



Master of Business Administration  
Program Bulletin  
2024-2025

# MBA

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# Columbia Business School Leadership

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## Mission

Columbia Business School is committed to educating and developing leaders and builders of enterprises who create value for their stakeholders and society at large; we accomplish this through our MBA, MS, PhD, and Executive Education programs.

We are committed to developing new scholars and teachers, and to creating and disseminating pathbreaking knowledge, concepts, and tools that advance the understanding and practice of management; we accomplish this through our faculty research and PhD programs.



# Degree Program Overview

The School offers two program formats leading to the degree of Master of Business Administration (MBA):

## Full-time MBA

A full-time 4 semester program leading to the degree of Master of Business Administration with entering cohorts in August and January

## Executive MBA

An Executive format program for working managers leading to the degree of Master of Business Administration.

- **EMBA-Global:** A joint degree MBA program that leads to degrees from both London Business School and Columbia Business School
- **EMBA-NY:** A Saturday program beginning in May and designed to be completed in 6 semesters and a Friday/Saturday beginning in September and completed in 5 semesters.

## Dual Degrees

The School offers a number of programs that enable a student to receive a combined degree in less time than each degree would take separately.

## The Doctoral Program

The School offers doctoral programs in Accounting, DRO, Business Economics, Finance, Management, and Marketing.

## Master of Science Program

The School offers several Master of Science programs in Marketing Science, Financial Economics, and Accounting & Fundamental Analysis.

### MBA CIP Code

Federal classification of degrees is specified by CIP code. In early 2020, the CIP code of our MBA degree was changed to 52.1399, "Management Sciences and Quantitative Methods, Other." which is defined as "Any instructional program in business quantitative methods and management science not listed above." This is one of the CIP codes that the Federal government deems to be a STEM degree. One ramification of this change is detailed in the section below regarding Optional Practical Training.



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# Admissions

Admission criteria are developed with the guidance of the Dean, Senior Vice Dean for Curriculum & Program and the Senior Associate Dean for Enrollment Management and executed by the Admissions Office. The objective of the admissions procedure is to select a diverse group of students who show promise of the capacity to rise to positions of executive responsibility. All applicants for admission to the School are expected to take either the Graduate Management Admissions Test (GMAT) or the Executive Assessment (both offered by the Graduate Management Admissions Council, or the GRE offered by the Educational Testing Service. Waivers will be given in special cases.

## Transferring Between MBA Formats

Students are expected to complete the courses in the format in which they are admitted and enrolled. Certain degree requirements can be met across the degree programs on an exceptional basis.

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# Tuition and Fees

Every MBA student in the full-time program is required to pay University tuition and fees for four semesters and is charged a flat rate of tuition. Dual degree programs are detailed later in this document.

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. The full billing schedule can be found on the Student Financial Services website at <https://sfs.columbia.edu/content/billing-schedule>. The following fees, prescribed by statute and subject to change at the discretion of the University's Board of Trustees for the 2024-2025 academic year, can be read online at <https://business.columbia.edu/financial-aid/costs>.

Students may incur additional costs, such as study tours, travel or club events. The January-entry student living budget differs slightly since the first year is only 8 months. Note that tuition and fees generally increase 2-7% in the second year.

## Late Payments

Students are expected to pay tuition prior to the stated tuition deadline each semester. Students whose accounts are delinquent will be prohibited from continuing with the program until payment has been received. Students are responsible for all late fee payments. If the total amount due is not received before the due date of the first billing statement, a \$150 late charge will be added to the second statement. Any remaining balance after the second account statement will be charged a fee of 1.5% of the balance for each statement that goes unpaid. Students with unpaid balances will not be permitted to register for subsequent semesters or have access to their diplomas. Visit Student Financial Services at <http://sfs.columbia.edu> for a complete University guide, including the most up-to-date information on billing and payments. They may be reached via phone at (212) 854-4400 or in person at Kent Hall, Room 205.

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# 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, 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 private loan programs to help finance their MBAs. Students should wait to apply for loans until after they have been admitted, as upon admission applicants will gain access to a site with loan application timing information and process. Please read below about each type of loan available to our students.

### 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. Students can receive a maximum of \$20,500 per academic year, which is \$10,250 per semester. More information about Federal Direct Loans can be found at <https://business.columbia.edu/financial-aid/loans/federal-loans>.



## Federal Graduate PLUS Loans

US citizens and permanent residents may apply for a Federal Graduate PLUS Loan by completing a FAFSA, an internal PLUS Credit Authorization 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. More information about Federal Direct Loans can be found at <https://business.columbia.edu/financial-aid/loans/federal-loans>.

## Private Loans

**Cosigner Option:** Students may choose to borrow a fixed or variable interest rate private educational loan with a creditworthy US cosigner. 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. For application instructions, please visit each lender's website. Processing time for loans is 4 to 6 weeks assuming all documentation is in order.

The Suggested Lender List can be read at <https://sfs.columbia.edu/content/private-loans>.

**No-cosigner Option:** A no-cosigner loan option is available through Prodigy Finance or MPower Financing for international students. To apply, visit their websites. Loan amounts and terms vary by lender. Many international students also rely on family funds, personal savings, government or company sponsorships, and/or loans secured in their home countries. 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).



# MBA Degree Requirements

Columbia Business School is a professional school of business at the graduate level with a two-year “terminal” MBA Program designed for the practitioner. The MBA Program is offered in two formats. The first is a 4-semester full-time format that begins in the fall semester and spring semesters and is designed to be completed in May of the following academic year.

It is the responsibility of each degree candidate to know and fulfill the degree requirements and regulations. In addition to these specific regulations, students are also governed by the general regulations of Columbia University. While the University reserves the right to amend these requirements and regulations at any time, every effort is made to inform students before any change is implemented.

- The MBA degree requires a total of 60 credits and a minimum GPA of 5.5 to graduate. Six of the 60 credits can be made up of independent study, cross-registration at other Columbia schools, or through a handful of special courses such as Cross-Cultural Seminar (open to everyone but required for international students seeking CPT work authorization).
  - Most of the dual degree programs require 45 credits at CBS for their MBA, and none of these credits can be obtained through the cross-registration process; however, they can utilize up to 3 credits in independent study.
- Our Full-Time MBA Program is designed to be completed over four terms (2 academic years). The curriculum consists of 18 credits of required core coursework, and a minimum of 42 credits of elective courses. No transfer credits from other institutions may be applied toward the MBA degree.
- Students who exempt out of core courses replace them with electives to fulfill the MBA requirement of 60 credits of graduate-level courses taken in residence at the School in four terms of study. Fifty-four of these credits must consist of in-classroom business courses.
- Students may count a combined maximum of six credits of Independent Study, Cross-Cultural Seminar, and graduate-level courses from other Columbia schools toward the MBA degree.

All full-time CBS MBA students are required to register for, at least, 12 credits of coursework. The 12 credits can be spread out through the duration of the semester, including block weeks, A term, B term and full-semester courses. If students would like to take fewer than 12 credits, they must submit a written request to their Academic Advisor and receive approval from the Office of Student Affairs, except during the final semester when a student only needs to take as many credits as are required to meet degree requirements.



A failed core course must be repeated; a failed elective must either be repeated or replaced by another.

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# International Students

Information for International Students and CPT/OPT/AT Requirements is available online at <https://students.business.columbia.edu/records-registration/academicpractical-training-cptoptat>.

## F-1 Curricular Practical Training (CPT)

Under current regulations, international students holding F-1 visas can be authorized for Curricular Practical Training (CPT) provided they meet eligibility and procedural requirements. CPT is authorized employment pursuant to an internship elective that earns academic credit.

**Eligibility Requirements:** Curricular Practical Training (CPT) can be authorized for students who have completed at least two consecutive semesters of study in active F-1 status.

## F-1 Optional Practical Training (OPT)

Employment related to your field of study immediately after completion of your studies, authorized by USCIS (U.S. Citizenship and Immigration Services) through the issuance of an EAD card (Employment Authorization Document). OPT is permitted for a period of up to a maximum of twelve months.

For more information about OPT, please refer to the ISSO website or contact the ISSO at [isso@columbia.edu](mailto:isso@columbia.edu).

## J-1 Academic Training (AT)

Academic Training is a benefit of J-1 student status that allows you to work—either paid or unpaid—for the purpose of applying knowledge and skills learned during your program of study.

The Office of Academic Records and Registration at CBS can provide a letter of recommendation for the application. Details provided at the link above.



# Orientation Program

Orientation is fundamental to the CBS experience. During Orientation, students are introduced to their learning team, cluster, and the entire entering class. They will explore themes of community, individual and community values, academics, and careers.

Orientation provides important information on University Resources and introduces students to the academics and core values of Columbia Business School. Most sessions will be mandatory while others are optional. Students unable to attend Orientation will not be able to enroll in Columbia Business School.

Peer Advisors (PAs) are a group of CBS MBA students dedicated to introducing new students to the CBS experience. PAs will help welcome all new students during Orientation in August and/or January and contribute to shaping the CBS community culture. They facilitate important conversations around academics, careers, and community, represent a broad range of CBS experiences, and are integral members of first-year clusters.

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# MBA Core Curriculum

A staple of the Columbia experience, the core curriculum is designed to give students an in-depth mastery of the academic disciplines and applied functional areas necessary to every business leader's success. Taught by both full-time professors and practitioners, the core curriculum leaves students with more than just practical knowledge; case-based lessons and collaborative learning models train students to analyze, decide, and lead – rather than merely know – while creating a common student experience that fosters a deep and tenacious community.

Cluster and Learning Teams: Community building begins right at the start of the MBA program, as incoming students are assigned to clusters who take all of the first-year core classes together. Each cluster is further divided into learning teams, groups of about 5-6 students from diverse professional and personal backgrounds who complete assignments for most core courses as a team. These clusters, which reflect the heterogeneity of the School, foster a teamwork ethos as well as a long-term network.

Before each term, exemption exams are offered allowing students already deeply versed in a particular subject area the opportunity to replace core courses with electives. Exemptions are offered for all core courses with



the exception of “Lead: People, Teams, Organizations” and “Strategy Formulation”.

## Exemption Exams

CBS recognizes that many students have considerable background in certain areas of their academic program, and by granting the flexibility to take additional electives in place of fixed core courses whose content they have already mastered. Such mastery is determined by passing an exemption exam, which is comparable to a final exam in a given subject.

Students with prior experience or coursework in any of the core courses should attempt the exam. Students can only take the exam once but there is no penalty for failing. Students who pass the exemption exam can decide whether they want to re-enroll into the course for credit.

Students may elect to take exemption exams for the following core courses should they have pertinent academic or professional background:

- Managerial Statistics (1.5 credits)
- Financial Accounting (3 credits)
- Managerial Economics (1.5 credits)
- Foundations of Valuation (1.5 credits)
- Corporate Finance (1.5 credits)
- Business Analytics (1.5 credits)
- Global Economic Environment (1.5 credits)
- Marketing (1.5 credits)
- Operations Management (1.5 credits)

Students may also elect to take an exemption exam for the following elective courses: Capital Markets, Real Estate Finance, Python for MBAs, and Business and Climate Change. Please note that Capital Markets is an elective course which is a prerequisite for almost all finance electives.

- No exemptions will be granted on the basis of prior course work and/or experience in the subject area.
- Though a passed exemption exam will appear on the transcript, failing results are not recorded; there are no negative consequences to taking and failing an exemption exam.
- Exemptions do not reduce the number of courses required for the MBA degree; they enable students to take additional electives.
- Exemption exam grades are final.
- No exemption exam may be retaken.
- Exemption exams must be taken prior to the term in which the student is scheduled to take the core course.

Email [exemptions@gsb.columbia.edu](mailto:exemptions@gsb.columbia.edu) with questions.



## MBA Courses

In accordance with the Core Culture of being present, the MBA program requires students to be on time for class and to attend each class in-person.

- Academic Advisors and faculty must be notified if students anticipate missing a significant portion of classes. Seven or more consecutive business days of absence from campus when courses are in session is considered significant even if the absences are for an excused reason.
- There are grading implications, up to and including failure of courses, for students who are consistently late to class or who are absent for a significant portion of classes without communicating with OSA and their professors in advance.
- Students experiencing course absences related to protected class accommodations through Title IX or ODS (Office of Disability Services) should contact their Academic Advisor. Please note that accommodations do not apply retroactively so prompt outreach to the Academic Advising team is crucial if the likelihood of extended absences exists.
- Most courses are recorded and students may use class recordings as a study aid. Viewing class recordings cannot be substituted for attending class in-person. Only students who receive accommodations to attend class remotely from Title IX or ODS (Office of Disability Services), or those who test positive for COVID-19 are permitted to watch recordings in place of attending class in-person, on-campus.
- Students complete evaluations each semester for every course in which they are enrolled. The evaluation forms have both quantitative and qualitative questions. Students who do not complete the course evaluation before the deadline will have their end of term grades suppressed. Grades will be held for approximately two weeks after when grades are due, and students will not be able to see their suppressed grades in SSOL until the penalty period is over. Student feedback is very important to curriculum enhancement. This policy was created to encourage all students to give their honest and constructive feedback on each course.

## MBA Core Course Requirements

In addition to the requirements of the School and University, and in accordance with Core Culture of being present, the MBA program requires students to attend each class.

- Students who miss less than 33% of a class will receive a minimum attendance penalty of 1% for missing 1/12 of the class. For example, missing one session of a half-term course (A-term or B-term) or two sessions of a full-term course will receive a minimum of a 1% reduction in their overall course grade. Missing half the class as a result of lateness or not returning



after the break will receive a minimum of a 0.5% reduction in their overall course grade.

- Students who miss between 33% and 50% of classes in any individual core course for unexcused reasons will at most receive a P1. For example, if there are 12 class sessions in a term, students cannot miss more than 3 classes in order to be eligible for a grade higher than P1.
- Students who miss more than 50% or more of their classes (unexcused) will receive an F.
- It is up to the student to keep track of how many unexcused absences they have, and to understand how absences may impact their overall grade in the course.
- Depending on individual professors' requirements, fewer absences than listed above may have additional ramifications including but not limited to maintaining enrollment in the class and course grades. Frequent or significant lateness can also impact a course grade. Check the course syllabus for more information specific to each class.

## Core Excused Absences

We understand conflicts arise. Below is a list of absences that are considered excused; OSA may require documentation such as a letter indicating dates of illness from a medical professional, legal summons, etc.

- Religious observance
- Military service
- Court appearance
- Illness
- Family emergencies, such as death or serious illness of immediate family member

Absences are only excused in the cases listed above and students must provide notification in advance of absence from class. Absences will not be excused for interviews, recruiting, weddings, student activities, conferences, competitions, travel, etc.

Many electives have also adopted this policy but specific requirements can be found on each course's syllabus.

## Exam Policy

All students are expected to take their core and elective exams according to the schedule posted before registration begins for each semester.

All core exams will be in person, while elective instructors have the option to choose the modality of their exams (either in person or online).

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), then there are two “Exam Make-up Days” scheduled per term that students may elect to take their exams.

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 make-up exam for an unexcused reason and do not provide notice will receive an F in the class.

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

- 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 the student should be staying home
- Family emergencies, such as death or serious illness of immediate family member – OSA will determine what kind of documentation is required

Communication of an expected absence must be received as soon as possible, or no later than two business days before the exam period. Emergency absences will be considered on a case-by-case basis. Documentation is required.

Please email [osa@gsb.columbia.edu](mailto:osa@gsb.columbia.edu) for exam reschedule requests.

## Academic Calendar

For important dates visit <https://academics.business.columbia.edu/calendar>.

## Core Schedule

### MBA Core

Term	Class	Course #	Credits
1	Lead: People, Teams, Organizations	B6500	1.5
1	Financial Accounting	B6001	3.0
1A	Foundations of Valuation	B6301	1.5
1B	Corporate Finance	B6302	1.5
1A	Managerial Statistics	B6100	1.5
1A	Strategy Formulation	B6502	1.5
1A	Managerial Economics	B6200	1.5
1B	Global Economic Environment	B6201	1.5



Term	Class	Course #	Credits
1B	Business Analytics	B6101	1.5
1B	Marketing	B6601	1.5
2A	Operations Management	B6102	1.5
	<b>Total</b>		<b>18</b>

Note: A meets in the A-Term and B meets in the B-Term of the semester.

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## Electives

Elective courses and curriculum pathway information can be read online at <https://academics.business.columbia.edu/mba/academics/electives>.

- Currently there are 17 Curriculum Pathways that are designed to help students to choose electives that best match their career goals.
- Students are able to sort courses and review course descriptions by these criteria, centers, divisions, and/or additional keywords at <https://courses.business.columbia.edu>.

Students can begin taking elective courses in their first term. CBS offers more than 200 electives to allow students to immerse themselves in specialized topics with faculty members who are at the forefront of innovation in their fields. Students may assemble their own elective sequences or select from the School's recommended courses for common career paths, such as entrepreneurship, finance, consulting, healthcare, marketing, media, real estate, value investing, and social enterprise. There are also various programs students can apply for through our Centers and Programs with specific elective requirements.

Continuing students register for elective courses through a preferential based system, Course Match. Students can also add/drop courses that are not required through Vergil during certain registration periods.

## Global Immersion Courses

Global Immersion Program (GIP) classes bridge classroom lessons and business practices in another country. These 3-credit classes meet for half a term in New York prior to a one-week visit to the country of focus. Students may secure spots in GIP classes through Course Match.

During the immersion week, students meet with business executives and government officials while working on team projects. Upon returning from the travel portion of the class, students have at least one wrap-up meeting at Columbia Business School





Course Match can be accessed by visiting: <https://students.business.columbia.edu/records-registration/course-match-registration>.

## Academic Divisions

<https://business.columbia.edu/faculty/divisions>

- Accounting
- Decision, Risk, and Operations
- Economics
- Finance
- Management
- Marketing

## Centers and Programs

<https://business.columbia.edu/faculty/centers-programs>

- Entrepreneurship
- Leadership and Ethics
- Real Estate
- Social Enterprise
- Value Investing
- Global Family Enterprise
- Healthcare and Pharmaceutical Management
- Media and Technology
- Private Equity

## MBA Class Times

Full-time classes that meet in the A-Term, B-Term or Full-Term take place on Mondays, Tuesdays, Wednesdays, Thursdays at the following times and meet once or twice weekly. The in-semester term is 12 weeks. Courses either meet in the A-Term (6 weeks), B-Term (6 weeks) or Full-Term (12 weeks). There is a midterm exam period after A-Term and a final exam period after B-Term reserved for courses with in-person exams, mostly Core exams.

9:00 a.m. – 10:30 am

9:00 a.m. – 12:15 p.m.

10:50 a.m. – 12:20 p.m.

2:20 p.m. – 3:50 p.m.

2:20 p.m. – 5:35 p.m.

4:10 p.m. – 5:40 p.m.

6:00 p.m. – 7:30 p.m.

6:00 p.m. – 9:15 p.m.



There are block week and half block week courses that take place throughout the year. Block week courses meet during the term when A-, B-, or Full-Term classes do not. Full block weeks meet for 5 days in a row for 8 hours per day. Half block weeks meet for 2.5 days or 5 half days.

## Independent Study

The Independent Study is available to MBA and EMBA students who have completed their first semester to engage in independent work for academic credit over the course of one semester and with the oversight of a full-time Faculty Advisor or Adjunct Professor. The nature and extent of this independent study are determined by the student and a Faculty Advisor. A student may register for an Independent Study worth either 1.5 or 3.0 credits, and MBA and EMBA students may count a combined maximum of 6 credits of graduate-level courses from other Columbia schools, Independent Study, and Cross-Cultural Seminar toward the MBA degree.

Independent Study may not be used to obtain credit through auditing arrangements or to circumvent course capacities and stated pre/co-requisites.

<b>Category</b>	<b>Type</b>
Academic Study	Independent Research
Academic Study	Class Extension
Work Study	Field Study Project*
Work Study	CBS Academic Improvement Project*
Work Study	Developing Your Own Start-Up*
Work Study	Internship** (MBA students)

\* An Independent Study internship can only be taken for P/F grading and will not count towards degree requirements.

\*\* Independent Study is not a means for earning academic credit for an internship.

There are important considerations dependent on a student's immigration status:

- International students who are F-1 Visa holders seeking to pursue off-campus work should not use this Independent Study process after they have completed two semesters of study but instead use the Curricular Practical Training (CPT) application process for which they would then be eligible.
- Domestic students should be aware that unpaid internships can be a gray area with respect to U.S. labor laws. Independent Study credit earned via an internship work-study is based entirely on the academic deliverable created from the internship experience; it is not credit for the internship employment (time and work product) itself.

## Faculty Advisor

The Faculty Advisor will partner and agree on the project prior to the student submitting the application and then will be available as a resource and for feedback during the Independent Study; receive, review, and give feedback on the final deliverable; determine and submit a final grade. Faculty Advisors will dedicate at least 3-10 hours to the student as agreed upon upfront.

The Faculty Directory can be searched by name, division or area of expertise, and is a useful resource when exploring possible faculty sponsors.

Students are not permitted to initiate an independent study with a professor with whom they are currently taking a course. Faculty members can accept or decline Independent Studies based on their discretion and in consideration of the quality of the proposed study and the faculty member's availability during the semester requested.

## Credit

The student and Faculty Advisor should agree on the credit hours associated with the Independent Study prior to submitting the application. A 3.0 credit is appropriate for studies that will include about 50-70 hours of work or more during the semester. A 1.5 credit is appropriate for work that will include about 25-40 hours of work during the semester.

## Notes

- Independent Studies based on internships should typically receive a maximum of 1.5 credits as the additional study work on top of the internship itself would likely not reach ~72 hours.
- Team Projects should typically receive a maximum of 1.5 credit as the amount of work per student would likely not reach ~72 hours.
- For three-credit (3.0) Independent Studies, you must register the entirety of those credits in the semester for which you have the credit capacity. "Rollover" or split registrations are not permitted.



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# Core Culture, Honor Code, and the Code of Conduct

## Columbia Business School Honor Code and Community Standards

Essential to the mission of Columbia Business School is community-wide adherence to the highest level of ethical and professional conduct. The Columbia Business School Honor Code calls on all members of the School community to uphold the principles of truth, integrity, and respect. This applies both during their time at the School and throughout their careers as productive, moral, and caring participants in their companies and communities around the world.

As the CBS Honor Code states:

*“As a lifelong member of the Columbia Business School community, I adhere to the principles of truth, integrity, and respect. I will not lie, cheat, steal, or tolerate those who do.”*

In alignment with the Honor Code, all University faculty, students, and staff are responsible for compliance with the Rules of University Conduct. Copies of the full text are available in Essential Policies for the Columbia Community. Any individual who witnesses a deviation from the expected standards of behavior must report it via the Center for Student Success and Intervention (CSSI).

The goal of such reporting is ultimately to educate students about their actions' potential impact on their individual lives and the University community at large.

## Reporting and Disciplinary Process

As part of the process of educating students about the potential impacts of their actions on their individual lives and the University community-at-large, Columbia Business School partners with the Center for Student Success and Intervention (CSSI).

CSSI assists the Columbia community with the maintenance of a safe, honest, and responsible campus environment. CSSI may contact students if it is alleged that they have engaged in behavior that is inconsistent with University, affiliated school, or program policies and/or federal, state, or local laws. Students may be referred to the Dean's Discipline process when such an allegation is made.



Students, faculty, and staff may file a report directly to the Center for Student Success and Intervention (CSSI) for any incident involving a CBS student.

### What is Dean's Discipline?

The Dean's Discipline process is utilized to investigate and respond to allegations of behavioral or academic misconduct. Through this process, CSSI and CBS communicate the expectation that all students act honestly and always respect the rights of others. Dean's Discipline is not meant to be an adversarial or legal process. Through the process, students discuss accountability for their behavior and the impact their behavior may have on their own lives and the greater community.

### Disciplinary Charges

Students, faculty members, or Columbia staff with concerns or complaints about a student's behavior should file an incident report. Based on the information available, the Dean of Students, in consultation with CSSI, will determine the appropriate follow-up and may refer the student(s) alleged to have violated the policy to a formal disciplinary hearing. If a formal disciplinary hearing is to be held, a representative from CSSI will contact the student, explain the procedure, and set up an appropriate time and place for the disciplinary hearing.

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## Grading Policies and Academic Standards

### CBS Core Grade Distribution:

H: 25–30%

HP: 55–65%

P1, LP, F: 10–15%

+/- may be used in core grades with the following restrictions: there is no H+ in the core and the number of pluses must be equal to or less than the number of minuses.

### CBS Elective Grade Distribution

The required grade distribution for CBS Elective Courses is as follows:

H+: No more than 2%

H+, H, H-: ≤50%

P1, LP, F: ≥5%



+/- may be used with elective grades without restrictions. The grade of H+ is permitted in electives but strictly limited to 2% of the class enrollment, rounded up to the nearest integer. For courses with less than 50 students, no more than one H+ grade is permitted.

## Grading Notations

Grade (CBS Course)	Grade (Non-CBS Course)	GPA Equivalent
H+	A +	11.00
H (Honors)	A	10.00
H-	A -	9.00
HP+	B +	8.00
HP (High Pass)	B	7.00
HP-	B -	6.00
P1+	C +	5.00
P1 (Pass)	C	4.00
P1-	C -	3.00
LP (Low Pass)	D	1.00
F (Failure)	F (Failure)	0.00
P (Unweighted Pass)	P (Unweighted Pass)	N/A – For Exempted Core Courses Only: See Note 1.
W (Withdrawal)	W (Withdrawal)	N/A – See Note 2. Given to a student who drops a course after the add/drop period.
IN (Incomplete)	IN (Incomplete)	N/A – See Note 3.
R (Registration Credit)	R (Registration Credit)	N/A – For Exchange Courses Only

**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.

**Note 1:** While you do not receive pass/fail grades for courses taken, should you successfully be exempted from a core course, a grade of "P" will appear on your transcript to denote that you passed. This will not be factored into your GPA, nor will it receive any credits. It is strictly a notation that you passed your exemption exam.

**Note 2:** Students are not permitted to have a course deleted from their academic record after the add/drop deadline. If a student withdraws from a course after the drop deadline, the transcript will show a mark of "W" for that course. This is a permanent mark, and will remain on the transcript even if the student repeats the course. This grade will not be factored into your GPA, nor will receive any credits. Students cannot withdraw from a course after the date noted on the MBA Course Registration Schedule.

**Note 3:** Incomplete (IN) Grades: 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 course-work will be completed. Note that students cannot be certified for graduation with a notation of incomplete (IN) on their transcript.

The incomplete must be resolved by (1) the conferral date or (2) six 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 IN (Incomplete) 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).

## Tutoring

Each MBA student receives unlimited hours of free peer academic subject tutoring for core courses and the prerequisite finance elective, Capital Markets & Investments. Tutoring for Columbia Business School courses is made available only to currently enrolled full-time MBA and EMBA students. Please note that tutoring for core and Capital Markets & Investments can only be used when students are enrolled in those courses.

## Grade Non-Disclosure

Columbia Business School students voted to implement a student norm of grade non-disclosure. This community norm states that students will not disclose grades, GPAs, or transcripts to employers until a student accepts a full-time, post-graduation position with an employer. Students however may continue to disclose receipt of academic honors (e.g., Dean's List) and membership in honor societies. Students can review the information shared with employers by visiting <https://business.columbia.edu/recruiters/how/on-campus-recruiting/interview-logistics/acceptable-interview-practices>.



# Credit Requirements

The MBA degree requires a minimum of 60 credits, with an expectation that students earn roughly 15 credits per term over four terms. All full-time CBS MBA students will be required to register for, at least, 12 credits of coursework. The 12 credits can be spread out through the duration of the semester, including block weeks, A term, B term and full-semester courses. If students would like to take fewer than 12 credits, they must submit a written request to their Academic Advisor and receive approval from the Office of Student Affairs.

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.

For dual degree students, the Business School GPA is determined by the grades received while in residence at the Business School; and includes all courses taken in those semesters, even those offered by the student's other school. Grades for Business School courses taken while in residence at their other school are not included in their cumulative GPA for the Business School.

## Credits by Term

**First semester:** Students entering their first semester are pre-enrolled in 16.5 credits, less their exempted course credits. The maximum number of credits students can enroll in their first semester is 18.

**After first semester:** Students can enroll in up to 18 credits in semesters 2 through 4. Students with a 7.0 or higher GPA will have their credits increased to 19.5 during add/drop and to be considered for 21 credits, students must fill out a registration form at <https://students.business.columbia.edu/records-registration/registration-forms>.

## Academic Standing

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





GPA Calculator: <https://coursematch.gsb.columbia.edu/gpa/student-gpa-calculator/>

Students receiving federal financial aid should see the Office of Financial Aid's information regarding Satisfactory Academic Progress at <https://business.columbia.edu/financial-aid/policies/satisfactory-academic-progress>.

## Academic Probation

Students on Academic Probation should prioritize their academic performance as part of the MBA experience. To assist in this process, students on Academic Probation must comply with the following:

- Students on Academic Probation may take no more than 15 credits per semester until Good Academic Standing is achieved. Students on Academic Probation who hold leadership positions at Columbia Business School must meet with the Director of Student Life and Engagement or the Senior Director of Student Affairs within one week of meeting their academic advisor. Further instructions will be provided upon notification of probation.
- Students on Academic Probation must meet with their academic advisor once per month to discuss academic progress, until Good Academic Standing is achieved.
- These standards are designed to provide the support and focus required to achieve Good Academic Standing.

Note that the above criteria pertains to Academic Probation. Students on Disciplinary Probation are required to vacate any leadership positions, including roles in student clubs and organizations, as well as Peer Advisors (PAs) or CMC Fellows within one week of being placed on disciplinary probation.

## Academic Dismissal

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 MBA program, they are required to meet with their academic advisor every other week 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.

## Grade Appeal

Students who believe they have been unfairly graded have access to a formal review process. Grade appeals are granted in cases of error, not in cases of disagreement about the quality of work. It is understood that faculty members have the right to determine grading policies for their classes and have the expertise to evaluate student work unless substantive and objective evidence to the contrary is presented. Students requesting a grade appeal must include rationale with supporting evidence. Please also take into account the mandatory grading curve policy, which means your final grade reflects how well you performed in relation to your peers.

In order to appeal a grade, the student must initiate the following within six weeks (30 business days) of receiving notice of the grade in SSOL. Appeals not initiated within that timeline will not be considered, by faculty or administration.

Reach out to the faculty member via the faculty member's Columbia University email address (UNI) requesting a grade review and providing rationale and supporting evidence.

If the faculty member does not believe a grade change is warranted but the student wants to proceed, use the CBS Grade Appeal Form to escalate the appeal to the Senior Vice Dean for Curriculum and Programs and Associate Dean and Dean of Student Affairs, Samantha Shapses by providing the following:

- Student Name and Email
- Course Number, Course Name, Faculty Member Name, Semester
- Current Grade, Desired Grade
- Rationale for the appeal with any supporting evidence\*
- Summary of conversations with faculty member about the appeal

As part of the CBS grade appeals process, information contained in appeals submitted by students may be shared with relevant CBS faculty members. Students can expect a decision within four weeks (20 business days) of submitting the Appeal Form. Grade reviews may result in a higher grade, an unchanged grade, or a lower grade. Decisions made by the Senior Vice Dean for Curriculum and Programs are final.



\* Unacceptable rationale includes: Grade impacts student financial aid or honors.

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## Educational Records

Columbia Business School (CBS), in conjunction with the Registrar's Office, maintains the educational records of students who matriculate at the School. The maintenance and oversight of these records comply with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), which regulates a wide range of privacy-related activities including management of student records maintained by the University, regulations regarding who has access to student records, and for what purposes access to student records is granted. The act guarantees students access to their records and allows them to restrict such access to others.

Please consult the University's Retention of Student Education Records policy statement for further details: <https://universitypolicies.columbia.edu/content/retention-student-education-records>

For additional information regarding access to student records, please consult University Policies for the Columbia Community: <https://universitypolicies.columbia.edu/>

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

Students may inspect and review their education records by submitting a written request to the Student Service Center (<https://ssc.columbia.edu/>) of the Office of the University Registrar that identifies the record(s) they wish to inspect and review, or by emailing [registrar@columbia.edu](mailto:registrar@columbia.edu) from their Columbia email account.

**Note:** Educational files maintained by CBS are accessible for five years after a student has graduated. Files of students who withdrew or took a leave from CBS are accessible for up to ten years from the last semester of attendance.

### Holds

A student's ability to register, request an enrollment letter of any kind, order a transcript, or receive a diploma may be put on hold by various offices within the University. In some cases, students will not be allowed to rank courses on Course Match if they have a Student Financial Services hold from a previous



term. Prior to registration, students should check for holds by visiting Student Services Online (SSOL).

Until a hold is cleared, the student will not be registered. This can result in serious consequences, such as cancellation of health insurance and financial aid, ineligibility for University housing, or non-compliance with visa regulations.

Office Placing the Hold	Reason	Consequence
Student Financial Services	Financial Obligation	Student will not be allowed to register for classes. Diploma withheld.
Library	Financial Obligation	Diploma withheld.
Dean	Academic Issue	Student will not be allowed to register for classes. Transcript and diploma withheld. Enrollment letters of any kind will not be furnished.
Health Services	Immunization Compliance	Student will not be allowed to register for classes.
Business School	Community Citizenship Initiative/Pre-Orientation Tutorials	Student will not be allowed to register for classes. Transcript and diploma withheld. Enrollment letters of any kind will not be furnished.
Business School	Phillips Pathway for Inclusive Leadership	Student will not be allowed to register for classes. Transcript and diploma withheld. Enrollment letters of any kind will not be furnished.
Center for Student Success and Intervention (Student Conduct)	Pending or unresolved disciplinary conduct case	Contact <a href="mailto:conduct-admin@columbia.edu">conduct-admin@columbia.edu</a> .
Admissions	Documentation Compliance	Student will not be allowed to register for classes. Diploma withheld.

## Interrupting Your Studies

We understand that after joining CBS circumstances may change, resulting in the need to suspend studies for a period of time, or take fewer credits during a term and creating a need for more than four semesters of study



(stretch). Columbia Business School is aligned with the University's Withdraw and Leave of Absence Policy. Please visit <https://sfs.columbia.edu/content/withdraw-or-request-leave-absence> carefully as it contains important information.

## Leave of Absence

Leave of Absence (LOA) generally refers to scenarios where a student demonstrates compelling reasons and necessity to interrupt their studies. There are multiple leave of absence types a student may pursue or otherwise be subject to, including those arising from Voluntary and Involuntary circumstances. Types of leaves include voluntary, medical, military, and involuntary leave.

Note that students who begin the Full-Time MBA Program in August are permitted to take the summer off between their first and second years; this summer break is not considered an LOA. Those who begin the program in January are expected to complete four consecutive terms, including the summer semester, without interruption.

Students must start the program at the entry point to which they were admitted. A leave of absence cannot be taken prior to the completion of the first semester of the program. In the event that students cannot begin the program at the entry point to which they were admitted, they should contact Admissions.

Students in their first semester cannot request to withdraw from the semester until at least one (1) class is completed and a grade is earned. Students who take a Leave of Absence in their first semester must return at the entry point to which they were admitted. For example, a student who begins the program in the spring semester and takes a Leave of Absence after finishing one (1) course will be eligible to resume their studies the following spring. Students may not come back from an LOA during the summer semester unless all first-semester core classes are complete.

## Withdraw

The University uses the term Withdraw to formally indicate that a student has ceased attendance in all scheduled courses for a given term. Students must alert CBS if they intend to withdraw from a semester. If a student ceases attending classes without notification, that student is considered to have Unofficially Withdrawn from the University. Students who fail to enroll by the end of the registration period without prior approval from the Office of Student Affairs will be withdrawn and may be required to re-apply through the Office of Admissions, with no guarantee of re-admission.

## Resources, Requirements, and Implications

To fully understand the impact of a Withdrawal or Leave of Absence from school, you must understand the ramifications. There are many other areas that should be considered as part of a student's decision to temporarily or permanently interrupt their studies.

This includes, but is not limited to:

- Financial Implications, including those related Tuition & Fees, Title IV Federal Student Aid and Other Financial Assistance
- School and University Services including Columbia Health and the Health Insurance
- Columbia Residential (Graduate Student Housing)
- International Students and Scholars Office (ISSO)

Students returning from a separation will not receive an additional opportunity to attempt exemption exams for withdrawn, incomplete courses, or Core courses not yet attempted, as this opportunity occurs in advance of matriculation.

Regardless of the type of separation requested or enforced, students who suspend their studies will not have access to some CBS systems, CBS-specific services such as Career and Academic Advising, or University facilities and services outlined in the University Policy. While separated, students are not permitted to participate in CBS academic, career, club, community, or social events unless they are open to the general public. When preparing to return from a leave, students must notify OSA in writing with the expected semester of return to devise a plan for return.

<b>System</b>	<b>Access while on Leave of Absence or Withdrawn?</b>
CampusGroups	No
Canvas (historical classes)	Yes
Canvas (audits new classes)	No
CBS Directory	Yes
COIN	Yes
GSB Email	Yes
Poll Everywhere	No
<b>System</b>	<b>Access while on Leave of Absence or Withdrawn?</b>
Qualtrics	Yes
Slack	No
SSOL	Yes
Tech Support	No

There are many support resources available to students considering interrupting their studies. This includes, but is not limited to:

**Academic Advisor (OSA):** Schedule an Advising Appointment.

**University Life:** focuses on enhancing the student experience across Columbia's 17 schools and colleges and is committed to promoting a diverse and inclusive campus culture where students can thrive in all dimensions of their lives. Please review the Resource Directory at <https://universitylife.columbia.edu/resource-directory> for more information.

<https://universitylife.columbia.edu/content/our-mission>

**Center for Student Success and Intervention:** provides multiple on-campus and off-campus resources to assist students with meeting basic needs and serves as a space to access and obtain necessary support and services to help as a part of your journey here at Columbia.

<https://cssi.columbia.edu/services>

**Religious Life:** <https://religiouslife.columbia.edu/about-us>

## Next steps

Students must Schedule an Academic Advising Appointment with their designated Academic Advisor before submitting a Withdrawal and Leave of Absence Notification Request Form to the University.

Schedule an academic advising appointment: <https://gsbcolumbia.starfishsolutions.com/starfish-ops/session/casLogin.html>.

Download forms related to a Withdrawal or Leave of Absence: [https://sfs.columbia.edu/content/withdraw-or-request-leave-absence#!#cu\\_card\\_group-2899](https://sfs.columbia.edu/content/withdraw-or-request-leave-absence#!#cu_card_group-2899).

## Stretch Policy

The Master of Business Administration (MBA) program is a STEM-eligible degree, completed in four semesters of full-time study at Columbia Business School. A semester 'stretch' allows students to extend their studies and perhaps take fewer credits per semester due to extenuating circumstances that dictate the need for an additional semester (otherwise known as a "stretch").

Stretches may be granted in cases of incapacitating illness and/or serious family emergency, or in situations of comparable gravity. Students who are experiencing such circumstances and are considering studying for more than four semesters must schedule an appointment with their academic advisor to discuss their concerns and academic progress. Stretching does not result in



additional ranking opportunities. Students will build their additional semester schedule via add/drop (i.e. change of program period) in SSOL.

Extending time in the MBA program (stretching) does not result in additional or extended campus recruiting opportunities, which include company events, job applications, and CBS-facilitated interviews. Students in the September-entering MBA program may participate once in campus recruiting for summer internship opportunities and once for full-time opportunities. Students in the January-entering MBA program may participate in campus recruiting once for full-time opportunities; January-entering students are not eligible to participate in the summer internship campus recruiting, regardless of whether there is a change of degree conferral date. All graduates of CBS receive lifetime access to the CMC, including job postings and career advising, workshops, and resources. For questions about recruiting and stretching, it is recommended that you contact the CMC.

There may be tuition, financial aid, student visa, student housing, and/or health insurance implications as a result of stretching. Students are approved to stretch for one semester. All remaining requirements must be completed in one Stretch semester unless the student receives approval from the Office of Student Affairs to continue due to extenuating circumstances.

Students may not be degree candidates for more than five academic years from initial matriculation, including leaves of absence and stretch semesters. Those who fail to complete the degree requirements within this period must be readmitted to the Program through the Admissions Office.

All full-time MBA students are required to take at least 12 credits of coursework each semester. This is regardless of whether you have been granted a stretch semester. The 12 credits can be spread out through the duration of the semester, including block weeks, A-term, B-term, and full-term courses. If a student is unable to take 12 credits in a semester, they should speak with their academic advisor regarding their options, which may include taking a Leave of Absence. Part-time study is not available for the full-time MBA program.

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## MBA Exchange Program

The MBA Exchange Program provides third- and fourth-term students the opportunity to immerse themselves in the business environment through a study-abroad experience. Nearly two dozen of the world's best-known graduate management institutions take part in the exchange program.



Things to consider:

- Second-year MBA students may go abroad only during their third or fourth term.
- Applications are not binding - applicants will be notified if they have been given a spot and then can decide if they accept. There will be another deadline for committing before students are nominated to their host schools.
- Candidates must have completed all core course requirements and have a solid academic record with a minimum GPA of 5.5 before the exchange semester to be eligible.
- Dual-degree students are not eligible to study abroad.
- Participating students pay tuition and fees to Columbia University and are responsible for all travel, accommodations, books, and miscellaneous expenses.
- Schools with "Waitlist Only" do not currently have open spots, you are welcome to apply however your application will only be reviewed and considered if a spot opens up.

The MBA Exchange Program process is handled by the Chazen Institute for Global Business. Each partner school has different regulations and offerings. More information can be found at <https://business.columbia.edu/chazen/students/chazen-mba-exchange>.

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## Cross Registration

CBS students may elect to supplement their studies with coursework from other schools at the University. MBA students, excluding dual degree candidates, may count up to six credits of graduate-level course work at other schools within the University toward the MBA degree. Please note that a maximum of six credits of the 60 credits required for graduation can come from a combination of cross-registration, independent study, cross-cultural seminar courses. For more details, check the degree requirements information. How these courses count towards degree requirements vary, so students are advised to carefully review the requirements for their degrees before enrolling.

Students must observe the deadlines for registration and requirements of the school in which they wish to cross-register. Note that Business School students will receive traditional letter grades (A, B, C, D, F) for courses taken in other schools. These grades appear on your transcript and are included in the calculation of GPAs.



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 Academic Affairs office. Since this usually takes place after classes begin, students may wish to register for a full schedule of Business courses, and then drop one if they are approved for cross-registration.

Registration Procedure: You should first check to see if you are able to add courses of interest via SSOL during the add/drop period. Some Schools prefer students to add themselves directly to a class or to join a waitlist to process their requests. If the course(s) of interest is restricted, students must have their request approved by the other School. Unless otherwise stated, students must submit a Registration Adjustment Form via email to the Office of Academic Records & Registration to be officially registered. The form should be signed by the appropriate official at the other school (i.e. instructor or student affairs officer), though in lieu of a signature, and email approval may be submitted along with the form. If students decide to drop a course from another school, that must be done through SSOL.

The following is specific information regarding some of the other schools' cross-registration procedures. For schools not listed below, contact the instructor of the course of interest for information on cross-registration. For more information on course offerings at other Columbia schools, visit Vergil – The University's Course Planning Guide or audit the degree, <https://students.business.columbia.edu/records-registration/degree-audit>.

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## Auditing

Current students may audit Business School electives with the instructor's permission if there are open seats in the class after enrollment is complete (after the add/drop period), within the stated capacity of the course. Audited courses are not noted on the transcript; students do not receive academic credit and are not charged tuition.

Auditing agreements are made between the student and the professor. The Office of Academic Records and Registration does not require notification. To get Canvas access for an audited class, please be in contact with the instructor or their department's administrative staff.

Auditing may not be used to circumvent course capacities and stated pre/co-requisites in order to earn credit for a course. Current students must drop or withdraw from the course if they are approved to audit the course while enrolled.



Auditors may not concurrently enroll in courses for credit. Auditing students who are considering taking a course for credit must register for the course during the applicable add/drop periods. Requests to enroll in an audited course that come after the add/drop period will not be honored.

Current students who wish to audit a course in another school should contact the instructor or the appropriate administrative office in that school for permission. It is the student's responsibility to be fully informed of that school's requirements for auditors, as policies vary according to the program, including dropping the course if approved to audit the course while enrolled.

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## Dean's List

Students who achieved at least a 9.0 weighted semester GPA in their first term are included on the Dean's List, provided they have completed at least twelve (12) or more points for a letter grade. In subsequent terms, students who achieved at least a 9.25 weighted semester GPA and completed at least twelve (12) or more points for a letter grade are included on the Dean's List. Learn more about the School's grading scale under Academic Standards.

Students can find their GPAs on SSOL. With the exception of courses withdrawn for a grade of "W", Dean's List will only be awarded to students who have completed all of their courses in a given semester. While grades for courses taken outside the Business School apply, only full-time students enrolled for 12 or more credits qualify.

Dual degree students are eligible for Dean's List only during semesters in which they are in residence at the Business School. The grades from all courses taken while in residence at the Business School, even those taken at the student's other school, are included in calculating the GPA for that semester.

### Dean's Honors

The top 25% of each graduating class receives Dean's Honors.

### Dean's Honors with Distinction

The top 5% of each graduating class receives Dean's Honors with Distinction.

Only students with outstanding grades may still be considered for Dean's Honors/Distinction. Grade changes due to grade appeals after the release of these results will not be considered for graduation honors.



Additional Awards: <https://students.business.columbia.edu/office-of-student-affairs/student-life-and-engagement/events-and-programs/graduation/awards>.

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## Teaching Assistantship Process

All core course faculty and many elective faculty use the services of Teaching Assistants (TAs). The duties of this position vary on the needs of the individual faculty member but may include holding review sessions, posting course materials online, grading exams and papers, conducting office hours for students, handling arrangements for guest speakers and other administrative tasks.

Students cannot be enrolled into the course and also be a Teaching Assistant. There are some exceptions which include:

- Global Immersion Programs
- International Seminar
- Professor request and subsequent approval to the Senior Vice Dean of Curriculum and Programs

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## Graduation

### Tracking Degree Requirements

Students should regularly use the Degree Audit Report in Vergil to track their academic progress. The Degree Audit Report is used by both students and staff to aid in advisement and analyze students' progress toward the degree.

The Degree Audit Report includes:

- An assessment of overall degree requirements, including completion of core requirements, total points earned, and GPA.
- Course exclusions such as those based on incomplete or failing grades and duplicate courses.
- An assessment of courses applied to and/or excluded from degree requirements

To review your report:



- Login into <https://vergil.columbia.edu>
- This will redirect you to your dashboard or personal information page
- Under the "Academic Records" dashboard heading, click on "View my Degree Audit report"

The conferral month is May for students on track for graduation. This applies to both fall- and January-term students.

Degrees at Columbia University are conferred in February, May, October.

Students can walk with their class at graduation regardless of whether they have 1-2 more terms left to complete their degree. Diplomas are not dispersed on recognition or commencement.

Diplomas will be ordered and mailed by the printer after the conferral date. It will take a few weeks to complete the process so it is important that the University has an address on file for you which will be current for at least a couple of months after graduation.

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## Student Clubs

Student clubs are an integral part of the student experience at Columbia Business School. We have over 80 vibrant and engaged clubs that have focuses or specialties that may be of interest to you.

- Affinity Clubs celebrate and strengthen members' identity by creating a safe-space through affinity networking and enlightening and gaining support with the broader CBS community through school-wide shares, speakers and events.
- Community Service Clubs focus on providing impactful services to our local neighborhoods.
- International Clubs assist in celebrating the various cultural backgrounds of the CBS student body and may also enhance career-related insights for a specific geography via events and regional alumni engagement.
- Professional Clubs provide CBS students an opportunity to develop their professional skills and interact with business leaders throughout various industry sectors.
- Social and Athletic Clubs provide community based on shared hobbies, interest in leisure activities, and competitive outlets for CBS students.

Students on Academic Probation who hold leadership positions at Columbia Business School must meet with Student Affairs within one week of meeting



their academic advisor. Further instructions will be provided upon notification of probation. Students on Academic Probation must meet with their academic advisor once per month to discuss academic progress, until Good Academic Standing is achieved. These standards are designed to provide the support and focus required to achieve Good Academic Standing.

Note that the above criteria pertains to Academic Probation. Students on disciplinary probation are required to vacate any leadership positions, including roles in student clubs and organizations, as well as Peer Advisors (PAs) or CMC Fellows within one week of being placed on disciplinary probation.

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## Dual Degree Programs

Columbia Business School offers a wide range of dual degree options for students who wish to deepen their expertise in areas outside of business. In most cases, a dual degree requires one fewer year than pursuing the degrees separately, though this varies depending on the program.

Students can combine a Full-time Columbia MBA with one of 11 other professional degrees such as law, engineering, medicine, international affairs, or social work. Students in an Executive MBA program are not eligible for dual degrees.

Dual degree students register in one school per term. Columbia Business School does not defer students to future terms, so dual degree applicants should apply to the Business School for the term in which they plan to enroll. Exceptions may be considered to this policy on a case-by-case basis and for the Three-Year JD/MBA. Students must tailor their registration in subsequent terms to meet their academic objectives, and both schools' course, residence, and sequencing requirements. Students pay the tuition and fees of, and are granted financial aid by, the school in which they are in residence. School-specific scholarships and fellowships are usually not transferable.

### Admissions

With the exception of the 3-Year JD/MBA and MBAxMS, applications for admission to Columbia Business School and participating dual degree schools must be filed separately. For all other dual degrees, each school's admissions decisions are based solely on that school's selection criteria and are made independently. Applicants may either apply simultaneously to both schools, or begin their studies at one school and apply to the other school prior to completing half of the coursework of the first school. University students who



apply to the Business School after this deadline may still be considered for admission, but will not be eligible for the dual degree program.

Although applicants may apply simultaneously to both schools, they cannot begin both programs simultaneously. Columbia Business School does not defer students to future terms, so dual degree applicants should apply to the Business School for the term in which they plan to enroll. Exceptions may be considered to this policy on a case-by-case basis.

## Academic Requirements

The MBA requirements for degree candidates are quite similar to those for two-year, full-time MBAs. The primary distinction is that dual degree students need to complete a total of 45 over three terms of residency rather than 60 credits over four terms of residency in order to graduate, with the difference being in the number of electives that must be taken. Additionally, dual degree candidates may not count cross-registered courses toward their MBA degree requirements. As each program maintains its own degree requirements, dual degree candidates should also consult the second school or program for more information on what is needed to complete all requirements. Note that degrees are conferred simultaneously once all degree requirements are met for both schools.

To learn more about registration, sequencing requirements, financial aid, and more, email [apply@gsb.columbia.edu](mailto:apply@gsb.columbia.edu) or call 212-854-1961.

## Dual-Degrees

<https://academics.business.columbia.edu/dual-degrees/all>

- Architecture: MBA and MS in Urban Planning
- Dental and Oral Surgery: DDS and MBA
- Engineering and Applied Science: MBA and Executive MS
- International and Public Affairs: MBA and MIA
- Journalism: MBA and MS
- Law: JD and MBA
- Physicians and Surgeons: MD and MBA
- Public Health: MBA and MPH
- Social Work: MBA and MS in Social Work
- Teachers College: MBA and MA in Private School Leadership

## Three-Year JD/MBA

<https://www.law.columbia.edu/academics/dual-degrees/three-year-jdmba-program>



## Program Timeline

- **Year One:** At the Law School, complete the first-year foundation curriculum requirements.
- **Year Two:** Enroll at the Business School and complete the core curriculum requirements. Students may begin taking electives at both schools.
- **Year Three:** Enroll at the Law School, with the option to register for courses at both schools, including classes that are cross-listed by the Business School and the Law School.

## Requirements

You must earn 71 law credits and 45 business credits (in addition to separate requirements from each school) and satisfy all degree requirements for both schools. During the second and third year of the program, you may choose from a wide range of elective offerings at both schools in disciplinary areas outside of business law.

### JD Requirements

- All first-year foundation courses
- A professional responsibility course
- A course in legislation and regulation.
- Two writing credits, at least one of which must meet the criteria of the Major Writing Credit.
- A minimum of six experiential credits.
- A minimum of 40 hours of pro bono service.

### MBA Requirements

- Students must fulfill Columbia Business School's core curriculum (above) and must also be in residence at the Business School while taking first-semester core classes.

Because some of the core curriculum requirements at the Business School are cross-listed with the Law School, students must replace any exempted cross-listed core course with another cross-listed course.

## Dual MBA/Executive MS: Engineering & Applied Science

<https://academics.business.columbia.edu/mbaxms>

- Students receive an MBA and an Executive MS in Engineering and Applied Science; totally 67.5 credits over 4 terms.
- Students are in residence at Columbia Business School for the entirety of their program with coursework taken at CBS and SEAS.





- MBAXMS students will take their SEAS core courses during their first semester (fall) and will go through CBS Orientation with the J-term class in spring.

### Fall Semester

Name	School	Credits
Human-Centered Design and Innovation	SEAS	1.5
Design of UI/UX for Connected Systems	SEAS	1.5
Frontiers of Tough Tech	SEAS	3.0
Fundamental Design Tools	SEAS	3.0
Foundations of Entrepreneurship	CBS	3.0
Statistics + Business Analytics	CBS	3.0

### Spring Semester

Lead: People, Teams, Organizations	CBS	1.5
Strategy Formulation	CBS	1.5
Managerial Economics	CBS	1.5
Global Economic Environment	CBS	1.5
Marketing	CBS	1.5
Financial Accounting	CBS	3.0
Foundations of Valuation	CBS	1.5
Corporate Finance	CBS	1.5
Operations Management	CBS	1.5
Analytics in Python	SEAS	1.5

### Summer

Students who choose to pursue their own venture in the summer can apply for a summer stipend to assist them and will be supported by CBS's Lang Center. Students who pursue an internship will be given support from both the Engineering and Business School's Career Offices.

### Second Year Curriculum

Fulfill an engineering concentration in Medical Device Design, AI and Machine Learning, Supply Chain, Retail and Service Systems, Robotics and Smart Machines, Climate, Energy, and Sustainability, or Software Systems, Advanced Materials and Nanotechnology

Complete a capstone project which integrates the overall learning experience and prepares graduates to take on significant leadership roles in their area of interest

Fulfill a business concentration in entrepreneurship or enterprise (9 credits), take (3 credits) in analytics, and take (3 credits) in innovation.



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# Student Resources

## University Resources

<https://universitylife.columbia.edu/student-resources>

## Admissions

<https://academics.business.columbia.edu/admissions/mba>

## Office of Academic Records and Registration

<https://students.business.columbia.edu/records-registration>

## Office of Student Affairs

<https://students.business.columbia.edu/office-of-student-affairs>

## Career Support

<https://students.business.columbia.edu/career-management-center/students>

## Financial Aid

<https://business.columbia.edu/financial-aid>

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# Equal Opportunity and Nondiscrimination Policies

## Affirmative Action

Columbia University is committed to providing a working, learning and living environment free from discrimination, and harassment and to fostering a nurturing and a vibrant community founded upon the fundamental dignity and worth. Under Executive Order 11246, the Office of Equal Opportunity and Affirmative Action (EOAA), on behalf of Columbia University, each year prepares and implements Affirmative Action Programs (AAPs) for the Morningside campus, the Medical Center and the Lamont-Doherty Earth Observatory. Columbia's programs include the cornerstones of effective Affirmative Action Programs: (1) equal opportunity, nondiscrimination and affirmative action policies which the University has established, implemented, and disseminated; (2) diagnostic procedures which allow the University to determine employment patterns and compare them to the composition of the relevant labor pool; and action-oriented programs designed to assure that women, minorities, veterans and those with disabilities are being employed at a rate to be expected given their availability in the relevant labor pool.

<https://eoaa.columbia.edu>



## Discrimination Statement and Policy

Columbia University is committed to providing a learning, living, and working environment free from prohibited discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. Each individual has the right to work and learn in a professional atmosphere that promotes equal employment opportunities and prohibits discrimination and harassment. All employees, applicants for employment, interns (paid or unpaid), students, contractors and people conducting business with the University are protected from prohibited conduct.

The University does not tolerate unlawful discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, or sexual exploitation and all such conduct is forbidden by Columbia University Policy.

The University strongly encourages those who have experienced, witnessed, or become aware of conduct that violates EOAA Policies & Procedures to come forward promptly so that the University can take appropriate steps to prevent such conduct from occurring in the future and to ameliorate its effects. The University will protect the privacy of those who come forward to the extent possible and permissible by law.

Nothing in University Policy and EOAA Policies & Procedures shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University's educational mission.

## Gender Based Misconduct

The Policy and Procedures are designed to reflect the University's commitment to a safe and non-discriminatory educational environment, consistent with Title IX, the Violence Against Women Act ("VAWA"), and New York State Education Law 129-B. Here are several important points about gender-based misconduct that the Policy addresses:

Sexual harassment, sexual assault, sexual exploitation, gender based harassment, stalking, domestic violence, and dating violence are all forms of gender-based misconduct. In some instances, these behaviors do not have to be sexual in nature to be considered gender-based misconduct.

Gender-based misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship.

Gender-based misconduct can be committed by anyone regardless of gender identity, and it can occur between people of the same or different sex or gender.



Most fundamentally, the University does not tolerate any form of gender-based misconduct. Students who experience gender-based misconduct can seek help and bring complaints in the University process. Those found responsible will be sanctioned in accordance with this Policy. Students who experience gender-based misconduct can also pursue criminal and civil processes, in addition to or instead of the University's process under this Policy. This Policy and accompanying procedures are part of the University's multifaceted approach toward eliminating gender-based misconduct from our community, which includes: (1) educational programs; (2) services and resources for those affected by gender-based misconduct; (3) accessible, prompt, and fair methods of investigation and resolution of reports of misconduct; and (4) protections designed to prevent recurrence. This Policy first specifies prohibited conduct and provides illustrative scenarios, which may be helpful in understanding the Policy's scope. It then describes available resources for students.

Please find full policy and procedure text at <https://universitypolicies.columbia.edu/content/gender-based-misconduct-and-interim-title-ix-policies-and-procedures-students>.

## 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, like those listed below. Visit [www.columbia.edu](http://www.columbia.edu), the Columbia University homepage. 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 (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.

# 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.

Coordinated by the Office of the Dean





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