



Executive Master of
Business Administration
Program Bulletin
2024–2025

EMBA

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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. This dual degree option does not apply to the executive programs.

The Doctoral Program

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

Master of Science Program

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

EMBA 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.

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 (EA) (both offered by the Graduate Management Admissions Council), or the GRE offered by the Educational Testing Service. Waivers will be given in special cases.

Regardless of the level of financial support from their employer, applicants to EMBA-NY Friday/Saturday are required to submit a signed sponsorship letter from an authorized representative of your organization, briefly stating the terms of support. Financial sponsorship is not required of your employer, but your organization must agree to: 1) Keep your travel time to a minimum; 2) Completely release you from all job responsibilities on class days.

EMBA-NY Saturday applicants are not required to obtain employer sponsorship of any kind, though it is welcome.

Transferring between EMBA/MBA formats

Students complete their core classes in the program in which they are admitted. As students move into elective courses in their second year, there will be the option to take courses on different elective formats and within the Full-time MBA program, however, students will continue to be associated with the program in which they were admitted. It is not possible to switch academic programs and EMBA students are unable to switch within EMBA program formats.

Tuition and Fees

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. <https://sfs.columbia.edu/content/billing-schedule>

Students access all billing statements and account activity on SSOL.

The following tuition and fees are prescribed by statute and subject to change at the discretion of the University's Board of Trustees.

When you enter the EMBA-NY Program, your tuition pays for books and meals on all class days, including breakfast, lunch, and an afternoon snack. It also includes conference center accommodations during residence weeks/weekends, and other resources, as well as residence and meals during the week-long international seminar in the second year.

All EMBA students must purchase a laptop computer for the program, pay their own airfare for the International Seminar, and arrange their own travel throughout the program.

EMBA students that entered the program prior to May 2025 are charged on a per credit basis for the 60 credits required for graduation. An additional 9 credits can be taken free of charge, as long as they are taken within a student's final term. Additional courses cannot be taken the semester after a student reaches 60 credits. Students are allowed to take up to a maximum of 69 credits.

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 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.

Financial Aid

Columbia Business School's Financial Aid Office assists students with financing their MBA education through a combination of company sponsorship, federal loans, private loans, military benefits, external funding, institutional funds, tuition benefits, and budgeting tools. While each year a small 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.

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 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.

Private Loan Options

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. For application instructions, please visit each lender's website. Processing time for loans is 4 to 6 weeks assuming all documentation is in order.

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 a lender, submit the Private Loan Request Form.

EMBA Format and Degree Requirements

Columbia Business School offers a two-year “terminal” EMBA Program designed for the practitioner. The EMBA Program is offered in three formats: EMBA-NY Friday/Saturday; EMBA-NY Saturday; EMBA-Global.

The Executive format allows students through a combination of residence periods and both on and off-site learning opportunities to earn the MBA degree over a 20-month period. The programs require the completion of the same number of credit hours (one exception noted below), and students graduate with the same degree: Master of Business Administration.

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 EMBA degree requires a total of 60 credits and a minimum GPA of 5.5 to graduate. Of the sixty, 24 credits are from required core coursework and a minimum of 36 credits are from elective courses. The only exception to this is our EMBA-Global program which requires 61.5 credits for degree completion, due to an additional course requirement from our partner, London Business School.
- Students may count a combined maximum of six credits of Independent Study and graduate-level courses from other Columbia schools toward the MBA degree. No transfer credits from other institutions may be applied toward the MBA degree. A failed core course must be repeated; a failed elective must either be repeated or replaced by another. Graduate-level courses are denoted by a number of 4000 or higher.
- While students generally register for 9-12 credits per term, full-time residence at the Business School is strictly defined as a minimum of 12 credits. Students are permitted to take up to 18 credits per term, and may graduate with more than 60 credits in EMBA-NY.
- Students who exempt out of core courses must replace them with electives to fulfill the MBA requirement of 60 credits. Fifty-four (54) of these credits must consist of in-classroom business courses.

The Executive MBA Program is designed to be flexible and meet the needs of working executives. There are two New York-based options, EMBA-New York

Friday/Saturday and EMBA-New York Saturday. EMBA-Global is another option and has a partnership with London Business School.

EMBA-NY Friday/Saturday Option

- Begins in late August
- Classes are generally held from 8:30 a.m. to 6:45 p.m. on Fridays and Saturdays every other week. 3-hour classes, 6 sessions throughout the weekend.
- Length of program: Five terms, meeting approximately every other Friday and Saturday, over 20 months and students must complete 60 credits to graduate.
- Requires two residencies, held at the start of the first two semesters
- Employer sponsorship of time is required. Employer financial sponsorship is not required, though it is welcome.

EMBA-NY Saturday Option

- Begins in May
- Classes are generally held from 8:30 a.m. to 6:45 p.m. on Saturdays, almost every Saturday in the term. 3-hour classes, 3 sessions per Saturday.
- Length of program: Six terms, meeting approximately every Saturday, over 24 months and students must complete 60 credits to graduate.
- Requires three residencies, held at the start of the first three semesters
- Employer sponsorship of time is not required. Employer financial sponsorship is not required, though it is welcome.

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 for those in the EMBA-NY programs. Such mastery is determined by passing an exemption exam, which is comparable to a final exam in a given subject.

EMBA-NY students with prior experience in coursework in any of the core courses should attempt the exam. Students are not penalized for failing. If the exemption is successful, it is up to the student to decide whether to exempt or not.

EMBA students are allowed to exempt out of 9 credits maximum of core courses, not to exceed 6 credits of exemptions in any given core term. Elective exemptions do not count against the 9-credit limit.

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

- Managerial Statistics (3 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 Strategy (3 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, Introduction to Programming Using Python, 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.

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.

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 “Leadership & Organizational Change”, “Markets & the Economy”, and “Strategy Formulation”.

Cluster and Learning Teams: Community building begins right at the start of the EMBA 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.

EMBA Attendance Policy

In accordance with the Core Culture of being present, the EMBA program requires students to attend each class in-person. Attendance at all class sessions is expected and vital for academic success. Viewing class recordings cannot be substituted for attending class in-person. It is up to each student to understand how absences may impact their overall performance and grades in their courses. It is the student's responsibility to communicate with faculty and make up missed class materials once an excused absence is approved.

Should a student need to miss class, they should notify the Office of Student Affairs by submitting the Absence Request Form. After submitting this form, your advisor will inform you if your absence has been excused. An unexcused absence for a core class session comes with a minimum penalty of 1% off your final grade. No more than 9 hours (3 class sessions) of excused absences will be approved per 3-credit course; no more than 6 hours (2 class sessions) for a 1.5-credit course.

Residence Week/Weekends are mandatory and no excused absences will be granted. EMBA students can be excused from up to 27 hours of on-campus class sessions (9 three-hour class sessions) over the duration of the program for personal conflicts such as:

- Work commitments
- Pre-arranged travel/vacation
- Weddings

The following situations will not be approved for an excused absence:

- Additional travel before/after an international seminar
- Attending a CBS event/conference that takes place during your class day
- Attending a Chazen-led trip
- Course conflicts in elective terms

Other excused absences: In accordance with University policy, the following absences can be excused without counting towards the excused absence allotment referenced above. The Office of Student Affairs and faculty retain the right to request documentation where appropriate. Please note that you are still expected to submit the Absence Request Form for the following reasons:

- Illness (such as COVID)
- Bereavement
- Religious Observance
- Court Appearance
- Military Service
- Family emergencies (such as serious illness or death)

Exam rescheduling policy

All students are expected to take their core and elective exams according to the schedule shared at the start of the term.

Make-up exams must be taken in the same format as the original exam and after the scheduled exam date. In-person exams will require OSA staff to be present and will be rescheduled during regular business hours or if possible during an EMBA class day.

Permission to take makeup exams may be granted for the following reasons:

- Exam conflict, defined as either: 1) two final exams scheduled at the same time or 2) three or more final exams scheduled within a two-day period. (Does not apply to in-class exams.)
- Religious observance
- Personal, medical, and family emergencies. Documentation is required for medical absences.
- Military service
- Court appearances, such as jury duty

Requests to reschedule exams for reasons other than those listed above will be considered on a case by case basis, and should include the reason for the appeal, timing of any travel, as well as the exam and course details.

If the request for a rescheduled exam is approved, the administration will make every effort to reschedule your exam close to the given exam period, in consultation with your professor. Makeup exams will typically be given during business hours. In some unusual cases, the administration and your professor may arrange for a rescheduled exam to be taken remotely.

In some cases, if the exam cannot be rescheduled during the exam period or offered remotely, students may receive an IN (incomplete) for the course and must complete the exam (as well as all course requirements) within the

following semester. If the required exam is not completed within the following term, an automatic grade of F is awarded for the class. Students who miss exams outside of the parameters and permissions outlined above will be considered as having an unexcused absence from the final exam.

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

EMBA students should e-mail osa@gsb.columbia.edu for makeup exam requests.

Academic Calendar

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

Core Schedule

Saturday EMBA Core

Term	Class	Course #	Credits	Semester
1	Accounting I: Financial Accounting	B5001	3	Summer
1	Leadership & Organizational Change	B5500	3	Summer
1	Managerial Statistics	B5100	3	Summer
2	Marketing Strategy	B5601	3	Fall
2.1	Foundations of Valuation	B5301	1.5	Fall
2.1	Strategy Formulation	B5502	1.5	Fall
2.2	Corporate Finance	B5302	1.5	Fall
2.2	Managerial Economics	B5200	1.5	Fall
3.1	Business Analytics	B5200	1.5	Spring
3.1	Markets and the Economy	B5200	1.5	Spring
3.2	Global Economic Environment	B5201	1.5	Spring
3.2	Operations Management	B5102	1.5	Spring
		Total	24	



Friday/Saturday EMBA Core

Term	Class	Course #	Credits	Semester
1	Accounting I: Financial Accounting	B5001	3	Fall
1	Managerial Statistics	B5100	3	Fall
1	Leadership & Organizational Change	B5500	3	Fall
1.1	Strategy Formulation	B5502	1.5	Fall
1.2	Managerial Economics	B5200	1.5	Fall
2	Marketing Strategy	B5601	3	Spring
2.1	Business Analytics	B5101	1.5	Spring
2.1	Foundations of Valuation	B5301	1.5	Spring
2.1	Markets and the Economy	B5200	1.5	Spring
2.2	Corporate Finance	B5302	1.5	Spring
2.2	Global Economic Environment	B5201	1.5	Spring
2.2	Operations Management	B5102	1.5	Spring
		Total	24	

Electives

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

Students will begin taking elective courses in their third term. If a student exempts from a core course, they can replace those credits with an elective in that term (subject to availability). CBS offers numerous electives across programs to allow students to immerse themselves in specialized topics with faculty members who are at the forefront of innovation in their fields. A comprehensive list of the elective offerings available to EMBA students is shared prior to each registration period. Students may assemble their own elective sequences or select from the School's recommended courses across EMBA and Full-time MBA formats (subject to availability) for common career paths, such as entrepreneurship, finance, consulting, healthcare, marketing, media, real estate, and family enterprise.

Capital Markets and Investments is an enforced pre/co-requisite for all finance electives and as such, is a popular elective choice. Elective Selection provides an organizational framework to help EMBA students explore areas of professional interest which were developed in consultation with faculty, students, recruiters, and alumni. Designed to provide clearer direction in course selection, Curriculum Pathways allow students to choose electives that best match their career goals. Students are able to sort courses and re-view course descriptions by these criteria, centers, divisions, and/or additional keywords here: <https://courses.business.columbia.edu/>.



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

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

International Seminar

CBS EMBA students have an international seminar experience as part of their program requirements. If a student is unable to attend, they must take a replacement elective.

The value of international experience cannot be underestimated. The required International Seminar is both practical and potentially career changing. It joins together students from across all of our EMBA tracks. Together, you'll:

- Apply global business concepts and discuss coursework in the country where you meet.
- Discuss cross-cultural business practices with local businesspeople, officials, and industry experts. Learn from Columbia faculty members and administrators who accompany the group. Experience the local culture first hand, with special social outings that show you the true heart of the country. Build or expand your international network.

A transformative week, our seminar promises a whole new experience at the international level. Recent destinations have included Shanghai, Munich, Buenos Aires, Rio de Janeiro, and Cape Town and are subject to change by the Dean's office.

Academic Divisions

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

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

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

EMBA Class Times

EMBA weekend class days take place on Fridays and Saturdays at the following times. The in-semester term is 12 weeks plus one makeup class session/exam weekend. The EMBA-NY Friday/Saturday program meets approximately every other Friday and Saturday. The EMBA-NY Saturday program meets approximately every Saturday.

Courses either meet in the A-Term (Six 3-hour class sessions), B-Term (Six 3-hour class sessions) or Full-Term (Twelve 3-hour class sessions). Most core classes have midterms and/or finals, whose timing faculty will outline in their syllabus. Most electives will have final papers or presentations as their final deliverable. Electives with final exams will be noted as such in their syllabus.

Beginning in Summer 2025, EMBA Weekend electives will meet on either Fridays or Saturdays and will be a combined offering to both EMBA-NY programs, thus integrating these two programs during their elective terms. Courses will alternate meeting either three or six hours per Friday or Saturday during the below time slots.

8:30am-11:30am

12:30pm-3:30pm

3:45pm-6:45pm

EMBA-Global Block Weeks

There are intensive block week and half block week courses that take place throughout the year. 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. EMBA-Global block week courses are designed for the EMBA-Global program, but are open to all EMBA students.

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 and Independent Study toward the MBA degree. EMBA students should review the EMBA degree requirements for more information.

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

Category	Type
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 only)

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:

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.

Core Culture, Honor Code, 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.

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%

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

* Since the Fall term of 2012, 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.

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

P1, LP, F: ≥5%

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

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) one semester following the semester 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).

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/oncampus-recruiting/interview-logistics/acceptable-interview-practices>.

Credit Requirements - Minimum Enrollment

The standard course load is 4 courses, or 12 credits, per term (3 courses, or 9 credits, per term for EMBA-NY Saturday). Good academic standing is required for any increased course load. Students on academic probation will not be permitted to register for an increased course load.

Potential issues students should be aware of:

- Financial aid implications for taking below six credits in a term
- Taking less than 12 credits results in half-time enrollment status
- Student visa implications due to course load
- Tuition invoices are determined on a per credit basis
- Students who exceed 5 terms (6 terms for EMBA-NY Saturday) will have one grace term at their original tuition rate. Beyond one term of extension, the student will pay the tuition rate for the current cohort.
- EMBA-NY students may take up to three additional business school electives, up to nine additional credits total, without incurring additional tuition fees. Additional electives must be taken in a student's final term; they can not be taken after a student has completed 60 credits.

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.

Pace of Completion

Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP (Student Academic Progress) Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student who attempts 12 credits in a term must successfully complete at least 9 credits to meet the 67% requirement. However, credits that are not completed will count towards maximum units attempted towards the degree objective. If a student taking 12 credits in a term fails or withdraws from more than two courses, they only have completed 50% of attempted credit hours and will not be compliant with the SAP policy.

Academic Standing

Minimum cumulative GPA requirements for Good Academic Standing, Academic Probation, and Academic Dismissal are below:

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

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 EMBA 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 may not hold leadership positions at Columbia Business School. This includes leadership roles in student clubs and organizations.
- These standards are designed to provide the support and focus required to achieve Good Academic Standing.

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.

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 EMBA program, they are required to meet with their academic advisor once a month 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.

Educational Records

Columbia Business School (CBS), in conjunction with the University 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 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 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 conduct-admin@columbia.edu.
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. 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.

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 a Leave of Absence 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 fall semester and takes a Leave of Absence after finishing one (1) course will be eligible to resume their studies the following fall. A student in this situation may not come back from an LOA during the spring semester unless all first-semester core classes are complete.

All LOAs must be requested by 5pm ET on the business day prior to the semester start date. All students in good academic standing have up to five (5) years from their date of matriculation to complete the MBA program.

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.

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, CBSspecific 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.

System	Access while on Leave of Absence or Withdrawn?
CampusGroups	No
Canvas (historical classes)	Yes
Canvas (audits new classes)	No
CBS Directory	Yes
COIN	Yes
GSB Email	Yes
Poll Everywhere	No
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.

Extension Policy

The Columbia Business School Executive MBA program, awarding the Master of Business Administration degree, is a full-time, STEM-eligible program designed to be completed in five (six for EMBA-NY Saturday) consecutive terms. The curriculum consists of 24 credits of required core coursework, and 36 credits of elective courses. Students are required to take a 3 credit International Seminar as part of the 36 elective credits. Students may choose to extend their studies and take fewer credits per semester due to extenuating circumstances

Students who are planning to not finish their degree on time should speak to their academic advisor to learn about the implications of extending, including:

- Changes in tuition rate
- Ability to walk at graduation ceremony
- Timing of degree conferral
- Ineligible for graduation honors
- Federal loans

All graduates of CBS receive lifetime access to the CMC, including job postings and career advising, workshops, and resources. For questions about recruiting and extending, it is recommended that you contact the CMC.

Please note that all degree requirements must be met within five years of the date of matriculation and there may be tuition, financial aid, student visa, and/or health insurance implications as a result of extending. Students unable to complete their degree in five years (including leaves of absence and extension semesters) must reapply to the degree program.

Cross Registration

CBS students may elect to supplement their studies with coursework from other schools at the University. EMBA students may count up to six points 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 and independent study. 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>.

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.

Dean's List

Students who achieve a 9.0 weighted GPA in their first or second terms are included on the Dean's List. In subsequent terms, students must achieve a 9.25 weighted semester GPA to be included.

Students can find their GPAs on Vergil. Dean's List will only be calculated for students who have completed all their courses in a given semester. While grades for courses taken outside the Business School apply, only full-time students taking 12 or more credits (9 or more for EMBA-NY Saturday students) qualify.

Dean's Graduation Honors

Dean's List is noted on the student's transcript and can be seen on Vergil.

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.

If you take courses over the required 60 credits or outside of the Business School, these courses are included in your cumulative GPA and eligibility for these awards. Students must complete the program within 5 consecutive terms/6 for EMBA-NY Saturday students to qualify for Dean's Graduation Honors.

Distinguished Service Award

This award is presented to a graduating student from each cluster, selected by his or her classmates as deserving special recognition for contributions to the spirit and achievement of the class.

Nahum Melumad Memorial Prize

The Nahum Melumad Memorial Prize is the highest honor given to the member of the graduating class on the basis of outstanding scholarship and a significant impact on the Columbia community.

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:

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

Orientation Program

Orientation is fundamental to the CBS experience. During Orientation, students are introduced to their cohort, cluster, and learning teams. Orientation provides important information on University Resources and introduces students to the academics and core values of Columbia Business School. Orientation sessions are mandatory. Students unable to arrive for Orientation will need to withdraw from the program.

Graduation <https://students.business.columbia.edu/office-of-student-affairs/student-life-and-engagement/events-and-programs/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 February for EMBA Global students, or May for EMBA-NY students. Degrees at Columbia University are conferred three times a year in February, May, and October.

EMBA-NY students can walk with their class at the EMBA-NY Recognition Ceremony and at University Commencement as long as they have completed at least 48 credits. Diplomas are not dispersed at the recognition ceremony 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.

If you need to update your address, you may view and manage it in SSOL on your Degree Application Status page anytime through 5PM on the Monday before graduation – please be sure to select the DP (Diploma) address option. Your diploma will be sent to the DP address which is on file for you that Monday. If you would like to pick up your diploma in person in 210 Kent Hall, you may enter "Hold for Pickup" in line 1 of the DP address field. Your diploma should be available for pickup about three weeks after graduation and we will email you when it arrives.

You may check the status of your degree application in SSOL. Please note that during peak times, it may take a week for your status to be updated in SSOL after you submit your application. Additional information about graduation requirements may be found on the University Registrar webpage.

Student Clubs

Engaging in club activity while working full-time as an EMBA student can be challenging given competing priorities, however the majority of EMBA students join CBS clubs, and many hold leadership roles. There are over 80 vibrant and engaged clubs at CBS that have focuses or specialties that may be of interest to you.

<https://students.business.columbia.edu/office-of-student-affairs/student-life-and-engagement/student-clubs>

Students on Academic Probation who hold leadership positions at Columbia Business School should meet with their academic advisor as well as the Senior Director of Student Life and Engagement to discuss how their leadership role could be impacting their academic success.

Students on disciplinary probation are required to vacate any leadership positions, including roles in student clubs and organizations.

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>

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-policy-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, 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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