SIPA Bulletin AY 2012-2013

This document is a record of policies, procedures, rules and regulations, and academic offerings in place at Columbia University School of International and Public Affairs (SIPA) in the academic year beginning fall 2012. Some policies will be further updated in future academic years, but it is expected that the policies contained herein will be in effect through the spring semester ending May 2013.

The Office of Student Affairs (OSA)

The Office of Student Affairs provides a broad array of services for current students at SIPA, one of which one is reviewing policies and procedures.

OSA hosts an orientation program at the beginning of each semester for new students. Attendance at orientation is mandatory and essential to understanding the many options available for fulfilling degree requirements.

Registration

The privileges of the University are not available to any student until they have completed registration. A student who is not officially registered for a University course may not attend the course. A student may not register after the stated period unless he or she obtains the written consent of the appropriate dean or director.

Student International Travel Policy

SIPA’s mission, to empower our students to serve the global public interest, means offering opportunities for international study and fieldwork. Travel abroad is an integral part of a SIPA education. Travel abroad inevitably involves risks, including potential risks to student safety and well-being. These policies and procedures have been put in place to mitigate such risk. SIPA students traveling abroad for research, study, summer internships, or other university business, are required to submit the following documents prior to departure to the Office of Student Affairs:

<table>
<thead>
<tr>
<th>Documents Required by OSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Travel itinerary, personal contact information, and emergency contacts using the I-SOS Travel Locator.</td>
</tr>
<tr>
<td>- Legible copy of your passport showing your picture and passport number. You may fax</td>
</tr>
</tbody>
</table>

it to (212) 854-1657) or provide a hard copy.

- [Columbia University Assumption of Risk, Waiver, and Release](http://sipa.columbia.edu/resources_services/student_affairs/international_travel.html) (PDF)

Complete information on SIPA’s International Travel Policies is available at:
http://sipa.columbia.edu/resources_services/student_affairs/international_travel.html

**Laptop Requirement Policy**

Effective for the fall 2012 semester, first-year students are required to have a laptop. Second-year students are encouraged to buy or lease one; these students will not be subject to this requirement for the 2012-2013 academic year.

Students can purchase laptops at educational prices from several Columbia University approved vendors SIPA recommends minimum hardware, software, and warranty requirements, and will also provide technical support. Additional information on the policy is available at: http://www.sipa.columbia.edu/resources_services/sipa_computing/laptop_req.html

**SIPA Degree and Graduation Requirements**

The following is a list of degree programs at SIPA. Each program has its own credit, residence, GPA, and curricular requirements.

<table>
<thead>
<tr>
<th>Degree / Program</th>
<th>Credits at SIPA</th>
<th>Program Duration in Semesters / Terms</th>
<th>Minimum Cumulative GPA</th>
<th>Internship Requirement</th>
<th>Foreign Language Proficiency Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MIA</strong></td>
<td>54</td>
<td>2 years (4 terms)</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Master of International Affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MPA</strong></td>
<td>54</td>
<td>2 years (4 terms)</td>
<td>3.0</td>
<td>Yes</td>
<td>No (with the exception of EPD concentrators)</td>
</tr>
<tr>
<td>Program</td>
<td>Code</td>
<td>Duration</td>
<td>Credits</td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
<td>----------</td>
<td>---------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>PESP</td>
<td>MPA in Environmental Science and Policy</td>
<td>54</td>
<td>12 months (Summer, Autumn and Spring terms)</td>
<td>3.0</td>
<td>No</td>
</tr>
<tr>
<td>MPA DP</td>
<td>MPA in Development Practice</td>
<td>54</td>
<td>2 years 4 terms</td>
<td>3.0</td>
<td>Yes</td>
</tr>
<tr>
<td>EMPA</td>
<td>Executive MPA</td>
<td>54</td>
<td>Part-time completed in 2-3 years (weekends/evenings)</td>
<td>3.0</td>
<td>No</td>
</tr>
<tr>
<td>PEPM</td>
<td>MPA in Economic Policy Management</td>
<td>52</td>
<td>14 month program (Summer, Autumn, Spring and Summer terms)</td>
<td>3.0</td>
<td>Yes</td>
</tr>
<tr>
<td>5-Year MIA/MPA Program</td>
<td></td>
<td>30</td>
<td>2 terms</td>
<td>3.0</td>
<td>Yes</td>
</tr>
<tr>
<td>Columbia Dual Degree Program MIA</td>
<td></td>
<td>30 or 45 SIPA core credits –</td>
<td>2 or 3 terms for SIPA – varies for</td>
<td>3.0</td>
<td>Yes</td>
</tr>
<tr>
<td>Program</td>
<td>SIPA Core Credits</td>
<td>Terms</td>
<td>Minimum GPA</td>
<td>International Programs</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-------------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Columbia Dual Degree Program</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MPA</strong></td>
<td>30 or 45 SIPA core credits – depends on professional school</td>
<td>3 terms for SIPA – varies for other professional schools</td>
<td>3.0</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>International Dual Degree Program MIA - Paris</strong></td>
<td>30 SIPA core credits</td>
<td>1 year at SIPA (2 terms) and 1 year abroad</td>
<td>3.0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>International Dual Degree Program MPA - London, Singapore, Berlin, São Paulo, Tokyo</strong></td>
<td>30 SIPA core credits</td>
<td>1 year at SIPA (2 terms) and 1 year abroad</td>
<td>3.0</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>PhD in Sustainable Development</strong></td>
<td>60 + successful dissertation defense</td>
<td>Designed and supported as a 5-year program</td>
<td>3.3</td>
<td>No, but 6 terms teaching and research required</td>
<td>No</td>
</tr>
</tbody>
</table>

**Graduation Requirements for two-year MIA and MPA Students (excluding MPA-DP)**

Students in the two-year MIA and MPA programs must complete **Core, Concentration, and Specialization** requirements. See special provisions below this section for students in the Columbia and International Dual Degree programs.
1. Core requirements

[Link to MIA Core Requirements (PDF)]
[Link to MPA Core Requirements (PDF)]

**Degree Audit Report (DAR)**

Students in the two-year MIA and MPA can use the Degree Audit Report (DAR) in Student Services Online to track their academic progress. Currently, the DAR can be used to review the MIA and MPA Core and Concentration requirements.

The DAR is an unofficial guide to the MIA and MPA core. The Degree Audit Report cannot be used by dual degree students. Dual degree students should see their assigned dean in the Office of Student Affairs.

To request revisions to the Degree Audit Report, students should fill out the Degree Audit Report Correction Form and submit the form to the Office of Student Affairs.

[Link to Degree Audit Report Correction Form (PDF)]

2. Concentrations

SIPA has six policy concentrations from which students choose one, taking five courses.

- **Economic and Political Development (EPD)**
  [Overview of the Concentration](#) | [View Course Listing](#)
- **Energy and Environment (EE)**
  [Overview of the Concentration](#) | [View Course Listing](#)
- **Human Rights (HR)**
  [Overview of the Concentration](#) | [View Course Listing](#)
- **International Finance and Economic Policy (IFEP)**
  [Overview of the Concentration](#) | [View Course Listing](#)
- **International Security Policy (ISP)**
  [Overview of the Concentration](#) | [View Course Listing](#)
- **Urban and Social Policy (USP)**
  [Overview of the Concentration](#) | [View Course Listing](#)

Concentration audit forms are designed to assist students and concentration directors in determining if the concentration requirements have been met. All students must complete one
concentration to graduate except those pursuing dual degrees with other Columbia University schools.

Students are required to meet with their concentration director once per semester at SIPA to ensure they are fulfilling the appropriate concentration requirements. (Some concentration directors may establish alternate procedures for ensuring satisfactory progress toward meeting requirements.) Prior to their final semester, students should meet with their concentration director and return the signed audit form to the Office of Student Affairs.

Concentration audit form deadlines are August 1st for October graduation; November 1st for February graduation; and January 27th for May graduation.

3. **Specializations**

All students in the two-year MIA and MPA also choose one specialization consisting of three courses: a skill or area of specialized knowledge to pair with their policy concentration.

- Advanced Policy and Economic Analysis
  [Overview of the Specialization](#) | [View Course Listing](#)

- Applied Science
  [Overview of the Specialization](#) | [View Course Listing](#)

- International Conflict Resolution
  [Overview of the Program](#) | [View Course Listing](#)

- International Media, Advocacy, and Communications
  [Overview of the Specialization](#) | [View Course Listing](#)

- International Organization
  [Overview of the Specialization](#) | [View Course Listing](#)

- Management
  [Overview of the Specialization](#) | [View Course Listing](#)

- Regional Specialization:
  - Africa
    [Overview of the Specialization](#) | [View Course Listing](#)
  - East Asia
    [Overview of the Specialization](#) | [View Course Listing](#)
  - East Central Europe
    [Overview of the Specialization](#) | [View Course Listing](#)
Specialization audit forms are designed to assist students and specialization directors in determining if the specialization requirements have been fulfilled. All students must complete at least one specialization to graduate. Students can fulfill the requirements of more than one specialization.

Students are required to meet with their specialization director once per semester at SIPA to ensure they are fulfilling the appropriate specialization requirements. (Some specialization directors may establish alternate procedures for ensuring satisfactory progress toward meeting requirements.) Prior to their final semester, students should download the specialization audit form, meet with their specialization director, and return the signed audit form to the Office of Student Affairs.

Specialization audit form deadlines are August 1st for October graduation; November 1st for February graduation; and January 29th for May graduation.

Graduation Requirements for Columbia Dual Degree Students

SIPA offers twelve dual degree programs that lead to either an MIA or MPA as well as a master’s degree from another Columbia graduate school. Columbia dual degree students do not need to complete a concentration or specialization as the other degree is the concentration. Each dual degree program has its own residency and credit requirements which can be found here: http://sipa.columbia.edu/academics/degree_programs/dual_degree/index.html

Another dual degree program is the Five-Year Program for Columbia, Barnard and General Studies undergraduates, leading to a BA/MIA or BA/MPA degree. Students are in residence at their undergraduate school for their senior year and take mainly SIPA classes, moving to SIPA
during their fifth and final year. Five-Year Program students need to complete both concentration and specialization requirements. See:
http://www.sipa.columbia.edu/academics/degree_programs/dual_degree/mia_programs/fiveyear_program.html

Both Columbia dual degree and Five-Year programs require an internship. The language requirement policy is the same as for the full-time MIA and MPA degrees.

**Graduation Requirements for International Dual Degree Students**

SIPA offers several international dual degree programs leading to two public policy degrees. The international partner schools are in London, Paris, Berlin, Singapore, São Paulo and Tokyo. Students spend two semesters at SIPA completing the core curriculum and two semesters at their other school. Specific requirements for each program are found here:
http://www.sipa.columbia.edu/academics/gppn/

**Graduation Requirements for the MPA in Development Practice**

Students enrolled in the MPA in Development Practice complete the degree in 21 months or four semesters for a total of 54 credits. Instead of choosing a concentration, students take six core courses. Students are encouraged to choose electives in an area of special interest but are not limited to a specific specialization. An internship of 3 credits is required. Students are placed in field sites during the summer between the first and second year. There is no language requirement, but students are encouraged to be proficient in a second language prior to joining the program. For more information, please visit:

**Graduation Requirements for PESP Students**

Students enrolled in the Environmental MPA Program complete the degree in twelve months for a total of 54 credits over three semesters: summer, fall, and spring. The curriculum provides a management and policy analytic core and a natural and social science earth systems concentration. The core also includes Workshops in Applied Earth Systems Policy Analysis and Management, which challenge students to apply their theoretical knowledge and functional skills to address real-world environmental policy and management issues. There is no language requirement nor is there an internship requirement. More details are available here:
http://mpaenvironment.ei.columbia.edu/?id=home

**Graduation Requirements for EMPA Students**

Students enrolled in the Executive MPA program may complete the degree in either two or three years of study, depending on the course load they wish to carry. All students complete a set of core courses and choose between three concentrations: Advanced Management and Finance, International Economic Policy and Management, Environmental Policy and Sustainability.
Management. Students in each concentration complete a three-course context of public policy sequence and four concentration courses. There is no language requirement and no internship requirement. More information is available here:
http://sipa.columbia.edu/academics/degree_programs/empa/index.html

**Graduation Requirements for PEPM Students**

Students enrolled in the MPA Program in Economic Policy Management complete the degree in 14 months beginning in the summer and continuing for the fall, spring, and summer terms for a total of 52 credits. In addition to the core curriculum, students may choose between the Economic Policy Management Program and the International Energy Management and Policy Program. There is an internship requirement but no language requirement. For more information, please go to:
http://www.sipa.columbia.edu/academics/degree_programs/pepm/index.html

**Graduation Requirements for PhD in Sustainable Development Students**

The only PhD program at SIPA admits six students per year. The students complete 60 credits in a minimum of five years and maintain a GPA of at least 3.3. Six years of teaching and research are required. To receive the degree, students must successfully defend their dissertation. More information is available here:
http://sipa.columbia.edu/academics/degree_programs/phd/index.html

**Application for Degree**

All graduating students are required to submit the online Application for Degree prior to the last semester of coursework.

Dual degree students need to submit a separate form to each school.

Application deadlines and conferral dates are August 1st for October graduation; November 1st for February graduation; and December 1st for May graduation.

**SIPA Academic Policies and Regulations**

To maintain the highest academic and professional standards, SIPA has established a number of policies and procedures for its students to follow. These policies apply to All students in all SIPA programs except where indicated.
(http://sipa.columbia.edu/resources_services/student_affairs/academic_policies.html)

1) Code of Academic and Professional Conduct
2) Dean’s Discipline Policy and Procedures
3) SIPA Grading System and Academic Progress
1. **SIPA Code of Academic and Professional Conduct**

As part of the preparation of students for careers in international and public affairs, the School of International and Public Affairs (SIPA) promotes the highest academic and professional standards. To clarify the school’s expectation of professional and ethical conduct, including honesty, accuracy, and integrity in academic and professional activities, the administration, faculty, and students have adopted the following Code of Academic and Professional Conduct. It is the responsibility of all members of the SIPA community to encourage academic integrity and to deter, confront, and report all acts of academic dishonesty. To signify their knowledge and acceptance of the SIPA Code of Professional and Academic Conduct, students will review and sign the following pledge:

“In order to promote honesty, professionalism, fairness, and academic integrity within the SIPA community, I hereby pledge to abide by the standards of academic and professional conduct outlined below”:

“I will fully participate in the academic life of the school by understanding degree and course requirements, and putting forth my best efforts in completing all assignments and exams according to the guidelines and procedures established by faculty, instructors, and teaching assistants.”

“I will dedicate adequate time to my studies by effectively managing conflicts between my academic responsibilities and other commitments. I will communicate responsibly with faculty, administrative staff, and the Office of Student Affairs about matters that affect my ability to participate as expected in my classes and other school activities.”

“I understand that the falsification of academic or admissions records can result in disciplinary actions.”

“I will recognize the diversity of SIPA and understand that professional and civil conduct is expected to guide interactions between all constituents of the school: including employees, students, faculty, administrative staff, and student staff. SIPA students are ambassadors for the school and should behave accordingly in professional and academic settings.”
“I understand that the commission of criminal acts against Columbia students, the University, or its employees is considered a violation of the SIPA Code of Academic and Professional Conduct.”

“I will read and abide by the Honor Code, and will undertake my academic work with honesty and integrity. I will submit original work and will properly attribute any ideas that are not my own according to established academic procedures. If I am unsure about what constitutes proper academic procedure in a particular instance, it is my responsibility to consult with a professor or appropriate staff member. I will not give or receive unauthorized aid on any assignment or exam. I will not cheat or plagiarize or condone such conduct in others in any academic or professional undertaking while enrolled at SIPA.”

“I understand that cheating comprises the giving or receiving of unauthorized and/or unfair aid in academic work. This may include, but is not limited to: lying, deceiving, stealing, talking, signaling, copying from other students, and unauthorized usage of books, data (both in hard copy and electronic formats), study aids, or other sources in a manner inconsistent with the expectations established by SIPA and my classroom instructors. I understand that cheating also includes falsifying data in support of laboratory, internship, Workshop, or Capstone Project work.”

“I understand that plagiarism includes but is not limited to:

- Submitting written work of any kind (e.g., reports, essays, exercises, papers), or portions of such written work that is not my own, but rather the written work of another author;
- Failing to acknowledge, through proper footnotes and bibliographic entries, the source of ideas not my own;
- Failing to indicate through proper use of quotations and footnotes whenever my work includes paraphrases of ideas or verbatim expressions not my own;
- Submitting written work prepared for one course to meet the requirements of a second course without having received in writing prior permission from both instructors;
- Collaborating with other students or outside sources on an assignment or examination without specific permission from the faculty member to do so;
- Using another person’s or institution’s research or data without attribution.”

“If graded together with other students in study groups, I pledge to contribute to my fullest capacity. I will not seek unauthorized help outside my study group, unless specifically authorized by the faculty member.”

“I have read the Code of Academic and Professional Conduct, and will undertake my academic work with honesty and integrity.”
As a professional community of faculty and students conducting research in international and public affairs, we at SIPA must be mindful of the need for accuracy and consistency in citing the sources of our research findings. SIPA’s reputation and yours are one and the same, and we must all work together to ensure the integrity of academic work conducted here.

In addition, many SIPA students come from universities and academic systems with different practices and traditions in regard to citing sources. It is therefore imperative that we all share a common understanding of prevailing standards and practices at U.S. institutions of higher learning.

In order to provide you with ample resources for ascertaining the proper style of attribution in presenting your research, we have compiled a series of links to documents from various North American universities that we think will be very helpful to you. You should all make a point of consulting them before your first assignment, as inaccuracy and imprecision in citing sources can lead to the charge of plagiarism, a violation of the SIPA Code of Academic and Professional Conduct that, when proven, may result in dismissal from Columbia University. Please take the time now to study these useful and important aides to your research.

- Citation Styles, Plagiarism and Style Manuals, University of California Berkeley Library
- The Chicago Manual of Style, Simon Fraser University Library, Canada
- About Citing Sources, Dartmouth College Sources, New Hampshire
- Examples of Citations, Dartmouth College Sources, New Hampshire
- MLA Style, Bowling Green State University Library, Ohio
- Turabian Style from Guide, Ohio State University

Students sign the Academic and Professional Conduct Pledge (sample below) to acknowledge that they are responsible for reading and understanding the materials listed above. If a student is uncertain of the procedures for documenting and citing sources, they must consult these resources and seek assistance from faculty or Office of Student Affairs staff in making sure academic work conforms to these standards.

2. Dean’s Discipline Policy and Procedures

Preface to Procedures

The continuous review of University policies and practices, federal laws, new and unanticipated situations, and other considerations may result in changes in the policies, rules and regulations applicable to students. The Faculty of the School of International and Public Affairs (SIPA) therefore reserves the right to amend these policies at any time. These changes may affect such matters as tuition and all other fees, courses, degrees, programs offered (including the modification or possible elimination of programs), degree and other academic requirements,
areas of concentration, academic policies, rules pertaining to student conduct and discipline, and regulations applicable to students.

The authoritative version of the School of International and Public Affairs Academic and Disciplinary Policies is updated annually and published on the web. It is also available in printed form. In the event of any discrepancy, the version published on the SIPA website is the authoritative version. Students are expected to be familiar not only with SIPA policies, but also with rules and regulations of the University as well as those specific to their own degree program(s).

Procedures

Disciplinary procedures apply when students or student organizations are found to be in violation of University or SIPA policies, including the Code of Academic and Professional Conduct. In certain cases, SIPA’s disciplinary procedures are superseded by the Rules of University Conduct, which cover alcohol and drug use, sexual assault, equal opportunity and nondiscriminatory conduct, and such activities as demonstrations, rallies, picketing, and the circulation of petitions. The Rules of University Conduct can be found in the, Essential Policies for the Columbia Community 2012--2013.

All suspected violations of University or SIPA policies should be reported to the associate dean for Student Affairs, who will receive the complaint and, if necessary, initiate proceedings as described below or refer the matter to the appropriate university office. Complaints regarding the conduct of SIPA students may be submitted by students, staff, or faculty. All members of the SIPA community are expected to report actions that are inconsistent with the Code of Academic and Professional Conduct and University policies. Reports will be assessed by the associate dean to insure that possible violations are reviewed in the appropriate venue and according to applicable disciplinary procedures outlined below.

Informal Resolution

In many cases charges of misconduct are resolved by the individual faculty member and the student involved. Either party may wish to involve the associate dean for student affairs at the outset of the resolution process.

Informal Procedures

Evaluation of student performance is the exclusive province of the faculty. If in the faculty member’s opinion, there is evidence the student has committed an act of academic misconduct, the faculty member is responsible for taking appropriate action. The burden of proof rests with
the faculty member, who will gather the available information and supportive documents. Whenever possible the faculty member will discuss his/her allegations with the student(s) as soon as possible, giving the student(s) an opportunity to explain. Upon determination that an infraction did occur, the faculty member must report the act of dishonesty to the associate dean for student affairs, who will contact the student(s) to provide information about the charges and schedule a meeting to discuss the alleged infraction. The associate dean will also counsel the relevant faculty member on the appropriate sanction to be applied; prior infractions may result in harsher penalties.

The faculty member in whose course the infraction has occurred may elect to assign a lower or failing grade for an assignment, examination, or the entire course. The faculty member will notify the associate dean of his/her decision and may recommend that additional sanctions be considered. The associate dean will notify the student in writing of the all sanctions imposed as a result of the infraction. All records of academic dishonesty shall be maintained for five (5) years; in cases of severe infractions the record may be maintained for a longer period or permanently.

**Formal Resolution**

Incidents of Academic and/or Non Academic (behavioral) misconduct involving SIPA students in which the alleged violation, due to its severity, cannot be resolved informally result in formal disciplinary proceedings under the direction of the associate dean for student affairs. Such misconduct includes, but is not limited to, egregious acts of cheating or plagiarism or behavioral misconduct such as theft, acts of violence, and offensive or disruptive behavior that interferes with the normal academic and community activity.

**Investigation Phase**

When a SIPA student is charged with a violation of University or SIPA policy, including the Code of Academic and Professional Conduct, the associate dean makes a preliminary inquiry into the case and determines whether there is sufficient cause to bring a formal complaint. If there is sufficient cause for a formal complaint, the student is notified in writing and provided with a copy of the disciplinary procedures.

**Disposition of the Complaint**

If the associate dean determines that a formal complaint is warranted, the associate dean: (1) may issue a letter of warning, which becomes a part of the student’s file until graduation; or (2) may convene a Discipline Hearing Panel, notifying the student of this in writing. Upon receipt of a letter of warning, the student may request that the associate dean convene a Discipline Hearing Panel.
Discipline Hearing

All complaints not disposed of informally or by uncontested letter of warning from the associate dean for student affairs or referred to another university office, must be reviewed by a Discipline Hearing Panel. A panel is assembled for each case, comprised of two students, an assistant dean of student affairs and two faculty members, all of whom are selected by the associate dean for student affairs. All members chosen for the panel are expected to recuse themselves if they have a relationship with the accused student that may affect their ability to hear the case objectively.

The Discipline Hearing Panel informs the student of the charges made and asks him/her to respond in writing. The panel members are charged with fact-finding and designate one panel member to carefully document all testimony and proceedings. The student has the opportunity to present information on his/her behalf, which may include testimony by witnesses, written information or other evidence, but may not have an attorney or other adviser present at the hearing. Witnesses giving testimony must have direct knowledge of the situation being investigated; character witnesses are not allowed in disciplinary hearings. The student is not present to hear witnesses and there is no cross-examination or adversarial aspect to the hearing process. The associate dean is present at the hearing to present the facts of the case and is also available to the student to answer questions and provide information about the hearing process. The associate dean is not a voting member of the hearing panel.

After hearing all the evidence, and reviewing the facts, the Hearing Panel reaches a decision about whether a violation has occurred and, if so, imposes appropriate disciplinary measures. Sanctions may include a warning or censure to be placed in the student’s file, notation on the student’s transcript, loss of certain rights and privileges, reduced or failing grade, probation, suspension, or expulsion from the School. The Hearing Panel’s decision is determined by a majority vote.

The Hearing Panel notifies the student of its findings via email and letter within 24 hours of its decision. At the same time, a copy of the findings and a written report of the proceedings, including relevant documents and evidence are forwarded to the dean of SIPA.

Appeal Process

In the event that the associate dean for Student Affairs or a Discipline Hearing Panel finds a student to have committed a violation of University or SIPA policy, the student may appeal the decision and disciplinary sanction to the dean of SIPA. Appeals must be made in writing within five working days of the student’s receipt of the decision of the Discipline Hearing Panel, and must clearly state the grounds for the appeal.
In reviewing the appeal, the dean relies on the written record and does not conduct further factual investigation, except in instances where the dean determines that further information is needed. The purpose of the appeal process is to determine if the decision made and the discipline sanctions imposed are reasonable. The dean notifies the student of the decision in writing. There is no further appeal within the University.

Records

The detailed record of each disciplinary case and the proceedings of the Hearing Panel will be retained by the associate dean for Student Affairs for access by future hearing panels. The Office of Student Affairs will retain all records related to complaints brought, and both confirmed and unconfirmed violations, in a secure file. All records will be kept secure and confidential, and names will be kept confidential, regardless of the finding. The dean may release general information about cases and proceedings as long as this information does not violate the right to privacy of the individuals involved. All disciplinary cases are retained on file for five (5) years.

3. SIPA Grading System

**GRADING SCALE**

SIPA uses a standard A-F grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>A (Excellent)</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B (Good)</td>
<td>3.00 (*A cumulative GPA of 3.0 is required to remain in good academic standing and to graduate – the exception is the PhD in Sustainable Development Program, which requires a 3.3 GPA)</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
</tbody>
</table>
The grade of P (pass): Core, concentration, and specialization courses cannot be taken pass/fail. Students can only opt to take elective courses on a pass/fail basis, which may count toward the degree. There is no limit to the number of elective courses that can be taken pass/fail. Note that students in the MPA-DP program may take elective courses on a pass/fail basis but these will NOT count toward the 54 credits required to graduate, with the exception of short courses that are only offered on a pass/fail basis. Please note the regulations below regarding taking a course pass/fail:

- Instructor’s permission is not required to change the grading option to P/F (pass/fail). However, instructors can opt to have a course blocked from pass/fail registration.
- Students can change the grading option to P/F (pass/fail) online during the Add/Drop period (first two weeks of classes) and at any time via a Registration Add/Drop Form until the “last day to change grading option” on the Academic Calendar (the ninth week of classes every semester).
- Once a grading option of pass/fail is selected, it cannot be changed back to letter grade.
- A grade of Pass is not figured into a student’s grade point average. Certain courses, such as one-point mini-courses, Professional Development, and Computer Skills are offered only on a pass/fail basis.

GRADING NOTATIONS

The mark of R (registered for the course; no qualitative grade assigned):

- Students enrolled for R credit receive no academic credit. (e.g., courses taken for R credit do not count toward the 54 points required for the MPA.)
Students who wish to be given R credit for a course must request permission from the instructor no later than the “last day to change grading option” on the Academic Calendar (the fifth week of classes every semester).

Instructors are not obligated to grant a student’s request for R credit.

Taking a course for R credit exempts a student only from the final exam unless otherwise agreed upon by the instructor. Students can fail an R credit course if they do not meet the agreed upon course requirements.

Once awarded, the grade is not subject to change, nor may a course that has been taken for R credit be repeated for a qualitative grade (A-F).

The grade of R will be posted at the END of the semester to ensure that the student continues to attend the course.

R credit courses appear on a student’s transcript and the University charges full tuition for R credit registration.

The mark of W (Withdrawal):

- Given to a student who drops a course after the end of the add/drop period but by the date noted on the SIPA Academic Calendar as the “Last day to drop a course (W posted)” (fifth week of the semester). Students cannot drop/withdraw from a course after this deadline.

The mark of UW (Unofficial Withdrawal):

- Given to a student who discontinues attendance in a course, without submitting an official request to withdraw prior to the stated deadline on the SIPA Academic Calendar (fifth week of classes).
- A UW is a permanent grade and will remain on the transcript even if the student repeats the course.

The mark of IN (Incomplete):

- Incompletes are only granted in cases of incapacitating illness, serious family emergencies, or in circumstances of comparable gravity. Incompletes are granted and/or denied at the discretion of the course instructor.
- A student requesting an IN must have satisfactorily met the requirements of a course except for the completion of certain assignments or the final examination.
- To receive anIncomplete, a student must submit a request form to the Dean’s Office, having first obtained approval from the Instructor. If requesting an IN in more than one course, the student must first speak with one of the deans in the Office of Student Affairs.
In the School of International and Public Affairs the IN must be completed by the end of the following semester unless a shorter time period is otherwise stipulated by the instructor. If not removed within the stated time, the IN will be converted to a UW. Students are advised to avoid incompletes, as they are counter to satisfactory progress toward the completion of a degree.

- Students with two or more grades of IN will have a registration hold placed on their account.

**The mark of AB (Absent from the Final Examination):** Granted by the instructor, not later than the day of the examination, to a student whose attendance and progress have been satisfactory and who cannot be present because of sickness or some other extreme emergency, which must be substantiated. The student must make arrangements with the instructor to remove the AB.

**The mark of YC (Year Course):** A temporary mark given at the end of the first term of a course in which the full year's work must be completed before a qualitative grade is assigned. The grade given at the end of the second term is the grade for the entire course.

**The mark of CP (Credit Pending):** Given in graduate research courses in which student research projects regularly extend beyond the end of the term. Upon completion, a final qualitative grade is assigned and credit allowed. The mark of CP implies satisfactory progress.

**Academic Progress**

Students must maintain a 3.0 minimum cumulative grade point average for all courses applicable to the degree. A student whose performance does not meet these standards may not be permitted to continue to enroll in the degree program and appropriate action will be taken by the School. If at the end of a semester a graduate student fails to meet the GPA requirement, or accumulates two or more INC grades, or in other ways fails to meet the standards for progress, the student will receive a written warning concerning the lack of academic progress. The student must remedy the problem within one semester. Failure to re-establish satisfactory academic standing may result in dismissal from SIPA, subject to review by the associate dean of student affairs. A student who is dismissed must wait a minimum of one calendar year from the date of dismissal before applying for readmission to the graduate program.

Satisfactory academic progress for a full-time student is defined as a minimum GPA of 3.00 and completing a minimum of 9 credits per term toward the degree. Full-time students who do not earn this minimum number of credits will have a Dean’s Hold placed on their registration.

A Dean’s Hold prevents a student from registering for classes and from receiving the degree. Students with two or more IN or UW or one or more grades of F will have their registration
placed on Dean’s Hold. In serious cases of unsatisfactory performance, a Dean’s Hold may lead to dismissal from the School upon recommendation by the Committee of Deans. Students who are placed on Dean’s Hold must be granted permission to register by the associate dean. Effective from fall 2011, all students, with the exception of those in the EMPA program, are required to complete all degree requirements within five years of the first semester of matriculation at SIPA.

4. Student Grievance Procedures

The University and SIPA have established policies and procedures for various types of misconduct. A student’s first step is to determine which office to approach for consultation. In all cases a dean in the SIPA Office of Student Affairs can provide guidance. Types of grievances are:

- Discrimination and sexual harassment
- Sexual misconduct
- Professional misconduct or fraud in research
- Professional misconduct or fraud in research or academic work
- Grade disputes
- Issues about the conduct of SIPA faculty
- Issues about the conduct of faculty or students from other schools
- Conduct on the part of SIPA faculty or SIPA students not covered above

To read the complete document, please visit: Student Grievance Procedures (PDF)

5. Advanced Standing

“Advanced Standing” at SIPA generally refers to our policy on transferring in credits from other institutions but also encompasses the collection of methods whereby students may meet some degree requirements without enrolling in courses at SIPA to meet those requirements. These methods include transfer credit, proficiency exams, waivers, and a special case with respect to the MIA language requirement.

Two-year MIA and MPA Students (excluding MPA-DP): Full-Time Enrollment Requirement and Advanced Standing Policy

Full-Time Enrollment

In addition to requiring 54 credits for graduation, both the MIA and MPA degree programs require students to enroll fulltime for four semesters and thereby earn four full-time residency units. Part-time attendance is not permitted. Students who receive advanced standing based on
graduate course work completed before enrollment at SIPA may reduce their period of study to three semesters of full-time enrollment. Please see below for policies and procedures for requesting advanced standing. The policy applies to all programs with exceptions of the Executive MPA program and the MPA-DP programs.

**Advanced Standing (Transfer Credit) for non-Columbia University Graduate Course Work**

Transfer credit for the MIA and MPA degrees is awarded based on graduate degrees in relevant fields completed at non-Columbia academic institutions before enrollment at SIPA. Examples are: MBA, JD, MPH, and master’s degrees in Political Science, Economics, History, Urban Planning, Sociology, and/or Anthropology, although the associate dean for Student Affairs may grant advanced standing for other graduate degrees at her discretion.

The amount of transfer credit granted depends upon assessment by the associate dean of the quality and relevance of the work, but cannot exceed 12 credits/1 residency unit. Advanced standing will only be awarded for post-baccalaureate courses that were part of a completed graduate degree. Students must have a grade of B or better in courses for which they seek advanced standing transfer credit. Advanced standing transfer credit will not be granted for language courses, independent study credits or internships.

**Advanced Standing (Transfer Credit) for Columbia University Graduate Course Work**

Advanced standing for the MIA and MPA degrees is awarded based on graduate course work in relevant fields completed at other Columbia University schools before enrollment at SIPA. Students may apply for advanced standing for graduate level course work completed at other Columbia schools, as long as those credits are not being applied towards another Columbia credential. The amount of advanced standing granted depends upon assessment by the associate dean of the quality and relevance of the work, but cannot exceed 12 credits/1 residency unit. Students who have earned a Columbia degree may not apply those credits towards a second Columbia credential except where an accredited dual-degree program exists between the two schools and programs and the student is matriculated as a dual-degree candidate. Please see [http://sipa.columbia.edu/academics/degree_programs/dual_degree/](http://sipa.columbia.edu/academics/degree_programs/dual_degree/) for a list of accredited dual degree programs.

*(See SIPA Proficiency/Placement Exam Policies and Procedures Concerning Advanced Standing for Economics, below.)*

**Procedures for Applying for Advanced Standing (Transfer Credit)**
Requests for advanced standing are evaluated by the associate dean for student affairs. No evaluation of prior graduate work can be performed until the student is matriculated at SIPA. Advanced standing should be evaluated and applied to degree requirements in the student’s first semester, observing the following deadlines. All advanced standing requests and official transcripts must be received by:

- October 15th for students who begin in the fall term,
- March 1st for students who begin in the spring term.

Requests for advanced standing will not be accepted after those dates. The Advanced Standing Request form is available online at: http://sipa.columbia.edu/resources_services/student_affairs/forms.html

The following four programs follow different advanced standing policies.

**MPA in Environmental Science and Policy (PESP) Advanced Standing Policy**
This program does not accept transfer credits from other institutions.

**MPA in Development Practice (MPA-DP) Advanced Standing Policy**

Only in exceptional cases may the program director grant students a waiver from completing core requirements. The decision to approve course waivers will be made jointly by the MPA-DP program director and the professor of the required course. Students are then required to identify an alternative course to fulfill the requirement.

**Executive MPA (EMPA) Advanced Standing Policy**

EMPA students who have previously completed a graduate degree in a related discipline may apply to transfer up to six credits from their previous graduate degree toward the EMPA degree. Students who wish to apply for such transfer should contact the EMPA office as early as possible in the fall semester. Criteria for determining whether credits may be transferred include: whether the course(s) in question was part of a completed graduate degree, the degree to which the course(s) in question relates to the EMPA course(s) for which a transfer is requested, and the student's performance in the course(s) elected to be transferred.

**Program in Economic Policy Management (PEPM) Advanced Standing Policy**

PEPM students who have previously completed a graduate degree in economics or a related discipline may apply to transfer up to nine credits from their previous graduate degree toward the PEPM MPA degree. Students who wish to apply for such transfer should contact the PEPM office prior to orientation or as early as possible in the fall semester. Criteria for determining
whether credits may be transferred will include: whether the course(s) in question was part of a completed graduate degree, the degree to which the course(s) in question relates to the PEPM course(s) for which a transfer is requested, and the student's performance in the course(s) elected to be transferred.

**SIPA Proficiency/Placement Exam Policies and Procedures (PDF)**

Proficiency exams allow SIPA students to demonstrate competence in a number of subjects so that they can be exempted from course requirements in either the core curriculum or their concentration. A student who takes and passes a proficiency exam is exempt from taking that course and may substitute another course. Passing a proficiency exam exempts you from taking a class, but does not grant you credit towards your degree. Since it takes one to two weeks to get exam results, *STUDENTS SHOULD REGISTER* for the classes that they are taking the exam in and *attend* the class until they have been notified that they have passed the exam.

**Advanced Standing for Economics**

All students are required to fulfill 6 credits of Economics coursework as part of the SIPA degree, regardless of academic or professional background. Students who have completed graduate level Economics courses (Micro and/or Macro) and were awarded a graduate degree (outside Columbia University) may apply to have those courses counted as ELECTIVE transfer credit. If a student feels they have sufficient knowledge of Economics and would like to waive out of the core Economics courses in order to take more advanced coursework, they may take the Economics Placement Exam (previously referred to as a Proficiency exam). The Placement Exam consists of a Micro section and a Macro section. Students may elect to take one or both of the sections, but may take each section only once during their academic career. If a student is successful in passing one or both sections of the Economics Placement Exam, they are still required to complete an alternate Economics course(s) (3-6 credits) to fulfill the SIPA master’s degree Economics requirement.

**Advanced Standing for MIA Language Requirement and for MPA students concentrating in EPD**

Proficiency in a language other than English is required for graduation for the MIA degree and for MPA degree students concentrating in EPD. Proficiency is defined as the ability to read, write and speak the language at the Intermediate II level. This requirement is met in one of three ways listed below. Both a. and b. constitute a form of advanced standing.

a. As a native speaker of a language other than English who also demonstrates that a substantive part of their education (e.g., high school, college, prior graduate degree) has been in that
language. TOEFL/IELTS will also be taken into account as supplemental evidence of proficiency in another language.

b. By passing a language proficiency exam (administered by SIPA or individual language department by individual arrangement.) The exam can only be taken once. You are advised to take the exam in your first year.

c. By achieving a grade of B (3.0) or better in an Intermediate Level II (4th semester) language course at Columbia. Students may register for any language course at Columbia. However, Elementary-level courses cannot count toward the 54 credits applicable to the degree. Intermediate-level courses will count as electives. *If you are at the elementary level, you should start your language courses in your first semester.*

**Waivers**
Except in the cases of the Internship and Professional Development requirements overseen by the Office of Career Services, degree requirement and course waivers are rarely granted, but may be so at the discretion of the associate dean of student affairs.

6. **Leaves of Absence**

In some cases, students currently enrolled at SIPA decide to take a leave of absence for a limited period of time. A leave of absence can be requested for one or two semesters. Leaves of absence are not approved beyond two academic semesters and students who do not return within the approved time frame will be required to re-apply to their degree program. Students who fail to matriculate in a given semester without prior approval from the Office of Student Affairs will be required to re-apply to their degree program. Students must complete their degree within five years of matriculating at SIPA.

The MPA in Environmental Science and Policy does NOT have a leave of absence policy.

**Most common reasons for requesting a LOA:**

1. To attend a professional or academic program not in the Columbia University system.
2. To extend a summer internship.
3. To pursue a job opportunity.
4. Health reasons.
5. Personal emergencies.
6. Financial difficulties.

*Students on a leave of absence are subject to policies in place at the time of admission.*
International students should contact ISSO directly about how their leave might affect their visa statuses.

Leave of Absence forms can be found here:
http://sipa.columbia.edu/resources_services/student_affairs/forms.html

Military Leave of Absence Policy

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.

You are eligible for readmission under this provision if, during your leave, you 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 you are planning to take a leave for military service, you must give advance written or verbal notice of military service to your dean of students, unless such notice is precluded by military necessity. To be readmitted, you must give notice (written or verbal) of your intent to reenroll to your dean of students no later than three years after the completion of the period of your service. If you are recovering from a service-related injury or illness, you must notify the school no later than two years after your 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 reenroll in the next class or classes in the same program, with the same enrollment status, number of credits, 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.

Official University Regulations

Columbia University’s Essential Policies for the Columbia Community (http://www.essential-policies.columbia.edu/) sets forth in general the manner in which the University intends to proceed with respect to the application of its governance and policies, but the University reserves the right to depart without notice from that which is contained therein.

The five policies below from this University resource are briefly summarized for convenience, followed by a list of other University policies.

Access to Student Records (Family Education Rights and Privacy Act-FERPA) Policy
A student’s official academic record is maintained by Columbia University Registrar, and its use is carefully controlled. Official records include the transcript, certain documents submitted in support of admission to the School. In accordance with established records management procedures, such records are purged periodically and essential documents may be digitized.

A student at SIPA may inspect his/her record, maintained by the School, in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA). The records are generally not available to anyone other than the School or University representatives with an institutional
reason for reviewing them. Transcripts and other student records are released in accordance with
the University’s FERPA statement. The University’s FERPA statement may be viewed in its

STUDENT POLICIES AND PROCEDURES ON DISCRIMINATION, HARASSMENT,
GENDER-BASED AND SEXUAL MISCONDUCT, AND CONSENSUAL ROMANTIC AND
SEXUAL RELATIONSHIPS

Columbia University is committed to providing a learning, living, and working environment free
from discrimination, harassment, and gender-based and sexual misconduct. Consistent with this
commitment and with applicable laws, the University does not tolerate discrimination,
harassment, or gender-based or sexual misconduct in any form and it provides students who
believe that they have been subjected to conduct or behavior of this kind with mechanisms for
seeking redress. All members of the University community are expected to adhere to the
applicable policies, to cooperate with the procedures for responding to complaints of
discrimination, harassment and gender-based and sexual misconduct, and to report conduct or
behavior they believe to be in violation of these policies to the Office of Equal Opportunity and
Affirmative Action or Student Services for Gender-Based and Sexual Misconduct.

Complaints by students against students for gender-based misconduct are processed in accord
with the Gender–Based Misconduct Policies for Students. Students who attend Barnard College
and Teachers College as well as Columbia University are covered by these policies. The use of
the term “gender-based misconduct” includes sexual assault, sexual harassment, gender-based
harassment, stalking, and intimate partner violence.

Complaints by students against students for other forms of discrimination and harassment are
processed in accord with the Student Policies and Procedures on Discrimination and
Harassment and should be filed with the Dean of Students of the school in which the respondent is enrolled.

Complaints by students against employees and third parties engaged in University business for
discrimination and harassment are processed in accord with the Employment Policies and
Procedures on Discrimination and Harassment. The use of the term “discrimination and
harassment” includes discrimination, discriminatory harassment, gender-based harassment,
sexual harassment, and sexual assault.

Under the University’s Consensual Romantic and Sexual Relationship Policy Between Faculty
and Students, no faculty member shall have a consensual romantic or sexual relationship with a
student over whom he or she exercises academic or professional authority; further, no faculty
member shall exercise academic or professional authority over any student with whom he or she
has or previously has had a consensual romantic or sexual relationship. This policy covers all
officers of instruction, research, and the libraries, including student officers of instruction and research and teaching assistants.

Title IX Coordinator for Columbia University
Susan Rieger, Associate Provost
Office of Equal Opportunity and Affirmative Action, 103 Low Library
sr534@columbia.edu, (212) 854-5511

Deputy Title IX Coordinator for Staff and Faculty Concerns
Melissa Rooker, Executive Director
Office of Equal Opportunity and Affirmative Action, 103 Low Library
mrooker@columbia.edu, (212) 854-5918

Deputy Title IX Coordinator for Student Concerns
Melissa Tihinen, Senior Manager
Student Services for Gender-Based and Sexual Misconduct, 108C Wien Hall
mt2738@columbia.edu, (212) 854-1717

Columbia offers a number of confidential resources to students who believe they were subjected to discrimination, harassment, or gender-based or sexual misconduct:

Counseling Services
Columbia Morningside (212) 854-2878, CUMC (212) 496-8491

Rape Crisis/Anti-Violence Support Center, (212) 854-HELP
Office of the University Chaplain, (212) 854-6242

Health Services
Columbia Morningside (212) 854-2284, Columbia Morningside clinician-on-call (212) 854-9797
CUMC (212) 305-3400, CUMC clinician-on-call (212) 305-3400

Email Communication Policy

Columbia University has established email as an official means of communication with students. An official Columbia University email address is required for all students. The University has the right to send official communications to the University email address, which is based upon the University Network ID (UNI) assigned to the student.

The University expects that every student will receive email at his or her Columbia University email address and will read email on a frequent and consistent basis. A student’s failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their University email address. Students who redirect email from their official University email address to another address do so
at their own risk. If email is lost as a result of forwarding, it does not absolve the student from
the responsibilities associated with communications sent to their official University email
address.
All use of email will be consistent with other Columbia University policies including the Email
Usage and Retention Policy.

_Alcohol Statement Policy_

Columbia University is committed to creating and maintaining an environment that is free of
alcohol abuse. The University complies with New York State law and other applicable
regulations governing alcoholic beverages for those on the University’s premises or participating
in its activities. The University strongly supports education and treatment programs as the most
effective means to help prevent and reduce alcohol abuse.

_Drug Statement Policy_

Columbia University recognizes the illegality and danger of drug abuse and, accordingly, strictly
prohibits the possession, use, manufacture, or distribution of illicit drugs on University premises
or as part of any University activity.

Columbia affiliates (students and employees) who violate the University’s policies concerning
illicit drugs will face discipline through their schools or administrative units, up to and including
expulsion or termination of employment, and may also include the requirement of completing an
appropriate rehabilitation program. Moreover, all students and employees should be aware that,
in addition to University sanctions, they may be subject to criminal prosecution under federal
and state laws that specify severe penalties, including fines and imprisonment, for drug-related
criminal offenses. The seriousness of these crimes and the penalties imposed upon conviction
usually depend upon the individual drug and amount involved in the crime.

New York State also provides sanctions for unlawful possession or distribution of illicit drugs.
For example, in New York State, unlawful possession of four or more ounces of cocaine is a
class A-1 felony, punishable by a minimum of 15-25 years and a maximum life in prison. Where
appropriate or necessary, the University will cooperate fully with law enforcement agencies and
may refer students and employees for prosecution.

_Other University Policies_

- Policy on Access to Student Records under the Federal Family Educational Rights and
  Privacy Act (FERPA) of 1974, as Amended
- Social Security Number Reporting
University Regulations/Rules of University Conduct
- Policies on Alcohol and Drugs
- Equal Opportunity and Nondiscrimination Policies
- Gender-Based Misconduct Policies
- Policy on Partisan Political Activity
- Crime Definitions in Accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program
- Morningside Campus: Required Medical Leave for Students with Eating Disorders
- Essential Resources:
  - Campus Safety and Security
  - Disability Services
  - Ombuds Office
  - Transcripts and Certifications
- Additional Policy Sources for the Columbia Community
- Student Email Communication Policy
- CUIT Computer and Network Use Policy
- Consumer Information

For details of the above and further Columbia University policies, please consult Essential Policies for the Columbia Community (http://www.essential-policies.columbia.edu/)