



Columbia  
Business  
School

# MSAFA Student Handbook



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# **Master of Science in Accounting & Fundamental Analysis (MSAFA)**

## **Student Handbook 2025-26**

### **About Our Office**

The Office of Student Affairs manages academic advising, student progress and advancement, academic programming, major events, and aspects of student life, in addition to organizing orientation, graduation, and other programs. We are here to help make your time at CBS unique, enjoyable, and balanced.

#### **Faculty and Staff:**

MSAFA Faculty Director, Amir Ziv

Senior Director, Academic Affairs, Susan West

Senior Associate Director, Academic Advising & Student Success, April Smith

Senior Associate Dean & Dean of Student Affairs, Samantha Shapses

# Guiding Principles

## Honor Code

**“As a lifelong member of the Columbia Business School community, I adhere to the principles of Truth, Integrity & Respect. I will not lie, cheat, steal or tolerate those who do.”**

Please visit the Honor website, [www.gsb.columbia.edu/honor](http://www.gsb.columbia.edu/honor), for more information on where and how to get answers to Honor Code-related questions. The information includes what steps to take if a student has witnessed a Code violation, a resource outlining the expectations of all students, a discussion forum to voice student opinions and a list of recommended books on leaders grappling with business ethics.

## Columbia Contract

As a lifelong member of the CBS community, I will commit myself to honorable and professional conduct in and out of the classroom.

As a student, I will respect the professors, administrators and my fellow classmates. It is my responsibility to contribute to the learning environment and to refrain from any actions that are disruptive or contrary to the professors' stated norms.

As an ambassador of Columbia Business School, I will conduct myself with courtesy and integrity in all interactions with recruiters, alumni and the external community. I am proud to represent Columbia Business School because this is how I will be remembered.

## Columbia Core Culture

The purpose of the Columbia Core Culture is to promote a consistent classroom environment of mutual respect, preparation, and engagement. Our expectation of students in class is to be:

**Present:** Student success depends on being on time and present for the entire class every session. Attendance will be part of the grade for class participation and students are expected to sit in their assigned seats.

**Prepared:** Complete any pre-work needed for class discussion. Bring student nameplates and CBS Digital Casebooks (iPads). Expect the professor to cold-call students in class.

**Participating:** Actively and constructively engaged is expected in the classroom. No electronic devices except CBS iPads and only for educational purposes. When allowed, should be directive, active, and specific with use.

# The Academic Program

## Introduction

The Master of Science in Accounting and Fundamental Analysis (MSAFA) program is a master's degree program designed to be completed in three semesters and is offered by the Accounting Division of Columbia Business School. The MSAFA provides academically distinguished and industry-oriented students with the opportunity to obtain a rigorous, graduate-level accounting and fundamental analysis training over three semesters. Students take a carefully constructed curriculum of PHD and MBA courses offered at Columbia Business School. The program has a significant overlap with our PHD program but is intended for students who are interested in obtaining rigorous training without having to commit five years to complete a full PHD program.

The program aims to give students conceptual grounding and practical tools for a successful career in investment advisory, equity and credit analysis, and consulting. In a competitive job market, the technical skills and analytical expertise gained through the coursework component of a PHD program are increasingly valuable. This program will give you an edge.

The program is designed for students who are as academically prepared as doctoral candidates but prefer a shorter and more industry-oriented experience than the School's Doctoral Program. Candidates should be fully prepared to participate in PHD classes and to complete a substantial required research project.

This Guide provides information on the MSAFA program. It details course requirements, recommended classes, and grade requirements. The information in this Guide supersedes any previous edition. It is subject to change at any time, and any new developments will be announced in advance of their implementation.

## Faculty

The Program offers an opportunity to learn alongside faculty who are at the forefront of their disciplines. They are international influencers of business practices and strategies, continuing Columbia Business School's legacy of developing the world's top business leaders and strategists. Our faculty are exceptionally invested in student success and help create a collaborative culture that challenges students to push the boundaries of their expertise so they can contribute to today's most innovative organizations.

## Academic Calendar:

For important dates visit: [academics.business.columbia.edu/calendar](https://academics.business.columbia.edu/calendar)

## Tuition and Fees:

The following [tuition and fees](#) are prescribed by statute and subject to change at the discretion of the University's Board of Trustees. MSAFA students are required to pay University tuition and fees for three semesters and are charged a flat rate of tuition. To earn the MSAFA degree, students must complete a minimum of **33 credits** and may take up to a maximum of **36 credits**. Once a student has reached **33 credits**, they may not register for additional courses in the following semester. Early completion of the program is not permitted. Students who are not enrolled full-time (i.e., not paying flat-rate tuition) or who extend their studies beyond the second semester will be charged a \$200 matriculation fee for each additional semester of enrollment.

## Billing and Late Payments:

The University's Student Financial Services office, located in Kent Hall on the Morningside campus, handles the [billing and tuition collection](#) for each school at Columbia. University charges are billed on account statements by semester. Students access all billing statements and account activity on SSOL.

Students are expected to pay tuition prior to the stated tuition deadline each semester. Students are responsible for all late fee payments. Students with unpaid balances will have a hold placed on their account and not be permitted to register for subsequent semesters or have access to their diplomas until the balance is resolved.

## Financial Aid:

Columbia Business School's Financial Aid Office assists students with financing their MBA education through a combination of [institutional funds](#), federal loans, private loans, [military benefits](#), [external funding](#), [company sponsorship](#), and budgeting tools. While each year a portion of the entering class receives institutional awards, by far the largest form of financial aid for all students is educational loans.

### Loans:

Over half of Columbia Business School students take advantage of [federal and/or private loan](#) programs to help finance their MS.

### Federal Direct Unsubsidized Loans

US citizens and permanent residents may apply for fixed-rate Federal Direct Loans by completing a [FAFSA](#), a [master promissory note](#), and [entrance counseling](#). Federal Direct Unsubsidized Loans are not need-based and do not require a credit check.

### Federal Graduate PLUS Loans

US citizens and permanent residents may apply for a Federal Graduate PLUS Loan by completing a FAFSA, an internal [Graduate PLUS Loan Request Form](#), and [master promissory note](#). The credit authorization form initiates a check of the student's credit for adverse history. The credit criteria for the Graduate

PLUS Loan are generally less stringent than for a private loan. Students can borrow up to the student financial aid budget, less the amount of other financial aid received. Students must borrow a full Unsubsidized Loan first before borrowing the Federal Graduate PLUS loan.

## Private Loans

### Cosigner Option:

Students may choose to borrow a fixed or variable interest rate private educational loan. Each year, Columbia publishes a [Suggested Lender List](#) which provides a comparison chart of private lenders offering education loans. If you are in need of a US cosigner they must be a citizen or permanent resident. Keep in mind that for some lenders, a student must have a social security number in addition to having a cosigner.

### No-cosigner Option:

A no-cosigner loan option is available through Prodigy Finance or MPower Financing for international students. Loan amounts and terms vary by lender. Once the loan is accepted with the lender, submit the [Private Loan Request Form](#).

The financial aid office is available during our operating business hours, Monday through Friday, 9 a.m.–5 p.m., via telephone at +1 (212) 854-4057, or email at [finaid@gsb.columbia.edu](mailto:finaid@gsb.columbia.edu).

## Academic Calendar:

For important dates visit: [academics.business.columbia.edu/calendar](https://academics.business.columbia.edu/calendar)

## Curriculum and Courses

### Prerequisites

Most students will come from undergraduate business (accounting and finance) or economics backgrounds and will have hence completed the basic financial accounting and managerial accounting core courses along with some economics/finance and quantitative methods components.

Computer programming skills are essential in research. Before arriving on campus students will have completed the Python Basics class found here: [courseworks2.columbia.edu/courses/152704](https://courseworks2.columbia.edu/courses/152704). Also, students should build up an expertise for econometrics and statistics courses. Students have been advised of resources to do this over the summer prior to matriculation.

### Overview

The full course load is 12 credits (four three-credit courses or equivalent in half-credit courses), though you can take over 12 credits with no additional fees. The first Fall semester is tough with the PhD courses, so be careful not to overload. Courses offerings in semesters are subject to change.

## Orientation

Preterm Boot Camp: There is a (mandatory) 0-credit Preterm boot camp a week before the first day of classes. This introduces you to the fundamental analysis which is at the core of the program. The fall semester is challenging, so do all you can to get prepared, particularly in data analysis, econometrics, and quantitative methods.

## Required and Recommended Courses

The MSAFA degree is awarded upon completion of 33 credits taken in residence at Columbia Business School in three terms of study. No transfer credits from other institutions may be applied toward the MS degree. Students taking the internship course (B9397) may only take it for 1.5 degree credits.

Students must complete a minimum of 10 full-term courses (30 credits) and a thesis (3 credits). Courses comprise 21 credits of core courses and 9 credits of elective coursework from Columbia Business School or other Schools at the University.

Students can take an additional three credits at no extra tuition charge under the School's flat rate tuition program. Students are allowed to take up to a maximum of 36 credits.

## Core Courses (21 credits)

- Introduction to Econometrics and Statistical Inference ([B9323](#))
- Computing for Business Research (B9122)
- Capital Markets and Investments ([B8306](#))
- Fundamental Analysis for Investors, Managers, and Entrepreneurs ([B8010](#))
- Valuation and Financial Statement Analysis ([B9010](#))
- Earnings Quality and Fundamental Analysis ([B8008](#))
- Research on Investing with Fundamental Analysis ([B9020](#))

## Electives (9 credits)

Students take electives in Accounting or allied disciplines such as Finance, Economics, or the school's Decision, Risk, and Operations division. It is also possible for students to take related elective credits in other departments/schools at the University (e.g., Computer Science, Statistics, Mathematics, the Law School, etc.). Electives with priority access for MSAFA students include:

### Fall term\*:

Course Number	Course	Credits
8213	Global Macroeconomic Investing	1.5
8308	Debt Markets	3
8384	Equity Derivatives	3
8389	Hedge Funds	3
8609	Generative AI for Business	1.5
9206	(PhD) Economic Analysis	1.5
9208	(PHD) Economic Analysis II	1.5

Course Number	Course	Credits
9153	Generative AI: Technical and Social	3
9339	Systematic Investment Strategies	3

**Spring term\*:**

Course Number	Course	Credits
8029	Mergers and Acquisitions Transactions	1.5
8030	LBO & Bankruptcy Transactions	1.5
8307	Corporate Financial Management	3
8308	Debt Markets	3
8309	Derivatives	1.5
8323	Asset Management	3
8377	Value Investing	1.5
8474	Real Estate Analytics	3
8500	MS Lead: People, Teams, Organizations	1.5
8502	MS Strategy Formulation	1.5
8609	Generative AI for Business	1.5
9653	MS Machine Learning	1.5
9654	MS Artificial Intelligence	1.5

\*This list is based on course offerings for this academic year (2025-2026) and could differ in future years.

Together, these courses prepare MS candidates for careers in financial services, investment management, and consulting firms who seek professionals with quantitative skills and training in academic research.

### Thesis (3 credits)

All MSAFA students must complete a substantial group research project in the Thesis Seminar course under the supervision of a faculty member. Students will work in teams to design, execute, write, and present a thesis that involves original research on a topic approved by the course instructor.

Students typically submit their thesis and complete the program in the fall semester of their second year, after participating in a summer internship. Some students, however, may submit their thesis in the summer term thesis course, earning the degree in October.

### Registration

Students will be automatically pre-registered for core courses in their first term, and those schedules will be released before the start of Orientation. Schedules will be finalized through Vergil during Add/Drop.

Course registration for subsequent terms is managed through both the Course Match and Vergil systems. Course Match is an advanced algorithm that assigns classes based on student preferences. The algorithm uses the rankings submitted by students and their classmates to determine the demand for every class. Using that information, it gives each person as many of their

highly ranked classes as it can. The algorithm was created by Cognomos, based on Nobel Prize-winning research in economics.

Vergil is Columbia University's online platform for student accounts, course enrollment, and grades. [vergil.columbia.edu](http://vergil.columbia.edu)

Students may not contact faculty directly to reserve a seat in a course, and faculty may not grant seats in courses. Enrollment is managed exclusively by the systems outlined above.

## Cross-Registration

Students may cross-register in programs and schools outside of Columbia Business School. Only graduate-level courses (4000- and above) in disciplines related to the MS in Marketing Science will count towards the MS degree.

Students may enroll in undergraduate courses as long as they are in addition to the 30 credits of graduate-level coursework required for the degree; students do not receive credit toward their degree for undergraduate-level courses, but the grade earned in an undergraduate course will be included in calculating the student's GPA and in total permitted program credits. Courses must be taken for a letter grade; Pass/Fail is not permitted.

Students are accommodated in other programs/schools if seats are available after the program's students are registered. Other programs/schools publish their offerings on varying timetables, and students are bound by their add/drop deadlines. Please check the academic calendars for the various schools, as the timeline may differ from Columbia Business School. Additionally, final examinations vary and it is the students' responsibility to be aware of all dates.

Each school has its own procedures for approving cross-registration requests. Most require obtaining the approval of the instructor and/or a representative of the school's MS Office. Since this usually takes place after classes begin (during the add/drop period), students may wish to register for a full schedule of Business courses, and then drop one if they are approved for cross-registration. More information about cross-registration is available here: [students.business.columbia.edu/records-registration/cross-registration](http://students.business.columbia.edu/records-registration/cross-registration)

## Grading

Below is the grading system at Columbia Business School for all courses.

Grade	Scale	Grade	Scale
H+	11	P1+	5
H	10	P1	4
H-	9	P1-	3
HP+	8	LP	1
HP	7	F	0
HP-	6		

**P1 (Pass):** The P1 grade was created to distinguish between a P given for Pass/Fail courses within other divisions of the University.

**F (Failure):** A failed core course must be repeated; a failed elective may either be repeated or replaced by another. The grade is final and not subject to

reexamination; it remains on the transcript with the new grade of the repeated course.

**W (Withdrawal):** Students may officially withdraw from a course after the end of the add/drop period. The course will remain on the transcript with a grade of W. A grade of W is not included when calculating GPA; however, it is included when calculating the pace of completion.

**IN (Incomplete):** Incomplete grades are granted or denied at the discretion of course Instructors. If an instructor grants an incomplete for a course, the instructor and student must agree on a date in which the coursework will be completed.

Note that students cannot be certified for graduation with a notation of incomplete (IN) on their transcript.

The use of plus (+) and minus (-) will be allowed to be added to any grade except LP (and will have a standard weight of 1.0). When a forced curve is in place in the core, the number of pluses (+) added within each grade will be equal to or less than the number of minuses (-).

The incomplete must be resolved by 1) the conferral date or 2) six (6) months from the date the incomplete grade was earned, whichever is earlier.

It is the student's responsibility to make sure a grade is submitted by the agreed upon date or the incomplete deadline as determined by the above. The instructor is not required to submit a grade for the course after the applicable deadline. The mark of incomplete (IN) is not a final grade. Therefore, if a final grade is not submitted by this date, the mark of IN will revert to F (Failure).

## 8000 Level Elective Grade Distribution\*

\*courses numbering 8000-8999

The required grade distribution for Elective Courses is as follows:

H+: 2% of the class enrollment, rounded up to the nearest integer

H+, H, H-: less than or equal to 50%

+/- may be used with elective grades without restrictions.

The recommended grade distribution for Elective Courses is as follows:

P1, LP, and F: equal to or greater than 5%

+/- may be used with elective grades without restrictions.

## Course Evaluations

The Samberg Institute for Teaching Excellence manages the course evaluation process. At the conclusion of each course, students will complete an online course evaluation form providing feedback on the course and the instructor. This information is very useful to both the professor and to the School. To assist students in choosing electives, archival course evaluation summary data for elective courses is posted online on the Samberg Institute web site for students to view. Evaluations for each course can also be seen by clicking the "View course evaluation" link provided on individual course description pages.

## **Academic Review: Minimum GPA Requirements, Probation, and Dismissal**

During the academic review process at the end of each semester, the Office of Student Affairs monitors the academic performance of all students and makes available a support system for those in need of assistance. Students whose cumulative GPAs fall below the minimum requirements are subject to probation or dismissal. Less than satisfactory academic performance in the MS Program is determined as follows:

### **Minimum GPA Requirements**

All students are required to hold a GPA of 5.5 to graduate; maintaining a GPA of 5.5 each and above each semester is essential to your success as a CBS student. During the academic review process at the end of each semester, the Office of Student Affairs monitors the academic performance of all students and makes available a support system for those in need of assistance.

Students whose cumulative GPAs fall below the minimum requirements are subject to probation or dismissal. Minimum cumulative GPA requirements for Good Academic Standing, Academic Probation, and Academic Dismissal are below:

- Good Academic Standing: GPA equal to or greater than 5.5000
- Academic Probation: GPA less than 5.5000 and greater than or equal to 3.7000
- Academic Dismissal: GPA less than 3.7000

### **Academic Probation**

A student can appeal their dismissal to the Academic Standards Committee by written petition no later than 5 business days after receiving notice of their dismissal. Students are required to meet and share their statement with their academic advisor prior to the committee meeting. However, the academic advisor will not be present at the committee meeting.

The written petition should contain:

- A statement addressing any circumstances that contributed to the students' academic performance. A proposed schedule with rationale for class choices for all remaining semesters at CBS, and concrete steps the student will take to earn the necessary grades in each class.
- A completed cumulative GPA calculation with projected grades that are needed to return to Good Academic Standing by the end of the subsequent semester.

If a student is granted permission to continue in the MS program, they are required to meet with their academic advisor until Good Academic Standing is achieved. A student who was dismissed and whose appeal was not successful may re-apply, via regular admissions processes, to the program with a supplemental essay explaining the circumstances and how they have grown during the elapsed time.

If reinstatement is granted and the conditions are not satisfied within a specified period of time, dismissal is automatic and not subject to further appeal. Students receiving federal financial aid should see the Office of Financial Aid's information regarding [Satisfactory Academic Progress](#).

## Attendance Requirements

In addition to the requirements of the School and University, the MS program requires students to attend each class in person. Students should reach out to the faculty regarding excused absences (for religious observances; personal, medical, and family emergencies; military service; court appearances such as jury duty; and marriage ceremonies in which the student is the bride, groom, or member of the wedding party). Unexcused absences may have ramifications on your grades and participation requirements for the course, depending on the professor's requirements.

## Exams

All students are expected to take their course exams according to the schedule posted at the start of term. If it is not possible to reschedule before the end of the exam period due to one of the reasons below (documentation needed if applicable), there are two "Exam Make-up Days" scheduled per term. Please speak to the office of student affairs. If the exams cannot be made up during either the exam period or these two days, a grade of zero will be entered for the final exam.

Please note: Students who miss an exam or a make-up exam for an unexcused reason and do not notify the office of student affairs beforehand will receive an F in the class.

Exams may be rescheduled during the exam period for the following reasons:

- Exam conflict, defined as either: 1) two final exams scheduled at the same time; 2) three or more final exams scheduled within a two-day period; or 3) two exams that occur on the same day when one exam is scheduled to last for 4.5 hours or more. These guidelines do not apply to in-class exams.
- Religious observance: no documentation needed
- Military service: letter from commanding officer
- Court appearance: summons from the court
- Illness: letter needed from student's doctor stating when the illness began and for how long they should be staying home
- Family emergencies, such as death or serious illness of immediate family member: The Office of Student Affairs will determine what kind of documentation is required
- Communication of an expected absence must be received by the Office of Student Affairs before the exam period begins. Emergency absences will be considered on a case-by-case basis. Documentation is required as applicable.

## Breaches of Academic Integrity and Conduct

The following non-exhaustive list illustrates the different forms that academic fraud or misconduct can take.

- Cheating on examinations or tests; also the fabrication of data and/or fabrication of results.
- Plagiarism – the failure to adequately acknowledge others' ideas, language, or research in papers, essays, dissertations or other work. This could include failure to indicate prior use of one's own work (for example, using one's own original work for multiple submissions without acknowledgment).
- Knowingly assisting others in plagiarism by making one's papers, essays, or written work available for such use.
- Misstatement or misrepresentation in connection with any academic matter, such as in an application for admission or financial aid, or during a formal inquiry by University officials.
- Misuse, alteration, or fabrication of University documents, records, and credentials, including transcripts and ID cards.
- Improper use of the library and its resources: theft or purposely hoarding or hiding books or materials.
- Misconduct in carrying out teaching or research responsibilities.

## Support Services

This guide provides access to these resources as well as describing library policies and space.

## Business and Economics Library

Part of the Columbia Libraries system, provides access to a breadth of online resources that can be used for job searches, course assignments, market research and more!

## English Language Tutoring

Our international MS students are eligible for a total of 15 hours of English tutoring during their time at CBS. English language tutoring is coordinated by the MBA Office of Student Affairs (OSA). Students tutored in groups of two or more students can pool their hours (i.e. one hour session that two students attend and validate will ultimately only count as 30 minutes towards the 15 hours.) Additional hours beyond the allocated 15 total hours may be scheduled at the student's expense. Students cannot donate their hours to other students.

Please contact April Smith for more information at [anf2102@gsb.columbia.edu](mailto:anf2102@gsb.columbia.edu)

## Academic Tutoring

Student tutoring is available in select subjects through Starfish based on student tutor availability. Individual and group tutoring sessions are available.

## Columbia Health

Columbia Health provides services to the Morningside campus with select services also provided on the Medical Center campus. Columbia Health includes, but is not limited to, the following services:

• [Alice! Health Promotion](#) • [Disability Services](#) • [Counseling and Psychological Services](#) • [Gay Health Advocacy Project](#) • [Insurance and Immunization Compliance](#) • [Medical Services](#) • [Sexual Violence Response](#)

## Disability

Students seeking an accommodation for a disability should contact the Office of Disability Services at (212) 854-2388. Information on the services provided by the Office may be found online at [health.columbia.edu/disability-services](http://health.columbia.edu/disability-services).

If you have applied for or been granted accommodations, please notify our Disability Services liaison for MS programs: [April Smith](#).

## Leave of Absence

We understand students have a life outside of Columbia Business School, and balancing your other responsibilities with the rigors of academic life can sometimes be a challenge. Generally, if you anticipate that you will be absent from coursework for more than a two-week period in a given term, we recommend initiating a discussion about [Leave of Absence](#).

## Registration and Degree Requirements

- No transfer credits from other institutions may be applied toward the MSAFA degree (note: transfer credit is different from cross-registration, which is discussed below).
- Full-time MSAFA students may choose to enroll in available MBA elective classes, an elective Internship, and graduate-level courses from other Columbia schools (i.e., cross-registration).
- All students must meet in-semester GPA requirements, and ultimately must have a cumulative GPA of 5.5 or higher in order to graduate.
- MBA and MS Elective Classes are graded on a curve.
- It is each student's responsibility to ensure that they are staying on track to fulfill their degree requirements. Students are encouraged to check Vergil for information on their current GPA and number of completed credits.

## Columbia University Student ID Cards

Student ID cards contain students' official photos and are distributed at the start of their first term. If a student loses their ID card, they must purchase a new card from the ID Center located in Kent Hall. Student ID cards are required to gain access to Manhattanville Campus, campus libraries, including Business and Economics Library, various University and Columbia Business School sponsored events, and the Dodge Fitness Center. Each term, students may renew their term stickers in the MS Office. As a benefit, Columbia University Student ID cards are provided with a current term sticker, which may be used for free admission to many museums in New York. A list of museums is located at [artsinitiative.columbia.edu/museums/](http://artsinitiative.columbia.edu/museums/).

## Name Badges and Nameplates

Name badges and nameplates are provided to students at the start of their first term. Please note: students assume the cost for replacement nameplates and name badges, orders may take up to 10 business days to arrive and are placed twice per month.

## Student Business Cards

MS students can order Columbia business cards through the following site: [print.columbia.edu/content/business-cards](http://print.columbia.edu/content/business-cards).

## Merchandise

Columbia Business School merchandise is available for purchase in the University Bookstore, To purchase Columbia Business School branded items, you may also visit the Gear Store at [gear.gsb.columbia.edu/](http://gear.gsb.columbia.edu/).

## Lost and Found

Students can stop by the security desks of Kravis and Geffen Halls to report a lost item. If a secondary resource is needed please visit their main office at Broadway and 131st St. PH: 212-853-3301. If an item goes missing on the main campus, please visit the Lost and Found housed in the Department of Public Safety at 3270 Broadway.

## Columbia Business School Policies

### Alcohol Policy

Columbia Business School permits the service of beer and wine (and beer and wine-based beverages) at school or student organization-sponsored events with the use of club or organization funds, providing the following guidelines are met: Events should be educational, cultural or social in nature. Drinking should not be the primary purpose of the event. Student Groups may not provide their own alcohol. Alcohol (wine & beer only) may be served during the following days & times: Monday- Friday, after 5:45 p.m. Saturday-Sunday, after 12:00 p.m. All spending must fall within the Columbia Business School guidelines for meals and events. All guests at an event where beer and wine are served must be able to show proof of legal drinking age (21 in New York State); anyone unable to provide proof of age must leave the event immediately. Substantial food and non-alcoholic beverages must be supplied when alcohol is being served. All events at which food or beverages are served must include cleaning services after the event, and events with alcohol require a temporary permit. These are additional costs and will be charged directly to the organizing group; there may be no games of chance, drinking games, contests, "happy hours," or other activities that induce, encourage or result in the consumption of alcohol. All events that include the service of alcohol must be properly registered in CampusGroups - this includes denoting that alcohol will be served where prompted. No alcohol may be served to a person who is disorderly. Note that this policy applies to alcoholic beverages such as hard

seltzer. Off-campus events hosted by student organizations may offer a cash bar for hard alcohol with approval from the Office of Student Affairs.

## Columbia University Policies on Alcohol & Drugs

Please review the full [Columbia University statements and policies on usage of alcohol and drugs](#).

## Contracts

Students may not sign contracts or agreements on behalf of Columbia Business School. When appropriate, a member of the Financial Planning Office will facilitate getting a contract approved for an event. For more information regarding event management policies, please reach out to [osa@gsb.columbia.edu](mailto:osa@gsb.columbia.edu)

## Logo

Use of the official Columbia Business School logo is strictly governed; for specific guidelines and to obtain logo files, see the School's Identity Standards, located on the Columbia Business School website. The Marketing and Communications team must be consulted when using the logo for any invitations, programs, publicity, attire, etc. For more information, please contact Keshia Mark at [klm74@columbia.edu](mailto:klm74@columbia.edu).

## Columbia University Policies

The policies included in this section are excerpts from the Columbia University website's University Policies. Additional information may be found at: [universitypolicies.columbia.edu/](http://universitypolicies.columbia.edu/). The University Policies website is a useful reference to help students, faculty, and staff understand some of the policies and regulations of the University. Policies on this website pertain to campus safety (including harassment and discrimination), the confidentiality of student records, drug and alcohol use, student leaves, political activity, and more. This policy online reference guide is intended to provide information for the guidance of the Columbia community. Any questions regarding these policies should be directed to: [universitypolicies@columbia.edu](mailto:universitypolicies@columbia.edu).

## The Office of Institutional Equity (OIE).

OIE serves as a centralized resource for addressing all reports of discrimination and discriminatory harassment, including reports that involve alleged violations of Title VI and Title VII, reports that involve alleged violations of Title IX and the University's Gender Based Misconduct Policy, as well as reports that relate to violations of the Protection of Minors Policy. OIE is responsible for reviewing, investigating, and managing all incidents from inception through resolution whether the Respondent is a student, faculty, staff member, or affiliate. [eoaa.columbia.edu](http://eoaa.columbia.edu).

## Promoting Inclusion and Belong at Columbia

Please visit the inclusion and belonging page for more information:  
[universitylife.columbia.edu/inclusion-belonging](https://universitylife.columbia.edu/inclusion-belonging).

## Student Privacy Policies

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

#### Policy on Access to Student Records

The Policy on Access to Student Records under the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 can be found here:  
[universitypolicies.columbia.edu/content/ferpa](https://universitypolicies.columbia.edu/content/ferpa).

### Protection of Minors

Standards of conduct for all interactions between members of our community and minors including reporting suspected abuse and maltreatment of minors, registration of programs involving minors, and training for individuals of programs involving minors.

### Policy Statement

This policy creates Standards of Conduct for all interactions between members of our community, and all volunteers, contractors, and consultants who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at the University.

This policy creates an independent duty for those who interact with, supervise, chaperone, or otherwise oversee minors in University-sponsored programs (including third-party affiliates), activities, and/or residential facilities to be trained by the University.

This policy also requires an independent duty to report suspected cases of abuse and maltreatment of individuals under the age of 18 immediately. Any member of the University community may report a concern if they have reasonable suspicion that a child has been abused or maltreated, either by a caregiver at home, or by any other person they believe could be responsible for abuse.

For more information on the policy please see: [universitypolicies.columbia.edu/content/protection-and-treatment-minors-columbia-university](https://universitypolicies.columbia.edu/content/protection-and-treatment-minors-columbia-university)

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

## **Columbia Business School Essential Offices**

### **Deans Office**

[business.columbia.edu/about-us/leadership](https://business.columbia.edu/about-us/leadership)

### **Office of Financial Aid**

(212) 854-4057; [finaid@gsb.columbia.edu](mailto:finaid@gsb.columbia.edu)

### **Office of Student Affairs**

(212) 854-5563; [osa@gsb.columbia.edu](mailto:osa@gsb.columbia.edu)

### **Office of Development and Alumni Relations**

(212) 854-8815; [alumni@gsb.columbia.edu](mailto:alumni@gsb.columbia.edu); for more information please visit [business.columbia.edu/alumni](https://business.columbia.edu/alumni)

### **The Jerome A. Chazen Institute for Global Business**

[business.columbia.edu/chazen](https://business.columbia.edu/chazen)

### **Information Technologies Group (ITG)**

[business.columbia.edu/itg](https://business.columbia.edu/itg)

### **Corporate and Foundation Partnerships**

[business.columbia.edu/corporate](https://business.columbia.edu/corporate)

### **Marketing and Communication**

[business.columbia.edu/marcomms](https://business.columbia.edu/marcomms)

## **Columbia University Essential Offices**

### **Health Services**

(212) 854-2284; Additional fees apply for these services. Emergency Services: Ambulance 99 or (212) 854-5555

### **Emergencies/Ambulance**

Please contact Public Safety at 212-854-5555 (Morningside) or 212-854-3333 (Manhattanville). For non-emergency health and wellness concerns please contact Columbia Health at 212-854-2284. In case of life-threatening emergencies, call 911 immediately or go directly to the nearest emergency room.

### **Counseling and Psychological Services**

(212) 854-2878, Lerner Hall, 8th Floor. Confidential counseling services are offered in a variety of areas including: drug and alcohol counseling; family and marital counseling; crisis intervention; group therapy; external referrals are also provided. [www.health.columbia.edu/content/counseling-and-psychological-services](http://www.health.columbia.edu/content/counseling-and-psychological-services)

### **Office of Disability Services**

(212) 854-2388; Lerner Hall, 8th floor; Disability Services provides a full range of support services for disabled students, including arrangements for auxiliary aids, special equipment, accessibility to housing/classrooms, and coordination with faculty.

[www.health.columbia.edu/content/disability-services](http://www.health.columbia.edu/content/disability-services)

### **Public Safety**

(212) 854-2797; 111 Low Library, [publicsafety.columbia.edu](http://publicsafety.columbia.edu)

### **Safety Escorts**

The University's Public Safety Office offers a Safety Escort Program for the Morningside, Medical Center, and Manhattanville campuses. More information can be found at: [publicsafety.columbia.edu/safetyescorts](http://publicsafety.columbia.edu/safetyescorts)

### **Dodge Fitness Center**

(212) 854-2546; The Dodge Fitness Center is available to all Columbia University students and their families, at an additional fee. For more information on facilities, hours and fees please visit: [www.dodgefitnesscenter.com/](http://www.dodgefitnesscenter.com/)

### **Chaplain**

(212) 854-6242, Administrative Office is located in Earl Hall; St. Paul's Chapel  
(212) 854-1487 [ouc.columbia.edu/](http://ouc.columbia.edu/)

### **Housing Services**

(212) 854-2773; Registry of Off-Campus Accommodations,  
[ocha.facilities.columbia.edu/](http://ocha.facilities.columbia.edu/)

### **ID Office**

3270 Broadway, 212-853-2373

Hours: 9:00 a.m. – 5:00 p.m., Monday – Friday.

### **International Students/Scholars Office (ISSO)**

(212) 854-3587; 525 Riverside Drive, Suite 200

### **Office of the University Registrar**

(212) 854-4330; [registrar.columbia.edu](http://registrar.columbia.edu)

### **Office of University Life**

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

### **Ombuds Office**

(212) 854-1234; Schermerhorn Hall, Extension Room 660,  
[ombuds.columbia.edu](http://ombuds.columbia.edu)

### **Student Financial Services (University)**

(212) 854-4400; [sfs.columbia.edu/](https://sfs.columbia.edu/), email a question at [askus.columbia.edu](mailto:askus.columbia.edu)

### **Sexual Violence Response**

(212) 854-HELP (4357) for 24/7/365 support [health.columbia.edu/sexual-violence-response](https://health.columbia.edu/sexual-violence-response)

### **St. Luke's Hospital**

(212) 523-3343; Emergency Room entrance: Amsterdam Avenue at West 113th Street

### **Business and Economics library**

(212) 854-7804; Uris Hall; [business@libraries.cul.columbia.edu](mailto:business@libraries.cul.columbia.edu); [library.columbia.edu/locations/business.html](https://library.columbia.edu/locations/business.html)

### **S. Steven Pan '88 Business Library (Manhattanville)**

(212) 854-7804; 360 Geffen Hall; [business@library.columbia.edu](mailto:business@library.columbia.edu); [library.columbia.edu/libraries/business-manhattanville](https://library.columbia.edu/libraries/business-manhattanville)

## **University Operations And Emergency**

When major weather or other events occur that might affect the opening or closing of the University, please use the following resources to stay updated on University operations. Under these extenuating circumstances, please remember to always take special precautions.

Visit [www.columbia.edu](https://www.columbia.edu), the Columbia University homepage for updates.

Call the Columbia University main information line at (212) 854-1754, where a recorded announcement regarding any changes in the opening or closing status of the University will be available if the need arises.

If there is an emergency, please contact Public Safety at 212-854-5555 (Morning- side) or 212-854-3333 (Manhattanville). For non-emergency health and wellness concerns please contact Columbia Health at 212-854-2284. In case of life-threatening emergencies, call 911 immediately or go directly to the nearest emergency room.

## **Addendum**

This document may be revised by action of the Columbia Business School faculty and Deans at any time. However, a student admitted to the Columbia Business School has the privilege of matriculating and graduating under the academic requirements existing at the time of his/her admittance if graduation occurs within two years after admission. If graduation is delayed beyond two years from the time of admission, a student must matriculate and graduate under such requirements as they exist or as prescribed by the dean.