginning part-time with the most basic courses might take the following program. Until the third summer, the student could continue to work a full-time job.

The academic program and schedule can be designed to meet each student's needs. **The following is an example of a part-time sequence.** Decisions regarding course selection and program sequencing may vary depending on the student's prior academic record and preparation. These should be made in consultation with an academic advisor.

### First Year

#### Fall

College Algebra:  
MATH W1003

#### Spring

Calculus I:  
MATH V1101

#### Summer

Basic Physics:  
PHYS S0065Q

### Second Year

#### Fall

General Physics:  
PHYS W1201

#### Spring

PHYS W1202

#### Summer

Preparation for College Chemistry:  
CHEM S0001D

General Physics Lab:  
PHYS W1291

PHYS W1292

### Third Year

#### Fall

General Chemistry:  
CHEM W1403

#### Spring

CHEM W1404

#### Summer

General Chemistry Lab:  
CHEM S1500D  
Intro to Statistics:  
STAT S1111D

### Fourth Year

#### Fall

Organic Chemistry:  
CHEM W3443

#### Spring

CHEM W3444

#### Summer

Take MCAT  
Begin medical school applications

Organic Chemistry Lab:  
CHEM W3493

CHEM W3494

Contemporary Biology:  
BIOL F2401

BIOL F2402

Contemporary Biology Lab:  
BIOL W2501\*

BIOL W2501\*

### Fifth Year

#### Fall

Glide Year:  
Deepen exposure to science coursework, research or clinical work

#### Spring

Glide Year:  
Deepen exposure to science coursework, research or clinical work

#### Summer

Glide Year:  
Deepen exposure to science coursework, research or clinical work

- \* Contemporary Biology Laboratory (BIOL W2501) should be taken concurrently with **either** Contemporary Biology I: Biochemistry, Genetics & Molecular Biology (BIOL F2401) or Contemporary Biology II: Cell Biology, Development & Physiology (BIOL F2402).

## ACCELERATED SEQUENCE

An accelerated 18-month premedical program, beginning with January enrollment, is available for those students who are prepared academically to begin Calculus, General Chemistry, and Physics.

The academic program and schedule can be designed to meet a student's needs. **The following is an example of an accelerated sequence**, and should not replace an informed and comprehensive conversation with an academic advisor.

Decisions regarding program sequencing and course selection may vary depending on the student's prior academic record, preparation, and circumstances. These should be made in consultation with an academic advisor.

### First Year

Spring	Summer	Fall
General Chemistry: CHEM W1403	CHEM S1404X	Organic Chemistry I: CHEM W3443
General Chemistry Lab:	CHEM S1500X*	Organic Chemistry Lab I: CHEM W3493
General Physics: PHYS W1201	PHYS S1202X	Contemporary Biology I: BIOL F2401
General Physics Lab: PHYS W1291	PHYS S1292X	Contemporary Biology Lab: BIOL W2501**
Calculus I (if needed): MATH V1101	Introduction to Statistics: STAT S1111D	

### Second Year

Spring	Summer	Fall
Organic Chemistry II: CHEM W3444	Take MCAT Begin medical school application process	Glide Year: Deepen exposure to science coursework, research, or clinical work
Organic Chemistry Lab II: CHEM W3494		
Contemporary Biology II: BIOL F2402		
Contemporary Biology Lab: BIOL W2501**		

### Third Year

Spring	Summer
Glide Year: Deepen exposure to science coursework, research, or clinical work	Glide Year: Deepen exposure to science coursework, research, or clinical work

- \* General Chemistry Laboratory (CHEM S1500X) should be taken concurrently with or subsequent to General Chemistry II.

- \*\* Contemporary Biology Laboratory (BIOL W2501) should be taken concurrently with **either** Contemporary Biology I: Biochemistry, Genetics & Molecular Biology (BIOL F2401) or Contemporary Biology II: Cell Biology, Development & Physiology (BIOL F2402).

## PREPARATORY COURSEWORK

For students who are not prepared to go directly into the required science courses, Columbia offers courses in pre-physics, pre-chemistry, and pre-calculus.

### CHEMISTRY

CHEM W0001 Preparation for College Chemistry; Pass/Fail; offered in the fall.

CHEM S0001D Preparation for College Chemistry; Pass/Fail; offered in the summer.

### MATHEMATICS

MATH W1003 College Algebra and Analytic Geometry; May be taken for a letter grade or Pass/Fail; offered in the fall and spring.

MATH S1003D College Algebra and Analytic Geometry; May be taken for a letter grade or Pass/Fail; offered in the summer.

MATH S1003Q College Algebra and Analytic Geometry; May be taken for a letter grade or Pass/Fail; offered in the summer.

### PHYSICS

PHYS S0065Q Basic Physics; Pass/Fail; offered in the summer only. MATH W1003 is the recommended prerequisite for this course.

### PLACEMENT EXAMS

Placement Exams (<http://www.gs.columbia.edu/postbac/placement-exams>) and the counsel of a Postbac Premed advisor will help students decide whether preparatory courses are needed.

## SUMMER ENROLLMENT PREPARATORY COURSES

Some Postbac Premed students may need to begin their studies in the summer to prepare for fall courses in mathematics, chemistry, and/or physics. Some preparatory coursework (p. 69) is also offered throughout the academic year.

With very few exceptions, the only summer session courses admitted students will be allowed to take are Preparation for College Chemistry, Basic Physics, English, psychology, or a mathematics course. Please see the grading policy (p. 77) for Basic Physics, Preparation for College

Chemistry, Basic Math, and College Algebra & Analytic Geometry.

## REQUIRED COURSES

Medical schools generally prefer that coursework be completed during the regular terms of enrollment; the Postbaccalaureate Premedical Program does not permit students to enroll in science classes in the summer, except to take preparatory courses, math, laboratory courses, and the twelve-week Physics II and General Chemistry II courses. The reason for this restriction is a concern that the compressed schedule of summer classes is a less effective way to learn and leaves students ill-prepared for subsequent courses and for the MCAT.

## REGISTRATION FOR SUMMER COURSES

Summer courses (<http://ce.columbia.edu/summer/columbia-students>) are administered by the School of Continuing Education. For courses offered during the summer semester that fulfill requirements of the Postbac Premed Program, please visit the Premed section (<http://ce.columbia.edu/Summer-Sessions/Premed>) of the CE website. Please note that courses offered in a six-week format do not fulfill the Postbac Premed Program requirements (with the exception of lab, math, and English courses).

## PREVIOUSLY COMPLETED COURSEWORK

### ADMITTED STUDENTS

Some Postbac Premed students may have completed one or more of the prerequisite courses before matriculating in the Program. Depending on when such coursework was completed, and the grade(s) received, students may be advised to repeat the course or to take an advanced-level science course in order to be more competitive applicants to medical school. It should be noted that quarter-term courses may not be equivalent to semester courses and therefore may not be used to satisfy requirements.

Advisors typically have discussions with students about repeating coursework after a student has been admitted and attended a Postbac Planning Session.

### CURRENT STUDENTS

Once a student matriculates into the program, all subsequent required courses must be completed at Columbia University, unless an exception is made based on a petition submitted to the Premedical Committee.

As there are some variations in requirements from school to school and state to state, students are advised to consult individual medical schools and healthcare programs for specific prerequisites to complete in addition to the basic premedical curriculum. Students coming from professionally-focused undergraduate schools (e.g., engineering, culinary, visual or performing arts, nursing, business, etc.) who may lack sufficient grounding in liberal arts are advised to address this deficiency through additional non-science coursework in order to be competitive candidates for medical school.

**August 1:** for October certificates  
**November 1:** for February certificates  
**February 14:** for May certificates

## CERTIFICATE IN PREMEDICAL SCIENCES

Students who complete 20 points in the sciences while enrolled in the Postbac Premed Program may be eligible for a Certificate in Premedical or Prehealth Sciences upon completion of Columbia's premedical or prehealth curriculum. The Certificates in Premedical and Prehealth Sciences are not required by medical schools or other programs of study in the health professions; however, they do signify that a student has satisfactorily completed a rigorous premedical/prehealth curriculum as recognized by Columbia University and the State of New York. Certificates in Premedical and Prehealth Sciences are officially conferred on three different dates during the year (in May, October, and February).

Students should consult with their advisor concerning eligibility for the certificate. Generally, students are eligible to receive a Certificate in Premedical or Prehealth Sciences from Columbia University if they:

- Complete the program within five years of matriculation
- Earn a minimum of 20 points of the required premedical curriculum while enrolled in the Postbac Premed Program, concurrent completion of the organic chemistry and biology course sequences (or an approved advanced-level equivalent) with satisfactory grades and a minimum cumulative grade point average of 2.75

Students who begin their studies in the Premedical Sciences at Columbia but, after completing 20 or more points, go elsewhere to complete any remaining requirements, are ineligible for the Certificate in Premedical Sciences.

## APPLYING FOR THE CERTIFICATE IN PREMEDICAL OR PREHEALTH SCIENCES

In order for the certificate to be conferred, eligible students must file an application (<http://gs.columbia.edu/postbac/postbac-student-forms/#certificate>) with the Postbac Premed Program office by the following deadlines, as set by the Office of the Registrar:

# ACADEMIC POLICIES

Postbac students are expected to make steady progress in their fulfillment of the premedical sciences curriculum, taking courses in the sequence prescribed by the program. Acceptance to medical school and to other health professional schools is extremely competitive; students in the Postbac Program are expected to maintain a competitive grade point average. For example, according to national statistics compiled by the Association of American Medical Colleges, students admitted to medical school in recent years have a mean grade point average of 3.7 in science courses.

Policies concerning registration, class attendance, academic progress, adding or dropping courses, grades, incompletes, academic integrity, academic grievances, leaves of absence, withdrawals, and medical leaves are found in the Academic Policies section of the Postbac Premed website. Students are expected to familiarize themselves with these policies and procedures and to adhere to the requirements, policies, and deadlines published therein. The Postbaccalaureate Premedical Committee on Academic Standing ("the Premedical Committee") considers appeals and reviews petitions from students for incompletes, re-enrollment, and exceptions to Postbac Premed Program policies.

## ACADEMIC REVIEW

The Premedical Committee conducts an academic review of all students in the program at the end of each term, including the summer session, and takes appropriate academic action as required. For the purpose of its review, the Premedical Committee generally does not factor in non-science courses, but does include science elective courses. When a course is taken and repeated at Columbia, the Premedical Committee will average together both courses to determine the grade point average.

At the end of the fall, spring and summer terms, the Premedical Committee reviews the academic performance of all students and will reach out to any student in academic difficulty to discuss strategies for greater academic success.

All current students undergo formal academic review each semester after having completed 15 credits of required premedical coursework in the program. Because students with GPAs below 2.75 in premedical coursework are highly unlikely to gain admission to medical school, students whose cumulative GPA in the program is below 2.75 and who have completed 15 credits of required coursework may be dismissed from the program. A student can also be dismissed from the program for academic failure or academic dishonesty. Ties with GS are permanently severed for students who are dismissed from the program. Students may appeal their

dismissal to the Dean of the School of General Studies within two weeks of the official notification of dismissal.

# ACADEMIC HONORS

## DEAN'S LIST

Students who complete the fall or spring terms with a 3.6 G.P.A. or higher are named to the Dean's List, provided they have completed at least 7.5 points of required premedical course work and have earned no grade below a B. Summer terms are not currently considered. Disciplinary probation, as well as a mark of UW, will disqualify a student from consideration.

# ACADEMIC INTEGRITY AND COMMUNITY STANDARDS

## UNIVERSITY CONDUCT

All University faculty, students, and staff are responsible for compliance with the rules of University Conduct. Copies of the full text are available in Essential Policies for the Columbia Community (<http://www.essential-policies.columbia.edu>) and at the Office of the University Senate, 406 Low Memorial Library.

Students in the School of General Studies are part of a wider intellectual and social community that holds itself to the highest standards of tolerance, respect, integrity, and civility. Students who violate the standards of the University community, in academic or social behavior, are subject to disciplinary action. The continuance of each student upon the rolls of the University, the receipt of academic credits, graduation, eligibility for committee support, and the conferring of any degree or the granting of any certificate are strictly subject to the disciplinary powers of the University.

Disciplinary authority of the University is vested by the Trustees in the President and Provost and, subject to their reserved powers, in the dean of each faculty. The dean and his staff are given full responsibility for establishing the standards of behavior for all General Studies students beyond the regulations included in the Rules of University Conduct and for defining procedures by which discipline will be administered.

## CIVIL BEHAVIOR AND COMMUNITY STANDARDS

It is expected 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. 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 very severely. For all to benefit from the diversity to be found at Columbia, all must live up to these standards.

## HONOR CODE AND HONOR PLEDGE

In 2013 the student councils of the undergraduate schools of Columbia University, on behalf of the whole student body, created an Honor Code to uphold the maintenance of academic integrity as a fundamental and jointly held responsibility for all students. The councils also created an Honor Pledge, which all students recite and affirm when they matriculate as Columbia students. The texts of the Honor Code and Honor Pledge may be found here (p. 45).

## ACADEMIC INTEGRITY

It is essential to the academic integrity and vitality of this community that individuals do their own work and properly acknowledge the circumstances, ideas, sources, and assistance upon which that work is based. Academic honesty in class assignments, term papers, examinations, laboratory reports, and computer projects is expected of all students.

Because intellectual integrity is the hallmark of educational institutions, academic dishonesty is one of the most serious offenses that a student can commit at Columbia. It may be punishable by suspension or dismissal from the School and can result in loss of committee support for students who are preparing to apply to prehealth programs.

Students who are unsure about the proper presentation of their own independent work should consult with their instructor or advisor.

Academic dishonesty includes but is not limited to the following:

1. **Plagiarism:** Failure to cite or otherwise acknowledge ideas or phrases used in any paper, exercise, or project submitted in a course but gained from another source, such as a published text, another person's work, or materials on the Web.
2. **Self-plagiarism:** The submission of one piece of work in more than one course without the explicit permission of the instructors involved.
3. **Misrepresentation of authorship:** The submission of work as one's own which has been prepared by or purchased from another.
4. **Cheating on examinations or tests:** To give or receive assistance from written material, another person, his or her paper, or any other source during an examination or test; to hire or attempt to hire someone to take your exam for you.
5. **Falsification or misrepresentation of information** in coursework or lab work; on any application, petition, or forms submitted to the school.
6. **Fabrication of credentials** in materials submitted as part of an admissions application or materials submitted to the University for administrative or academic review.
7. **Violating the limits of acceptable collaboration** in coursework set by a faculty member or department.
8. **Removing, hiding, or altering library materials** in order to hinder the research of other students.
9. **Facilitating academic dishonesty** by enabling another to engage in such behavior.
10. **Lying to a faculty member, dean, or advisor** about circumstances related to your academic work or failure to complete academic work.

Ignorance of the School's policy concerning academic dishonesty shall not be a defense in any disciplinary proceedings.

The School of General Studies holds each member of the community responsible for understanding these principles and abiding by them.

## DISCIPLINARY CHARGES

Columbia students, faculty members, or staff who have concerns or complaints about a student's behavior, including issues pertaining to academic integrity, are asked to contact the Dean of Students or the Office of Judicial Affairs to discuss the concern. Based on the conversation with the complainant, the Dean of Students, in consultation with the Office of Judicial Affairs, will determine whether or not the complaint warrants an informal meeting with the student or a formal disciplinary hearing. The Dean of Students will review the options and the procedures with the complainant. If a formal disciplinary hearing is to be held, the Dean of Students will forward the complaint to the Office of Judicial Affairs who will in turn contact the student, explain the procedure, and set up an appropriate time and place for the disciplinary hearing.

### Disciplinary Hearing

A disciplinary hearing is held to discuss the allegations with the student, and when necessary, to determine appropriate sanctions. Present at the hearing are the charged student, a member of the Office of Judicial Affairs, and a dean from the School of General Studies. Students have the option of asking their Postbac Premed advisor to attend the disciplinary hearing. On the strength of the evidence and the student's response, the Office of Judicial Affairs representative and the dean from the School of General Studies will reach a determination and notify the student of their decision after the hearing has concluded.

## Sanctions

For students found guilty of academic dishonesty or misconduct, the sanctions range from warning to probation, suspension, or dismissal. Loss of eligibility for committee support may also be a consequence of a finding of guilt. Because the Office of Judicial Affairs wants to ensure that the disciplinary process is also an educational process, every effort is made to refer students to appropriate resources and support services that will help them learn from the experience. In cases of academic dishonesty, the disciplinary response is deliberately separate from the decision an instructor makes concerning how the breach of the academic contract affects a student's grade. If a student is found guilty of a second violation of University regulations, academic dishonesty, or inappropriate behavior, that student is, in most cases, dismissed. Students have the right to appeal the decision of the disciplinary committee. Appeals must be submitted in writing within the deadline given in the letter informing the student of the disciplinary action taken. Appeals must be addressed to the Dean of the School.

## Confidentiality

In general, under University policy and federal law, information about dean's disciplinary proceedings against a student is confidential and may not be disclosed to others.

## SEXUAL ASSAULT, SEXUAL HARASSMENT, AND GENDER-BASED HARASSMENT POLICIES

For information on the procedures for handling such complaints, please refer to the Sexual Respect website (<http://www.columbia.edu/cu/dpsa>).

If the alleged misconduct involves sexual discrimination, the complaint should be filed with the Associate Provost for Equal Opportunity and Affirmative Action. To report an incident involving sexual assault, sexual harassment, or gender-based harassment, students should complete this form ([https://publicdocs.maxient.com/reportingform.php?ColumbiaUniv&layout\\_id=1](https://publicdocs.maxient.com/reportingform.php?ColumbiaUniv&layout_id=1)) or contact Student Services for Gender-Based and Sexual Misconduct at 212-854-1717.

## INFORMAL COMPLAINTS CONCERNING MISCONDUCT

An instructor, officer, staff member or student who chooses not to put a complaint in writing can instead make an informal complaint. In these cases, the Postbac Premed advisor usually discusses the matter with the student. In these situations, the student will receive a formal warning, which will be noted in the student's educational file, along with any recommendations made to the student. Such warnings will be taken into account if and when similar complaints are made in the future; a pattern of informal complaints can lead to formal disciplinary action.

## ACADEMIC COMPLAINTS AND GRIEVANCE PROCEDURES

Occasionally students experience dissatisfaction with specific courses or instructors, find themselves in an untenable situation in a course due to an interaction with an instructor, or have an academic grievance. Columbia faculty hold themselves to the highest professional standards. The rights, duties, and obligations are delineated in the University Statutes and in the Faculty Handbook and can be found online (<http://www.columbia.edu/cu/vpaa/handbook/obligations.html>).

Consistent with those duties and obligations, conduct that is grievable 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 to promote a political or social cause within an instructional setting;
- conduct in the classroom or another instructional setting that adversely affects the learning environment.

In such cases, students are advised to discuss their grievances with their GS advisors. Depending on the nature of the complaint, a student may be counseled to discuss the matter directly with the instructor, or with the director of undergraduate studies or chair of a given department or program. The School will direct a student to the appropriate office if the University has specific university-wide procedures that govern the matter. Links to those offices, resources and procedures are provided below. Students should raise any concerns not later than thirty days after the end of the semester in which the alleged misconduct took place. The School will make every effort to consider and address the student's complaint quickly, ordinarily within thirty days.

Advisors recognize and respect a student's need for confidentiality when discussing certain kinds of complaints, so students should make sure to bring up any concerns about confidentiality when speaking with their advisors about grievances. While advisors within the Office of the Dean of Students counsel students on appropriate avenues for addressing or resolving their complaints, and often can help to facilitate a resolution, students should understand that advisors are not in a position to arbitrate grievances. The Ombuds Office is an additional and alternative confidential source available to students to advise on various avenues of redress and can mediate a dispute, if both parties agree. Ombuds officers, however, do not have authority to adjudicate any complaint.

While resolutions are most often reached informally, formal procedures for addressing grievances do exist and in some cases may be the only way to adjudicate a particular complaint. Grievances related to faculty members outside the Arts & Sciences will be referred to the appropriate division or school

within the University. Resolutions to complaints about academic assessments or grade disputes are usually handled informally (see Grade Appeals and Grade Changes); formal grievances about academic assessments are handled by the faculty within the appropriate department or program.

If a student believes that a faculty member has acted in an unprofessional manner, he or she should first speak with his or her advising dean, who will work with the student to review the claim, establish the substance of the complaint, and come to a decision about how best to address the concerns raised by the student. If appropriate, the advising dean will refer the student to the GS Senior Associate Dean of Academic Affairs who, working with relevant faculty, will investigate the case fully and attempt to resolve the matter. The dean will work with the student and the faculty to determine whether there has been a procedural breach and, if so, take immediate steps to formulate a remedy in consultation with the dean of the School of General Studies.

The grievance procedures available through the office of the Vice President for Arts and Sciences are intended to complement, not substitute for, the procedures available in each of the Schools, and they treat a considerably more limited range of issues. They are designed to address only those cases involving professional misconduct by a faculty member of Arts and Sciences in an instructional setting in which there were significant irregularities or errors in applying School procedures. Information on this process can be found on the website of the Office of the Executive Vice President for Arts and Sciences. If the instructor is not a member of the Arts and Sciences faculty, the advising dean will help the student identify the appropriate division of the faculty and the right procedures. Each school has its own grievance procedures and they are posted on individual schools' websites.

If at any time a student believes the process is not working in a constructive or timely fashion, the student may always contact the Dean of the School of General Studies directly.

The University has alternate procedures to address other specific concerns:

- In situations involving allegations of discrimination and/or harassment, the complainant should consult the Student Policies on Discrimination and Harassment (<http://www.essential-policies.columbia.edu/student-policies-and-procedures-discrimination-and-harassment>).
- In situations involving gender-based and sexual misconduct, students should consult the Gender-Based Misconduct Policies for Students (<http://sexualrespect.columbia.edu/gender-based-misconduct-policy-students>).
- In situations involving concern about scientific or scholarly misconduct, students should consult the Columbia University Institutional Policy on Misconduct in Research (<http://www.columbia.edu/cu/vpaa/handbook/appendixc.html>).

- The policy on romantic relationships is outlined in the Consensual Romantic and Sexual Relationships Policies (<http://www.essential-policies.columbia.edu/student-policies-and-procedures-discrimination-and-harassment/#romantic%20relationship>).

## OMBUDS OFFICE

Students are also encouraged to seek advice regarding handling academic complaints at the Ombuds Office, a neutral and confidential resource for informal conflict resolution. For further information, contact the Ombuds Office: 660 Schermerhorn Extension; 212-854-1234; [ombuds@columbia.edu](mailto:ombuds@columbia.edu)

## ATTENDANCE

Students are expected to attend all classes including discussion sections and laboratory periods for each course.

In general, absenteeism from a course will lead to a lower grade and may even result in failure. Students are held accountable for absences owing to late enrollment. Students who must miss class due to religious holidays should inform their instructors in advance and make appropriate arrangements to make up missed work. (See below for the University's policy on religious holidays.)

When an instructor judges a student's absences to be excessive, the instructor may report this to the Office of the Dean of Students for appropriate action.

## ABSENCES OR FALLING BEHIND IN CLASS

Students who find themselves unable to attend classes or complete academic work at any time during the semester are advised to contact their GS academic advisors immediately. In consultation with the advisor and the instructor, a student may be able to make arrangements for extensions on work within the time frame of the semester; or, under more serious circumstances, may be advised to withdraw from a course or from the semester. Students who miss more than two weeks of classes are counseled to give serious consideration to withdrawing from the semester.

## RELIGIOUS HOLIDAYS

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, each student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No student will be penalized for absences due to religious beliefs, and alternative means will be sought for satisfying any academic requirements involved.

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

## DROPPING COURSES

Before dropping a course, students should consult with their Postbac Premed advisors. Dropping courses not only affects a student's academic progress, but may also have consequences for financial aid, housing eligibility, visa status, or health insurance. There is no refund of tuition for individual courses dropped after the last day of the change of program period.

A student has three opportunities within a semester to officially drop a course, but different consequences apply at each stage. In no case may a student drop a course after the eleventh week of classes, unless withdrawing from an entire program. Students should consult the Postbac Calendar (<http://gs.columbia.edu/postbac/academic-calendar>) for the exact dates of each deadline. Students are responsible for following the appropriate add/drop process by the relevant deadline. Paper Program Adjustment forms (<http://gs.columbia.edu/postbac/postbac-student-forms>), if needed, are available in the Office of the Dean of Students.

Please note:

- Drop deadlines cannot be extended for any reason, including the timing of midterms and grade reporting.
- Ceasing to attend classes or simply notifying the instructor does not constitute dropping a course.
- Students dropping the last or only class in which they are enrolled should notify their advisors that they would like to withdraw for the term.

## DROPPING A COURSE DURING THE CHANGE OF PROGRAM PERIOD

A student may drop a course within the first two weeks of classes, which is the officially designated change of program period. Courses may be dropped online. Courses dropped within this period do not appear on a student's permanent transcript and incur no tuition charges. Students dropping their entire course load will not be allowed to do so online but must consult with their advisors about the withdrawal process. (See the Leaves of Absence and Withdrawals (p. 78) page.)

## DROPPING A COURSE AFTER THE CHANGE OF PROGRAM PERIOD

After the close of the change of program period, students may drop a course by the late drop deadline, which falls after the fifth week of classes. Courses dropped after the change of program date but prior to the late drop deadline will not appear on a student's permanent transcript, but students will be charged full tuition for the course. Students submit requests electronically via SSOL to drop courses. They must then await e-mail notification of their advisors' approval; once they have received it, they must then drop the course through SSOL by the specified deadline.

## DROPPING A COURSE AFTER THE LATE DROP DEADLINE

After the late drop deadline, students may drop a course by the final drop deadline. Courses dropped after the late drop deadline but prior to the final drop deadline (in the eleventh week of classes) will be recorded on the transcript with the notation "W" (withdrawn). The W is a permanent mark and will remain on the transcript even if the student repeats the course. Students are charged full tuition for individual courses from which they selectively withdraw. An Add/Drop form must be completed by the student and signed by his or her GS advisor by the specified final drop deadline.

## FULL-TIME ENROLLMENT

While there is no academic or program requirement for full-time enrollment, some students may need to maintain full-time status because of visa requirements, for insurance, or to remain eligible for University Housing.

### FULL-TIME ENROLLMENT

#### Option One

Full-time status in the Postbaccalaureate Premedical Program is defined as registration for 12 or more points per term. This enrollment status is required for all international students.

#### Certification

Certification for this option is provided by the University Registrar (<http://registrar.columbia.edu>).

#### Option Two

A postbac student who is registered for fewer than 12 points may be regarded as equivalent to full-time if enrolled in at least 9 points and participating in unpaid, volunteer work in a health-profession setting for at least three hours per week and 42 hours per semester. If the position is paid or a stipend is awarded, students will not qualify for full-time status. This option is not available for international students.

### Certification

Certification is provided by the Postbaccalaureate Premedical Office. In order to receive a certification letter from the Postbac Premed Office, students must provide a letter to their Postbac Premed advisor from their volunteer supervisor stating that they are working in a volunteer and unpaid capacity for a minimum of three hours per week, with a minimum commitment of 42 hours during the 14-week semester. This appropriately-dated letter must be on letterhead and signed by the volunteer supervisor. Students should allow one week between the submission of the letter from their volunteer supervisor and the availability of a letter of certification from the Postbac Premed Office.

## INTERNATIONAL STUDENT ENROLLMENT: APPLICATION/GLIDE YEAR

During the application year, international students with F-1 (or J-1) non-immigrant status who wish to remain in the United States must either be enrolled in a program of full-time study or be on optional practical training (OPT) if F-1 status or academic training (AT) if J-1 status, authorized by the United States Citizenship and Immigration Services (USCIS) (<http://www.uscis.gov>).

In planning the application year, it is advisable for students with F-1 or J-1 status to consult with the International Students and Scholars Office (ISSO) (<http://www.columbia.edu/cu/isso/isso.html>), as well as with their premedical advisors, early in their final semester of study to ensure compliance with U.S. immigration laws.

## GRADES

Letter Grades (p. 76) | GPA (p. 76) | Grade Appeals and Changes (p. 76)  
 Pass/D/Fail (p. 77) | Preparatory Course Grading (p. 77) | Withdrawals (p. 77)  
 Administrative Referral (p. 77)  
 | Incomplete Work in a Course (p. 77)

All grades are based solely on work completed during the term a course is offered, except in the case of a grade issued to replace an incomplete, as authorized by the Committee on Academic Standing. (See Incomplete Work in a Course (p. 77).)

### LETTER GRADES

The letter grading system within the Postbac Program is the same as that in Columbia's undergraduate colleges: A, excellent; B, good; C, fair; D, poor but passing; F, failure (a final grade, not subject to re-examination). Plus and minus grades are also used, except with grades of D or F. To satisfy any premedical requirement, students must earn at least a C.

## GRADE POINT AVERAGE (GPA)

The Registrar calculates semester as well as cumulative grade point averages based on the number of points per class. The GPA is used to assess a student's academic progress as well as to determine a student's eligibility for certain honors (<http://gs.columbia.edu/postbac/academic-honors>) such as the Dean's List. The GPA is printed on all official Columbia transcripts. GPAs are computed on the following scale:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D = 1.00
A = 4.00	B = 3.00	C = 2.00	F = 0.00
A- = 3.67	B- = 2.67	C- = 1.67	

In reviewing a student's cumulative GPA for eligibility requirements pertinent to continued enrollment, linkage, or the Certificate in Premedical Sciences, the Premedical Sciences Committee takes into account the term and cumulative GPAs derived from approved math and science courses taken as part of the premedical sciences curriculum at GS.

## GRADE APPEALS AND GRADE CHANGES

Assessment of a student's performance in a course is at the instructor's discretion. When a student feels a grade appeal is warranted, the student should first speak with the instructor of the course in order to understand how the evaluation was derived or to clarify other specific concerns. If dissatisfied with the explanation or uncomfortable in broaching this matter with the instructor, the student should speak with the director of undergraduate studies or chair of the relevant department.

Deans and GS advisors can counsel a student on whether and how to approach an instructor about a grade appeal; however, they do not arbitrate grade disputes. Students should keep their GS advisors informed of any pending grade disputes or appeals, as the Office of the Dean of Students can help to expedite a response from a faculty member or department.

If the student is unable to resolve the matter to his or her satisfaction and believes that a procedural issue is involved, the student should bring the matter to the attention of the GS Senior Associate Dean of Academic Affairs who will work with the student and the faculty member to determine whether there has been a procedural breach and, if so, take immediate steps to remedy the matter. If relevant faculty other than the instructor, in consultation with GS Academic Affairs, decide that the grade or other academic evaluation was appropriate, given class assignments and circumstances, the student will be informed and the decision will be final.

The statute of limitations on final grade appeals is three months from the end of the semester in which the course was taken.

## PASS/D/FAIL OPTION

The Pass/D/Fail (P/D/F) option, including the opportunity to uncover a Pass, is not available to Postbac students, except in preparatory coursework as defined below.

## GRADING FOR PREPARATORY COURSES

Math W1003 (College Algebra-Analytic Geometry) may be taken P/F. Preparatory courses such as Basic Math, Basic Physics and Preparation for College Chemistry are given a Pass/Fail grade; no letter grades are given.

### Math W1003

Students enrolled in MATH W1003 College Algebra and Analytic Geometry may take the course either for a letter grade or for a P/F grade. Students who elect to take this course Pass/Fail are advised that their advisor will verify that they performed at the C grade level or better. No student will be eligible to take Calculus I until he or she is eligible to receive at least a C in MATH W1003 College Algebra and Analytic Geometry.

If a student elects to take MATH W1003 College Algebra and Analytic Geometry for a grade, that grade will not be considered by the Premedical Committee to be part of the student's grade point average for premedical coursework.

## WITHDRAWAL (W)

Postbac Premed students are not permitted to have a course deleted from their academic record after the drop deadline (the fifth week of classes). If a student withdraws from a course after the drop deadline and no later than the eleventh week of classes, the transcript will show a mark of W for that course.

This is a permanent mark and will remain on the transcript even if the student repeats the course.

Students may not drop or withdraw from any course after the eleventh week of classes. After that point, students will receive whatever letter grade they have earned in the course.

## ADMINISTRATIVE REFERRAL (AR)

The mark of AR (Administrative Referral) is a temporary grade awarded by a faculty member when a final letter grade cannot be assigned. Following the designation of the AR mark, the student's academic advisor will follow up with the student and instructor to outline the requisite steps to determine an appropriate final grade. AR is not a permanent grade.

In the event that the student has been approved through petition to the Committee on Academic Standing to receive an Incomplete in the course, the mark of "IN" will then be submitted by the academic advisor. Please note that ultimately the assignment of the final letter grade is at the instructor's discretion.

## INCOMPLETE (IN)

### WRITTEN WORK AND EXAMS

Students must complete all coursework by the last day of exams in a given semester. For students who cannot complete their course work or are unable to take a final examination, an incomplete for a course in progress may be granted by the Postbac Committee on Academic Standing (CAS). (Faculty members, while consulted for approval of specific extensions, are not authorized to grant incompletes.) Students should contact their advisors first when an exam or deadline is missed. Petitions for official incompletes at the end of term should be based on unexpected circumstances that arise only within the last two weeks of the course, and which may prevent a student from timely completion of the final coursework or exam.

The only reasons for which an IN will be granted are incapacitating illness, as certified by the University Health Services or a personal physician, serious family emergency, or circumstances of comparable gravity. Students who wish to receive the mark of IN must, in consultation with their Postbac Premed advisors, petition in writing. To be granted an incomplete, it is expected that students will have completed all work in the class with the exception of the final project or exam. Students who are granted an incomplete are assigned a deadline for completion of the overdue work or a date by which a deferred examination must be taken. Those who fail to meet the assigned deadline or miss the deferred examination will receive the contingency grade provided by the instructor.

Students with more than two incompletes usually cannot enroll in the following semester without the explicit permission of the Postbaccalaureate Premedical Committee on Academic Standing. When allowed to enroll, students with more than two incompletes will usually be advised to enroll part-time.

#### Incomplete Written Work

Students must submit a formal petition for an incomplete on written work by the last day of classes. The petition must be accompanied by the syllabus and a copy of the assignment showing the due date for the assignment. This deadline is set because written work is normally due during the last week of classes; if a deadline for written work other than an exam is set for later than reading week, the student has one day from the missed deadline to submit a petition for an incomplete. Students are advised to submit a draft of their written assignment to the faculty member while the petition for an incomplete is being considered by the Postbac Committee on Academic Standing.

#### Incomplete Exams

In situations in which an incapacitating illness prevents a student from sitting for a final exam, the student should contact his or her advisor immediately about the missed examination, and must provide the advisor—within 72 hours of the missed exam—certification of the illness by University

Health Services, a personal physician, or an emergency room, and submit a petition for a deferred exam. If circumstances warrant a make-up exam, the student will be permitted to sit for the exam on one of the official deferred exam dates published in the Postbaccalaureate Premedical Academic Calendar. Students cannot pick the date, but they will be notified of the date, time, and place of the exam.

Postbac Premed students registered for Summer Term classes must abide by this same policy and process for exams missed during the summer; however, make-up exams for summer courses are administered through the Summer Term Office, not the School of General Studies.

## LEAVES AND WITHDRAWALS

Leaves of Absence (p. 78) | Withdrawal from a Semester in Progress (p. 79)  
 Involuntary Leaves of Absence (p. 79) | Medical Leaves (p. 80)  
 Leave for Military Duty (p. 80)  
 | Re-enrollment (p. 81)

### LEAVES OF ABSENCE

Students of considerable ability sometimes perform below their capacities because of burdensome personal or family problems. In such cases, taking a leave of absence or withdrawing can have a salutary effect on academic performance. Students who wish to withdraw from a semester in progress, cancel registration for an upcoming term for which they have already registered, or take a planned leave of absence must consult with their Postbac Premed academic advisors and give notice of their intent to take a leave of absence. Failure to do so in a timely fashion can have financial as well as academic consequences.

Depending on the date of a student's withdrawal, loan funds already received by the student may need to be returned to the lender. Federal grant awards such as the FSEOG, Pell Grant, and GS scholarships may also be decreased. Students who withdraw should contact the Office of Educational Financing (<http://gs.columbia.edu/postbac/contact-information-and-appointments>) for more information about possible required adjustments to their federal and/or institutional aid, or if they have questions about their student account.

Leaves of absence for up to one year are granted to students who anticipate returning to Columbia to complete their studies. Students must notify their advisors and complete the required administrative process for a leave at least one week prior to the start of the term. Failure to follow this procedure can have academic as well as financial consequences and may lead to being dropped from the rolls of the School.

To re-enroll in the Postbac Premed Program after a leave of absence, students must complete the re-enrollment process by the required deadline.

### LEAVE OF ABSENCE GUIDELINES

**All correspondence from the university sent to students via US mail goes to the address on file with Student Information Services viewable via Student Services Online (SSOL). Students are responsible for making changes to that address by following the instructions on SSOL for a change of address.**

### Financial Aid

- Students who borrowed under a federal or Columbia student loan program will need to complete an Exit Loan Counseling Interview, and will be notified by email of their exit counseling responsibilities.
- Students who were awarded any federal financial aid (Title IV aid) that has not disbursed to their student account and wish to know if they are eligible for a late disbursement of this aid must contact a counselor at the Office of Educational Financing.
- Students will receive an email communication from the Office of Educational Financing which will identify any required revisions to their financial aid per federal regulations and/or GS policy.
- It is recommended that students contact the Office of Educational Financing in March for information regarding forms and deadlines for financial aid applications for the upcoming academic year.
- Students with a credit on their student account should contact the Office of Educational Financing to request a refund. Students with financial aid must wait until their aid has been recalculated to request a refund (<http://gs.columbia.edu/postbac/student-account-refunds>).
- Depending on the date of withdrawal, the student's tuition and other charges will be recalculated based on the Withdrawal Schedule established by the Trustees and published on the University Registrar website (<http://registrar.columbia.edu/content/refund-rate-withdrawals>).

### Health Insurance

Students who would like details regarding the impact of their withdrawal or leave on their student health insurance plan should contact Columbia Health (<http://www.health.columbia.edu/student-insurance/about-columbia-insurance-plan>).

### Dining Services and Flexdollars

Meals and Dining Dollars are non-refundable and non-transferable, even for unused balances. However, for students withdrawing from a semester in progress, a refund is possible for the unused portion of the plan or dining dollars, if students immediately notify Dining Services (<http://>

dining.columbia.edu) of their withdrawal and have this confirmed by their Postbac Premed advisor.

## University Housing

Eligibility for housing (<http://facilities.columbia.edu/housing>) is limited to students enrolled in the Postbac Premed Program full-time. Students have 30 days to their unit, and must contact University Apartment Housing (UAH) to terminate their lease.

## University Privileges

- E-mail accounts are kept active from 6 to 9 months for students who take a leave or withdraw; however, e-mail accounts are deactivated within a week for students who are suspended or dismissed, or who transfer or permanently withdraw from the School.
- Swipe access to university buildings is suspended during a student's leave or period of withdrawal from the School.
- Library privileges are normally suspended during a student's leave or period of withdrawal from the School.
- Access to Dodge Physical Fitness is suspended during a student's leave or period of withdrawal, except in those cases where a student chooses to pay a membership fee to continue receiving access to these facilities.
- Students on a leave, who withdraw from a semester in progress, or who are suspended from GS and intend to return are not allowed to enroll in another Columbia school during this period without written permission from the Dean of Students.

## WITHDRAWAL FROM A SEMESTER IN PROGRESS

Circumstances occasionally require that a student withdraw from a semester in progress. Withdrawal means dropping all courses in a given term, as opposed to dropping a portion of the program. Withdrawal from a semester in progress may have serious financial and academic consequences, and thus students should meet with their advisor so that they can make an informed decision. All withdrawals are noted on a student's transcript with the date of withdrawal; however, courses are expunged. Multiple withdrawals may lead to suspension or dismissal from the School for failure to make academic progress.

Students must notify their advisor of their intention to withdraw; notifying instructors or failing to attend classes does not constitute formal withdrawal. A student's tuition may be prorated depending on the date when the student provides written notification of the decision to withdraw.

### Additional Facts and Policies for Students Withdrawing from a Term in Progress

- Students withdrawing from a term in progress are charged a \$75 administrative processing fee.

- Depending on the date of a student's withdrawal, tuition and other charges will be recalculated based on the Withdrawal Schedule established by the Trustees and published in the Student Fees booklet.

## INVOLUNTARY LEAVE OF ABSENCE POLICY

The Dean of Students, or his or her designee, may place a student on an Involuntary Leave of Absence for reasons of personal or community safety. This process will be undertaken only in extraordinary circumstances when there is compelling information to suggest that the student is engaging in or is at heightened risk of engaging in behavior that could lead to serious injury to others, whether as a result of physical or psychological illness. In addition, the Involuntary Leave process may be initiated if, based on an individualized assessment, it is determined that there is a significant risk that the student will harm him/herself, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable and realistic accommodations and/or on-campus supports.

This policy provides students with general information regarding an Involuntary Leave of Absence. For more specific information regarding the circumstances and processes for an Involuntary Leave of Absence, as well as conditions relevant to returning from Leave, students should refer to the Academic Policies or speak with their Dean of Students. Students are responsible for understanding the implications of an Involuntary Leave of Absence for housing, financial aid, health insurance, and progress toward the degree.

This policy will not be used in lieu of disciplinary actions to address violations of Columbia University rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of the University community may be subject to the Dean's Discipline Process of his or her particular school. A student may be required to participate in the disciplinary process coincident with being placed on an Involuntary Leave of Absence. A student who is placed on an Involuntary Leave of Absence while on academic and/or disciplinary status will return on that same status.

Before an Involuntary Leave is considered, efforts may be made to encourage the student to take a Voluntary Leave of Absence. These procedures are described in the Voluntary Leave of Absence Policy. A readmission process may still be required of a student electing a Voluntary Leave to determine his or her readiness to return to school (e.g., whether returning to school may increase the risk of self-harm and/or harm to others).

When requesting a leave or withdrawing from GS, international students must also notify the International Students & Scholars Office (ISSO) immediately.

When safety is an immediate concern, the DOS (or his or her designee) may remove a student from the campus pending

final decision on Involuntary Leave. If this action is deemed necessary, the student will be given notice of the removal. An opportunity to be heard by the DOS and, if desired, to appeal the final decision will be provided at a later time.

For more information, students should visit the Essential Policies website (<http://www.essential-policies.columbia.edu>) or consult their advisor in the Postbac Premed Program Office.

## MEDICAL LEAVES AND MEDICAL WITHDRAWALS

When students are faced with health issues that have a negative impact on study habits, course attendance, or class preparation, they are urged to consult with their Postbac Premed advisor to discuss taking a medical leave of absence or medical withdrawal from the university. Students who are hospitalized during term time or who miss class for more than two weeks due to health issues are advised to take a medical withdrawal from the term in progress. Doctors at University Health Services (UHS) as well as counselors at the Office of Counseling and Psychological Services (CPS) can also help students evaluate whether a medical leave is advisable.

Students must provide medical documentation to support their requests for medical leaves or medical withdrawals. As part of the re-enrollment process, students will be required to supply current medical documentation, and to be evaluated by the relevant branch of the University's Health Services.

In exceptional cases, when there is sufficient information to suggest that as a result of physical or psychological illness, a student is engaging in or is likely to engage in behavior that could lead to injury to self or other, the Dean of Students, in consultation with UHS, CPS, and the Office of Public Safety, may place a student on an involuntary leave of absence for reasons of personal or community safety.

Students who withdraw from their studies after the eleventh week of the semester or for medical reasons are not allowed to return for at least four months (a minimum of one semester), to allow time to address the situation that led to the withdrawal.

### Required Medical Leave for Students with Eating Disorders

With eating disorders, a medical leave is sometimes necessary to protect the safety of a student. Usually this is because the student's illness is advanced enough to require hospitalization or intensive day treatment beyond the scope of University medical and psychological resources. A medical leave is also sometimes deemed necessary when an individual student's eating disorder has negatively impacted the integrity of the University's learning environment.

1. Before an involuntary medical leave is considered, efforts will be made to encourage the student to take a voluntary

medical leave, thus preserving, to the extent possible, confidentiality and privacy.

2. This policy will be invoked only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary medical leave of absence.

Students who wish to obtain the complete policy should see Essential Policies (<http://www.essential-policies.columbia.edu>) or consult with their advisor in the Postbac Premed Program Office.

## LEAVE FOR MILITARY DUTY

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform military service. The following sections explain the eligibility and readmission requirements of this policy.

### Eligibility

This policy applies only to U.S. military veterans seeking readmission to the program that they previously attended; it does not apply to individuals seeking admission to a different school at Columbia. Veterans are eligible if they began their leave of absence on or after August 14, 2008.

Students are eligible for readmission under this provision if, during their leave, they performed or will perform voluntary or involuntary active duty service in the U.S. armed forces, including active duty for training and National Guard or Reserve service under federal authority, for a period of more than 30 consecutive days, and received a discharge other than dishonorable or bad conduct. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed five years.

### Requirement of Notice

If a student is planning to take a leave for military service, he or she must give advance written or verbal notice of military service to the Dean of Students, unless such notice is precluded by military necessity. To be readmitted, students must give notice (written or verbal) of their intent to re-enroll to the Dean of Students no later than three years after the completion of the period of their service. If a student is recovering from a service-related injury or illness, he or she must notify the school no later than two years after their recovery.

A student who does not submit a timely notification of intent or provide an attestation within the designated time limits may not be eligible for the benefits outlined herein.

### Tuition and Fees

For the first academic year in which the student returns, he or she must be readmitted with the same tuition and fees charges the student was or would have been assessed for the academic

year when the student left, unless there are sufficient veterans' educational benefits or institutional aid to pay the increased amount of tuition and fees. For subsequent academic years, the student may be charged the same tuition and fees as other students in the program.

## Readmission Requirements

The school must allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of points, and academic standing as when he or she was last in attendance at Columbia. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date. If the school determines that the student is not prepared to resume the program where he or she left off, the school must make reasonable efforts at no extra cost to the student to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.

If the program to which the student was admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.

## RE-ENROLLMENT

Students must apply for re-enrollment through the Postbac Premed Office within one year of their last completed semester at the Postbac Premed Program. Students granted re-enrollment must return to Columbia the next semester and complete that term to maintain their academic status at GS. Students who desire to return to the Postbac Premed Program after withdrawal are required at the time of re-enrollment to submit a re-enrollment form including a personal statement concerning how they have addressed the circumstances that caused them to withdraw. Students must submit this petition to their advisor by the date specified on the form for the semester in which they wish to return. Petitions for re-enrollment are reviewed by the Postbaccalaureate Premedical Committee on Academic Standing. All students who take a leave or withdraw for medical reasons must have their physician or other health care provider attest that their health now permits them to resume their studies and will be required to be evaluated by the relevant branch of University Health Services Health Services to complete the re-enrollment process.

## Deadlines

Completed re-enrollment petitions (<http://gs.columbia.edu/postbac/postbac-student-forms/#re-enroll>) are due by:

- May 1 for summer term courses

- August 15 for fall term courses
- December 15 for spring term courses

*If you are returning from a medical leave or medical withdrawal, please refer to your letter for the exact deadline, which will always be earlier.* Normally students who have withdrawn from the School are not allowed to resume their studies with summer session enrollment.

Students who have not petitioned for re-enrollment during the one-year time frame will lose their academic status as a Postbac Premed Program student and will need to reapply formally to the School of General Studies through the Office of Admissions.

## Tuition Refund Schedule

For the complete tuition refund schedule please refer to the Registrar's (<http://registrar.columbia.edu/content/refund-rate-withdrawals>) website.

# MIDTERM AND FINAL EXAMS

## MIDTERM EXAMINATIONS

Midterms are scheduled at the discretion of instructors on various dates throughout the fall and spring semesters. There is no GS policy on make-up exams for missed midterms, and faculty members are not required to provide them. A student who misses a midterm exam due to illness or family emergency should notify both the instructor and the Postbac Premed advisor. Usually it is the student's responsibility to discuss with the instructor whether a make-up exam is possible. Make-ups for midterms are usually administered by the faculty member or the department. No make-ups for midterm exams may be administered after the semester has ended.

## MIDTERM EXAMS AND RELIGIOUS HOLIDAYS

Students should review the syllabus for each of their courses at the beginning of each term to determine if personal religious holiday observances will conflict with the schedule of midterms. Students should notify their instructors in advance of any potential conflicts so that an alternative exam date may be scheduled.

If a suitable arrangement cannot be worked out between the student and the instructor, they should consult the appropriate dean or director of undergraduate studies. It is the policy of the University to respect its members' religious beliefs (p. 74).

## FINAL EXAMINATIONS

Final examinations are given at the end of each term. The Master Exam Schedule can be found on the Registrar website

(<http://registrar.columbia.edu/students/grades-and-exams>). This provides a tentative guide to final examinations; the definitive schedule is usually posted by November 1 for the fall term and by April 1 for the spring term. Students are expected to be present for the exam period and should plan their schedules to accommodate the set exam times. Examinations will not be rescheduled to accommodate travel, work, or family plans.

### Three or More Final Exams Scheduled for the Same Day

If a student has three examinations scheduled during one calendar day, as certified by the Registrar, an arrangement may be made with one of the student's instructors to take that examination at another mutually convenient time during the final examination period. It is the student's responsibility to get the appropriate documentation from the Registrar's Office in a timely manner and to negotiate with instructors an alternative time to take the exam during the official examination period. Postbac Premed advisors can be helpful to students negotiating such arrangements.

### DEFERRED FINAL EXAMINATIONS

In cases of incapacitating illness or family emergencies, the Postbaccalaureate Premedical Committee on Academic Standing (CAS) will consider petitions for a deferred exam. If the exam is to be taken after the end of the semester, such deferrals can only be granted by the Postbaccalaureate Premedical Committee on Academic Standing, not by the instructor of the course. When an incapacitating illness prevents a student from sitting for a final exam, the student should contact the Postbac Premed advisor on the day of the exam, and, within three days, provide documentation of the illness by University Health Services or a personal physician. Similarly, in cases of family emergency which may prevent a student from sitting for a final exam, the student should immediately contact the Postbac Premed advisor, who will review the situation and options with the student. The student's Postbac Premed advisor will notify the instructor of the student's absence from the exam. Deferred exams cannot be considered without appropriate documentation, which students must provide to their Postbac Premed advisors.

Deferred exams approved by the Committee on Academic Standing are scheduled on two fixed dates for the spring and fall terms as specified by the Office of the Dean of Students (see the Postbac Calendar (<http://www.gs.columbia.edu/postbac/calendar>)); make-up exams cannot be deferred beyond these specified dates. There are no additional make-up opportunities. Students who miss deferred examinations will receive a grade of zero for that examination (see *Incomplete Work in a Course* (p. 77)). Postbac Premed students registered for Summer Term classes must abide by this same policy and process for exams missed during the summer; however, students should note that make-up exams for

summer courses are administered through Continuing Education.

### EXAMINATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities must be registered with the Office of Disability Services (<http://health.columbia.edu/disability-services>) to avail themselves of approved accommodations and other important services. Students with disabilities are expected to take exams with or at the same time as the rest of the class. However, some students may need special accommodations for exams depending on their disabilities. Each term the Office of Disability Services requests that students provide them with complete and advance information about their examination schedule so that appropriate accommodations can be made if disability-related modifications are needed. Students are responsible for making these requests to the Office of Disability Services in a timely fashion.

## REGISTRATION

- Registration Procedures (p. 82)
- | Resources and Contacts (p. 83)
- Course Prerequisites (p. 83)
- | Cross-registration (p. 83)

### REGISTRATION FOR NEW STUDENTS

New students who see their advisors by mid-August for fall term matriculation and the end of December for spring term participate in a special advance registration process. New students who see their Postbac Premed advisors after those dates will need to register online during the normal registration period.

### CANCELING REGISTRATION

New students who decide to defer their admission or not to matriculate at GS after having registered for classes, but before classes have begun, must contact their Postbac Premed advisor to complete the paperwork required for canceling registration. Students should also notify the Office of Admissions. Failure to complete this required paperwork in a timely fashion will result in the student being liable for tuition and fees for the term in question.

### REGISTRATION PROCESS FOR ALL STUDENTS

Prior to meeting with their advisors about registration, students should consult the Curriculum section (p. 65) of the website in order to plan a schedule of classes. The website provides current course descriptions (<http://bulletin.columbia.edu/general-studies/undergraduates/courses>), as well as times and locations of classes. Students

may also consult the Columbia University Directory of Classes (<http://www.columbia.edu/cu/bulletin/uwb>) for detailed information. Students plan their programs with the help of their Postbac Premed advisors. The advisor must approve the original program as well as any subsequent changes. If any course requires permission of the instructor or department, a student is responsible for obtaining that permission.

After receiving the approval of the advisor on the registration form or by email, students are permitted to register online during registration and change of program weeks. The dates for these registration periods are published in the Postbac Calendar (<http://gs.columbia.edu/postbac/academic-calendar>) and on the Registrar's Calendar (<http://registrar.columbia.edu/event/academic-calendar>). Students will need their University Network Identification (UNI), Columbia Student ID number (PID), and all relevant course numbers in order to complete the registration process. All students are encouraged to participate in the registration period each fall and spring that allows them to reserve seats in courses for the following semester.

## Changes to Registration

Students are able to make changes to their registration online during the registration and change of program periods each semester, but all changes must be approved by the student's academic advisor.

## Registration Holds

A "hold" on an account prevents a student from being able to register. Students may check for holds by going to Student Services Online (SSOL) (<https://ssol.columbia.edu>). Possible reasons for having a hold include significant debt to the University (financial hold), failure to provide evidence of required inoculations (health hold), overdue library books (library hold), or other academic or administrative reasons within GS (dean's hold). A student with a dean's hold must contact his or her Postbac Premed advisor.

## REGISTRATION RESOURCES AND CONTACTS

Columbia University Directory of Classes (<http://www.columbia.edu/cu/bulletin/uwb>)

Online Registration: Student Services Online (<https://ssol.columbia.edu>)

Online Registration Instructions (<http://registrar.columbia.edu/content/registration-instructions>)

## COURSE PREREQUISITES AND INSTRUCTOR APPROVAL

Prerequisites are specified in the individual course listings available in Course Offerings (<http://bulletin.columbia.edu/general-studies/undergraduates/courses>). Prior to registering for courses, students should make sure they have met the

prerequisites for the course. If prerequisites are not specified for upper-level courses, students are advised to consult with the instructor on the first day of class. Students should not register for courses if they have not met stated prerequisites. However, in exceptional cases, students may be granted permission to enroll in such courses by demonstrating to the instructor that they have competence equivalent to the prerequisites. The instructor will then give permission for the student to register for the course, either on paper or electronically. Some courses, especially seminars and colloquia, require the instructor's permission even when the student does have the prerequisites; students using the online directory of courses should note whether instructor approval is required.

Several departments that limit enrollment in their upper level seminars and colloquia have special application processes. Students are responsible for following special application or registration processes specified by individual departments for these limited-enrollment courses.

## CROSS-REGISTRATION INTO OTHER COLUMBIA DIVISIONS

Students who wish to take courses in one of Columbia's graduate or professional schools or programs must receive written approval from GS as well as from the appropriate professional school or program. Cross-registration petition forms are available in the Dean of Students Office. The student must be in good academic standing within the Postbac Premed Program and must have a compelling reason, consistent with his or her academic goals, for cross-registering. All work for these courses must be completed within the term in which the student is enrolled. In most cases, students will seek their premedical advisors' approval. In some cases, however, it may be necessary to petition the Premedical Committee.

**Note:** Postbac Premed students are not allowed to register for professional courses administered through the School of Continuing Education unless that course is cross-listed within an Arts & Sciences department or program offering an undergraduate major or concentration.

## STUDENT RECORDS

In conjunction with the Registrar's Office, the School of General Studies maintains the educational records of Postbac Premed Program students. The maintenance and oversight of these records comply with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), which regulates a wide range of privacy-related activities including management of student records maintained by the University, and regulations regarding who has access to student records, and for what purposes access to student records is granted.

The act guarantees students access to their records and allows them to restrict such access to others. Students who wish to access their records must complete a request form available in the Registrar's Office in Kent Hall; similar request forms are available in the Registrar's Office if a student wants to withhold information or reverse a previous request to restrict access. For additional information regarding access to student records, please consult Essential Policies for the Columbia Community (<http://www.essential-policies.columbia.edu/policy-access-student-records-ferpa>). Questions about the University's interpretation of the FERPA guidelines should be referred to the University's General Counsel in 412 Low Memorial Library. For more information on FERPA, consult the Department of Education (<http://www.ed.gov>).

**Note:** Educational files maintained by the School of General Studies are archived for five years after a student has graduated. Files of students who withdrew or took a leave from GS are maintained for up to ten years and are then destroyed. In all cases, individuals requesting information which require the file to be recalled from archives are charged a \$15 access fee.

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